

To Members of the Council

Cllr. Nick Chapman (Chairman) (Outgoing Chairman)
Cllr. Janet Forey (Vice-Chairman) (Outgoing Vice-Chairman)

Cllr. Shabbir Aslam
Cllr. Royston Bayliss
Cllr. Dr John Bloxham
Cllr. Lee Breckon JP
Cllr. Nick Brown
Cllr. Adrian Clifford
Cllr. Cheryl Cashmore
Cllr. Stuart Coar
Cllr. Luke Cousin
Cllr. Tony Deakin
Cllr. Roy Denney
Cllr. Alex DeWinter

Cllr. Susan Findlay
Cllr. Helen Gambardella
Cllr. Hannah Gill
Cllr. Nigel Grundy
Cllr. Paul Hartshorn
Cllr. Richard Holdridge
Cllr. Mark Jackson
Cllr. Becca Lunn
Cllr. Antony Moseley
Cllr. Les Phillimore
Cllr. Terry Richardson
Cllr. Ande Savage

Cllr. Tracey Shepherd
Cllr. Dillan Shikotra
Cllr. Mike Shirley
Cllr. Roger Stead
Cllr. Ben Taylor
Cllr. Matt Tomeo
Cllr. Bob Waterton
Cllr. Jane Wolfe
Cllr. Maggie Wright
Cllr. Neil Wright

Dear Councillor,

A meeting of the **COUNCIL** will be held in the Council Chamber - Council Offices, Narborough on **TUESDAY, 20 MAY 2025 at 6.00 p.m.** Please find attached a number of supplemental items that are required for the meeting and are in addition to the agenda and report pack that has already been circulated.

Please note that the meeting will follow the preceding meeting and therefore the start could be earlier

Yours faithfully



Gemma Dennis
Corporate Services Group Manager



SUPPLEMENTAL ITEMS

SECTION 1 - INTRODUCTION

To receive apologies for absence, disclosures of interest from Councillors, and Minutes of the previous Council meeting.

4. Scrutiny Statement to Annual Council 2024-25 (Pages 5 - 10)
To consider the report of the Scrutiny Commissioners (To follow)
5. Audit & Corporate Governance Committee Annual Report 2024-25 (Pages 11 - 20)
To consider the report of the Audit and Corporate Governance Committee Chairman (To follow).

SECTION 2 - STANDARD COUNCIL BUSINESS

To receive announcements from the Chairman and the statement of the Leader of the Council.

Any reports for consideration listed under this section will be moved in one block without discussion, unless any Member present requests otherwise.

13. Delegation Scheme of Cabinet Executive 2025-26 (Pages 21 - 24)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).
14. Appointments of Chairman and Vice-Chairman to Committees 2025-26 (Pages 25 - 26)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).
15. Appointments of Members to serve on Outside Bodies 2025-26 (Pages 27 - 28)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).
16. Appointments to Committees 2025-26 (Pages 29 - 38)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).
17. Schedule of Meetings 2025-26 (Pages 39 - 40)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).



Scrutiny Commission Statement to Annual Council – 20 May 2025

Good scrutiny is an essential part of the Council's governance framework and is integral to decision making. Scrutiny Commission fulfils the statutory responsibility placed on local authorities to review and scrutinise decisions and actions taken, and they play a vital role in influencing services and shaping policies and plans which affect our residents and businesses.

Scrutiny should:

- Provide constructive 'critical friend' challenge.
- Amplify voice and concerns of the public.
- Be led by independent like-minded people.
- Drive improvement in public services.

Scrutiny has a range of statutory functions, and they can be the foundation of its work, scrutiny may look at any issues which affects 'the area or the area's inhabitants', scrutiny also has the power to:

- Access information.
- Require attendance of the Executive and senior Officers to be held account or give evidence.
- Require a response to its recommendations.
- Call-in the decisions of Executive Members.

Scrutiny 2024/25

Scrutiny Commission

Over the year Scrutiny Members' have contributed to policy development, reviewed, and scrutinised Cabinet Executive decisions. Scrutiny Commission has also considered the following work topics:

Homelessness and Rough Sleeping Strategy 2025- 2030 - Scrutiny was consulted on the new Strategy and concerningly noted:

- A steady increase in the number of homelessness cases.
- An increase in the number of people with a support need, particularly those with complex needs.
- The demise of the private rented sector (PRS) including lack of supply, unaffordability and lack of confidence has meant that access to the PRS for homeless households is now extremely limited.

- New affordable housing delivery has become an essential requirement for the Council to meet the current homelessness demand.

Members discussed solutions to the current housing crisis which included:

- Developing our own property management company
- Liaising with current private sector landlords
- Creating the council's own housing stock
- Managing empty properties.

Members noted the Council so far has made excellent progress in supporting residents in urgent need of temporary accommodation and housing, but the need for emergency housing keeps on rising. Against this backdrop, the Council has made great strides in purchasing properties to support our most vulnerable residents and Scrutiny is supportive of Cabinet's view that the Council should continue to do this. Continuing investment in housing ensures sufficient appropriate accommodation is available and reduces reliance on costly temporary accommodation.

Local Government Reorganisation - Following the white paper being published late last year, Scrutiny questioned all Cabinet Executive Members on how they intend to reprioritise their work, and implications on the Corporate Plan.

Cabinet Executive responded that it would reconsider projects and initiatives individually to determine whether there is the requirement or resources available to continue or pause work. Scrutiny noted Cabinet's response that it was too early to provide a reprioritised list of any projects, and that cost savings and resources will be rediverted to feed into reorganisation.

Scrutiny would welcome the opportunity to be consulted on any detailed local government reorganisation proposals as they emerge, including any requirement to increase resource to support the new Council.

Budget 2025/26 - In January a comprehensive overview session provided background and context to the Council's draft Budget proposals setting the scene for robust questioning of Cabinet Executive Members.

Scrutiny noted that due to the short-term nature of the funding streams issued in the Settlement Statement for 2025/26, it is difficult to plan ahead with one year funding. Continued rigorous management and monitoring by the Senior Leadership Team, Cabinet Executive and Scrutiny will ensure the Council continues to be well prepared to respond to any challenges that may occur.

- Council Tax - Members fully considered the options provided to increase Council Tax and were supportive of a 2.99% increase given the current financial uncertainty that local authorities face.

Members had a robust debate on the options available, with concerns being raised about the extra pressure an increase in Council tax would have on residents. Members also considered the impact of not raising Council Tax by the full percentage, however this was disregarded due to future challenges

that local government reorganisation, devolution and uncertainty around future funding may bring and the importance of maintaining a quality service for residents.

Members also noted future local government financial reform could potentially pose a risk to the Council, where Council's will be expected to raise Council tax.

- Fair Funding & Longer-Term Financial Settlement - Members noted that the continued delay of the Fair Funding Review affected the Council receiving a multi-year funding settlement and as a result, it is not possible to assess the impact it may have on our future financial position.
- External Funding - Health, Leisure and Tourism – Scrutiny learned that many health, leisure and economic development initiatives rely on grants or external commissions, that may be less secure in future.

Scrutiny noted that if external funding is reallocated or reduced there may be significant changes to consider on service delivery plans, which would have considerable impact on service users and staff.

Scrutiny looks forward to welcoming the Health, Leisure and Tourism Service later in the year to receive an update on external funding and the work of the service.

- Building Control - Scrutiny noted the impact of changes to Building Control regulations resulting in a significant reduction of fees and charges. The changes have also resulted in losing experienced members of staff as the new regulations place new burdens on the team.

Scrutiny would welcome Officers and the Portfolio Holder to a future meeting to discuss the Partnership and its priorities for the future in light of reduction of fees and the new regulations.

- Transformation - Scrutiny noted the positive work that has been undertaken by the Transformation team, including £108,000 worth of cashable savings, 430 hours working hours saved and over £23,000 of income generated.

Scrutiny would welcome a further update on their work.

Scrutiny will continue to be rigorous in providing constructive and supportive challenge to ensure that the Council is sustainable, drives improvement and the vulnerable are protected.

Scrutiny would like to thank Portfolio Holders for the comprehensive overview of their budget priorities and challenges and commend officers for their work on the budget planning process.

Call-in of Blaby District Council (Off-Street Parking Places) Order 2024

Scrutiny welcomed the opportunity to consider a call-in of an Executive decision in October 2024. Call-in provides Scrutiny Commission with the opportunity to delay implementation of a decision which has been made by Cabinet Executive., which it considers needs reviewing.

Call-in should only be regarded as a measure that is needed in exceptional circumstances and sits in a range of tools available at Scrutiny's disposal to influence decision-making.

The Blaby District Council (Off-Street Parking Places) Order 2024 report and decisions that were made by Cabinet Executive on 16 September 2024 were called in and considered by Scrutiny Commission on 8 October 2024.

The call-in was requested by Members who sought clarification on additional maintenance costs and enhancements planned to car parks.

Both the Chairman, Cllr. Nick Brown and Vice-Chairman Cllr. Neil Wright supported the call-in and requested that further information be provided on financial implications, including a forecast of income generated from levying charges on Bouskell Park and the cost of enforcement.

Scrutiny welcomed Executive Members Cllr. Terry Richardson and Cllr. Nigel Grundy to the meeting who reiterated that it was a priority to ensure that car parks are financially self-sustaining.

Members discussed the implications of introducing car park charges at Bouskell Park and the Executive Members responded that improvement works were due to be carried out imminently, and in order to maintain the car park, introducing charges was necessary.

Members also questioned data on car park usage, financial implications of maintaining car parks, projected income.

Following robust debate Scrutiny Commission Members decided that the decision of the Cabinet Executive was appropriate, allowing the decision to become effective immediately.

Task & Finish and Working Groups

The Chairman and Vice-Chairman led meetings which considered the following:

- **iPlan** – An established working group which monitors progress against the Council's Corporate Plan and Priorities and are able to make recommendations to the Senior Leadership Team and Cabinet Executive and to raise questions where necessary.

Members have been provided with self-service logins and are able to access live data to monitor service delivery. Scrutiny have worked closely with the Performance & Information Manager, regularly updating the Scrutiny Working Group Feedback Log which allows Members to raise questions, suggestions and concerns directly with the Senior Leadership Team.

Members have also had discussions around how Power Business Intelligence can be used effectively at Blaby District Council. The Working Group looks forward to continuing to develop and progress this work.

- **Recruitment and Retention of Staff** – Scrutiny carried out an extensive review into the Council's recruitment procedures and the examined the

reasons why staff were leaving the authority. Scrutiny considered data provided by Human Resources.

Scrutiny studied how authorities are experimenting with generative AI tools and automation to streamline the creation of job adverts and LinkedIn posts to expedite the recruitment process.

A key part of this work, which the task and finish group Members found insightful was considering evidence from Service Managers. All Service Managers were invited to a meeting of the task and finish group to provide their own experiences of:

- Recruitment
- Annual Progress Reviews
- Exit Surveys and Leaver Feedback
- Staff Benefits
- Apprenticeship Scheme
- Fixed Term Contracts

Scrutiny thanks all Officers and Members who supported this review. Scrutiny looks forward to receiving a response to the 17 recommendations listed in its report.

- **Blaby District Tourism Growth Plan** – Scrutiny was pleased to welcome the Executive Director and the Tourism and Heritage Team who provided an overview of the Tourism Growth Plan, highlighting the team's long-term ambitions and the importance of linking the Growth Plan to the council's wider economic growth opportunities and other strategies, e.g., the Active Travel Strategy.

Since the existing Tourism Growth Plan for 2020-2025 was commissioned in 2019, there have been considerable achievements and development of the Blaby District visitor economy, despite the backdrop of the Covid pandemic.

The latest available figures show that in 2023 tourism contributed £216.84m annually to the District's economy and supported over 2,000 local jobs

Members considered Blaby District's location as its key strength, making it an appealing destination for visitors. Scrutiny noted the Plan's wide-ranging initiatives which included a social media strategy, creative marketing campaigns, collaborating with local schools and developing and expanding new or existing walking and cycling routes.

- **Contaminated Land** – Scrutiny was provided with an update on the work Environmental Services was carrying out in managing contaminated land sites across the District.
- **Net Zero by 2050** – chaired by Cllr. Tony Deakin, the Task and Finish Group explored:
 - the Council's net zero targets and progress made
 - the Council's annual emissions level, which had seen a 78% reduction since 2018/19.
 - the net zero action plan

- consideration of a Climate Change Working Group

The Commissioners thank Cllr. Tony Deakin for chairing this meeting and invite other non-executive Members to express their interest in chairing task and finish groups.

Non-executive Members also took part and were consulted on the following work topics:

- Active Travel Strategy
- Feedback on resident's survey
- Corporate Parenting Responsibilities
- Environmental Health, Environmental Services and Community Safety Enforcement and Compliance Policy
- Environmental Crime Fixed Penalty Notices
- Gender Pay Gap
- Corporate Action Plan 25/26

Scrutiny Work Programme

The following items remain on the current work programme:

- Lightbulb – Examining current performance, achievements and challenges.
- Local Police – considering how local police communicates with and provides updates to Parishes and local councillors.

Number of Meetings held

Over the course of the year Members took part in **29** meetings.

Developing Scrutiny at Blaby

To make an impact Scrutiny must be confident that each of the following are in place and Scrutiny will continue to ensure that these guidelines are followed into the ensuing year.

- Prioritising the work programme and effective outcomes.
- Selecting the right methods to undertake work.
- Keeping focussed agendas.
- Asking the right questions.
- Ensuring capacity and resource is available.

Finally, we would like to thank all colleagues for their contribution to the work of Scrutiny Commission and its Work Groups this year.

Cllr. Nick Brown - Scrutiny Commission Chairman
Cllr. Neil Wright – Scrutiny Commission Vice-Chairman

AUDIT & CORPORATE GOVERNANCE COMMITTEE
ANNUAL REPORT
2024/25

CONTENTS	PAGE
FOREWORD	3
INTRODUCTION	4
HIGHLIGHTS OF THE YEAR	4
SUMMARY OF WORK UNDERTAKEN	5
• EXTERNAL AUDIT	5
• INTERNAL AUDIT	5
• RISK MANAGEMENT	5
• CORPORATE GOVERNANCE	6
• FINANCE	6
LOOKING FORWARD	6
FUNCTIONS OF THE AUDIT & CORPORATE GOVERNANCE COMMITTEE 2024/25	7

FOREWORD

As Chair of the Audit and Corporate Governance Committee, it is my duty to commend the 2024/25 Audit Committee Annual Report.

I am pleased to present this Annual Report which sets out the role of the Committee and summarises the work and achievements we have undertaken as a committee during the financial year 2024/25. As we embark on the next phase for the Committee, we recognise that we are in a period of continuous learning and development. We are eager to learn and explore the intricacies of financial reporting, internal controls, risk management and external audit functions.

Effective audit committees build strong relationships, so we intend to collaborate with management, external auditors, and other stakeholders.

I would like to note our thanks to Nick Brown, Group Manager for Finance, who retired in June 2024, for all of his hard work, support and dedication to Blaby District Council and in particular to the audit committee. I would also like to welcome Katie Hollis to the post of Group Manager for Finance and thank her for the smooth transition, especially during the transfer of external audit responsibilities from Ernst & Young to Azets.

I would like to thank both the officers' and the independent member for their support in providing the committee, as a whole and as individuals, the confidence to challenge officers on the reports presented to ensure clarity and understanding.

I would also like to compliment the finance section on the production of the accounts, considering the challenges that have been faced over the previous few years.

Cllr Mike Shirley

Chair, Audit and Corporate Governance Committee

April 2025

1. INTRODUCTION

While there is no statutory obligation to have such an arrangement, Audit Committees are widely recognised as a core component of effective governance and therefore reflect good practice. The CIPFA (Chartered Institute of Public Finance and Accountancy) Position Statement also states that *“Audit Committees are a key component of an authority’s governance framework. Their function is to provide an independent and high-level resource to support good governance strong public financial management.”*

The Blaby District Council (BDC) Audit and Corporate Governance (ACG) Committee is properly constituted and as such is given sufficient authority and resources by the Council. In effect, the Committee has the right to obtain all of the information it considers necessary and to consult directly with senior managers. In line with best practice the Committee can report its observations and concerns directly to the Council.

A local authority has a duty to ensure that it is fulfilling its responsibilities for adequate and effective internal control, risk management and governance, as well as the economy, efficiency, and effectiveness of its activities. The Committee has a key role in overseeing and assessing the internal control, risk management and corporate governance arrangements and advising the Council on the adequacy and effectiveness of those arrangements.

This role is reflected in the Committee’s Functions, as detailed in the Council’s Constitution. During May 2022 CIPFA published its update Position Statement on Audit Committees in Local Authorities and Police, this was supported by guidance, published in October 2022, ‘Audit Committees – Practical guidance for Local Authorities and Police’, an update from 2018.

2. HIGHLIGHTS OF THE YEAR

There have been many benefits from the work of the Committee. The main outcomes and improvements include:

- a) Received and approved the outstanding accounts for 2020/21, 2021/22, 2022/23 from the outgoing external auditors, Ernst & Young.
- b) Received and approved the accounts for 2023/24 from the incoming external auditors, Azets.
- c) The backstop dates for all of the above accounts were met through the hard work and determination of the finance section.
- d) Received risk register updates at each of its meetings.
- e) Training received for Committee Members.
- f) Received and approved the Internal Audit Plan for 2024/25.

3. SUMMARY OF WORK UNDERTAKEN

3.1 EXTERNAL AUDIT

- a) Received two updates in respect of local audit delays and the expected outcomes arising from the Redmond Review. These reports set out the latest position regarding the backlog of outstanding audits for 2020/21 through to 2022/23, and the proposed introduction of *backstop* dates for their completion and publication.
- b) Received and approved the audited Statement of Accounts for 2020/21, 2021/22 and 2022/23 prepared by the external auditors, Ernst & Young.
- c) Received and approved the Statement of Accounts for 2023/24 prepared by the external auditors, Azets.
- d) The annual audit report 2023-24 from the external auditors will be presented to the audit committee in April 2025, along with the Audit Plan for 2024-25.
- e) Received updates on a regular basis on the build back and backstop dates in relation to the audit assurance of the statement of accounts.

3.2 INTERNAL AUDIT

- a) Continued to oversee the internal audit arrangements for the Council.
- b) Received and approved the Internal Audit Annual Report for 2023/24. This included the Annual Audit Opinion on the adequacy and effectiveness of the framework of control, risk management and governance within the Council.
- c) Received and approved the Internal Audit Plan for 2024/25. The plan ensures that internal audit resources are prioritised towards those systems and areas which, are considered to be of high risk, or which contribute most to the achievement of the Council's corporate objectives. It is designed to enable the Internal Audit Manager to give her opinion at the end of the year but is flexible to ensure it remains relevant throughout the year.
- d) Monitored the delivery of the Internal Audit Plan for 2024/25 through regular update reports presented by the Audit Manager.
- e) Received and considered the results of internal audit work performed in respect of each Directorate.
- f) Monitored the progress made by management during the period to address identified control weaknesses (recommendations).
- g) Monitored the performance of the Internal Audit team through the regular update reports.

3.3 RISK MANAGEMENT

- a) Continued to oversee the Council's risk management arrangements.

- b) Received quarterly corporate risk updates.
- c) Reviewed the progress made by the Council to identify and address corporate risks. This included consideration of the Corporate Risk Register.

3.4 CORPORATE GOVERNANCE

- a) Ensured the work plan for the year ahead, covered all relevant areas during the year.
- b) Reviewed the Annual Governance Statement prior to it being considered by Cabinet in July.

3.5 FINANCE

Reviewed and approved the proposed Accounting Policies to be used in the preparation of the 2023/24 Statement of Accounts.

4. LOOKING FORWARD

- a) The Committee has approved the work programme for the 2025/26 financial year, setting out the receipt of regular update reports and annual assurance reports.
- b) The Committee will continue to closely monitor the publishing of the Council's Statement of Accounts.
- c) The Committee will receive updates on how assurance will be built back following the disclaimed statements of accounts in previous years, due to the audit delays
- d) Continued training and development of Members in line with the CIPFA Position Statement.
- e) Begin the recruitment of a second independent person to the Committee following the update of the skills and knowledge audit for committee members.
- f) Continue to review the functions of the Committee in line with the CIPFA Position Statement.
- g) Ensure that as a committee will meet the requirements of the Global Internal Audit Standards in readiness for the external assessment towards the end of the year.

6. FUNCTIONS OF THE AUDIT & CORPORATE GOVERNANCE COMMITTEE

1. Governance, Risk and Control

- To review the Council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
- To consider the Council's Annual Governance Statement and to recommend its adoption to Cabinet Executive.
- To consider the Council's framework of assurance and ensure that it adequately addresses the risks and priorities of the Council.
- To consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- To maintain an overview of the Whistleblowing Policy and Procedure (Raising Concerns).
- To maintain an overview of the Council's Constitution in respect of contract regulations and financial regulations.
- To monitor the effective development and operation of risk management in the Council.
- To monitor progress in addressing risk-related issues reported to the Committee.
- To review the assessment of fraud risks and potential harm to the Council from fraud and corruption.
- To monitor the Anti-fraud & Corruption Policy, and the counter-fraud strategy, actions, and resources.

2. Internal Audit

- To approve the Internal Audit Charter.
- To consider the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements and to consider quarterly and other reports in relation to the same. These will include:
 - a. Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
 - b. Regular reports on the results of the Quality Assurance and Improvement Programme
 - c. Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards and Local Government Application Note, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement
- To consider summaries of specific Internal Audit reports as appropriate.
- To consider reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale.

- To receive reports outlining the action taken where the Head of Internal Audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
- To receive an independent report from the Head of Internal Audit on matters of a serious nature which cannot be dealt with via normal procedures.
- To contribute to the Quality Assurance and Improvement Programme and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
- To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.

3. External Audit

- To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money.
- To commission work from internal and external audit.
- To advise and recommend on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.
- To consider the external auditor's Annual Audit and Inspection letter, any other external audit and investigation reports, subsequent action plans and monitoring arrangements, relevant reports, and any reports relating to issues of governance falling within the remit of this Committee to ensure that the Council has responded appropriately, and that the Committee are satisfied with the internal control framework.

4. Financial Reporting

- To review & approve the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

5. Accountability Arrangements

- To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
- To report to full Council on a regular basis on the Committee's performance in relation to the terms of reference and the effectiveness of the Committee in meeting its purpose.

- That Members of the Audit Committee complete annually CIPFA's Self-Assessment of Good Practice and the Knowledge and Skills Framework, to inform future development of the Committee.

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BLABY DISTRICT COUNCIL **CABINET EXECUTIVE - 2025/26**

NAME	WARD	PRIME AREA OF RESPONSIBILITY
Cllr. Ben Taylor	Fosse Highcross	Leader
Cllr. Cheryl Cashmore	Enderby	Finance, People & Transformation (Deputy Leader)
Cllr. Nigel Grundy	Narborough and Littlethorpe	Neighbourhood Services & Assets
Cllr. Les Phillimore	Cosby and South Whetstone	Housing, Community Safety and Environmental Services
Cllr. Mike Shirley	Fosse Highcross	Planning and Strategic Growth
Cllr. Nick Chapman	Glenfield Ellis	Health, Community and Economic Development

Cabinet Lead/Support Appointments

NAME	AREA OF RESPONSIBILITY
Cllr. Adrian Clifford	Youth Council Lead
Cllr. Matt Tomeo	Equalities, Diversity and Inclusion Lead
Cllr. Lee Breckon	Net Zero Lead
Cllr. Dillan Shikotra	Digital Transformation Lead
Cllr. Mark Jackson	Armed Forces Support

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PORTFOLIO RESPONSIBILITIES 2025/26

PORTFOLIO	SCOPE	KEY MEETINGS/ PARTNERSHIPS
<p>LEADER</p> <p>CLLR BEN TAYLOR</p> <p>Lead Officers:</p> <ul style="list-style-type: none"> • Chief Executive • Executive Directors • Corporate Services Group Manager • Neighbourhood Services Group Manager • Planning & Strategic Growth Group Manager 	<ul style="list-style-type: none"> • Delivery of the Blaby District Plan • Governance & Information Management • Democratic Services and Scrutiny • Electoral Services • Legal Services • Strategic Planning • Strategic Communications • Safeguarding • Corporate Health & Safety • Emergency Planning and Business Continuity • Web Development • Local Government Reorganisation and Devolution • Corporate Performance 	<ul style="list-style-type: none"> • East Midlands Councils • District Council Leaders • District Council Network (DCN) • Planning Members Advisory Group
<p>FINANCE, PEOPLE & PERFORMANCE</p> <p>CLLR CHERYL CASHMORE (Deputy Leader)</p> <p>Lead Officers:</p> <ul style="list-style-type: none"> • Executive Director S.151 • Finance Group Manager • Transformation and ICT Group Manager 	<ul style="list-style-type: none"> • Finance, including Treasury Management, Capital Programme and Financial Planning • Audit and Fraud • Risk Management • Procurement • Revenues, Benefits and Recovery • Human Resources • Major Corporate Projects • Customer Services • Transformation • ICT Partnership • Armed Forces Support (Cllr Appointment) • Equalities, Diversity and Inclusion Lead (Cllr Appointment) • Digital Transformation Lead (Cllr Appointment) 	
<p>NEIGHBOURHOOD SERVICES & ASSETS</p> <p>CLLR NIGEL GRUNDY</p> <p>Lead Officers:</p> <ul style="list-style-type: none"> • Executive Directors 	<ul style="list-style-type: none"> • Open Space Maintenance • Parks and Open Spaces • Refuse and Recycling • District Cleansing • Fleet Management 	<ul style="list-style-type: none"> • Building Control Partnership

PORTFOLIO	SCOPE	KEY MEETINGS/ PARTNERSHIPS
<ul style="list-style-type: none"> • Neighbourhood Services Group Manager • Assets and Major Projects Group Manager • Corporate Services Group Manager 	<ul style="list-style-type: none"> • Car Parks (Assets) • Building Control • Management of Strategic Sites • Assets and Facilities Management 	
<p>HOUSING, COMMUNITY SAFETY AND ENVIRONMENTAL SERVICES</p> <p>CLLR LES PHILLIMORE</p> <p>Lead Officer:</p> <ul style="list-style-type: none"> • Environmental Health, Housing & Community Safety Group Manager 	<ul style="list-style-type: none"> • Community Safety • Housing and Homelessness • Community Services • Environmental Services • Environmental Health • Private Sector Housing Enforcement • Car Parks (Management) • Lightbulb and Hospital Enablement Team • Net Zero • Net Zero Lead (Cllr Appointment) 	<ul style="list-style-type: none"> • Community Safety Partnership • Police & Crime Panel • Housing Member Advisory Group
<p>PLANNING, TRANSFORMATION, AND ICT</p> <p>CLLR MIKE SHIRLEY</p> <p>Lead Officers:</p> <ul style="list-style-type: none"> • Planning & Strategic Growth Group Manager 	<ul style="list-style-type: none"> • Local Plan • Blaby District Growth Plan • Planning Policy and S106 • Planning Enforcement • Development Control 	<ul style="list-style-type: none"> • Rural lead • A46 Partnership Meeting • A5 Partnership Meeting
<p>HEALTH, LEISURE, CLIMATE AND ECONOMIC DEVELOPMENT</p> <p>CLLR NICK CHAPMAN</p> <p>Lead Officers:</p> <ul style="list-style-type: none"> • Assets and Major Projects Group Manager 	<ul style="list-style-type: none"> • Health and Leisure • External Funding • Parish and Voluntary Sector Liaison • Tourism • Economic Development, including Work & Skills and Community Grants • Youth Council Lead (Cllr Appointment) 	

COMMITTEES/SUB-COMMITTEES

CHAIRMEN AND VICE-CHAIRMEN 2025-2026

	Chairman	Vice-Chairman
Appeals Committee	Cllr. Nigel Grundy	Cllr. Terry Richardson
Audit & Corporate Governance Committee	Cllr. Mark Jackson	Cllr. Dillan Shikotra
Chief Executive & Directors Appointments Committee	Cllr. Ben Taylor	Cllr. Cheryl Cashmore
Chief Executive, Directors & Chief Officers Disciplinary Committee	Cllr. Les Phillimore	Cllr. Neil Wright
Grievance & Standards Committee	Cllr. Cheryl Cashmore	Cllr. Lee Breckon
Licensing & Regulatory Committee	Cllr. Susan Findlay	Cllr. Janet Forey
Member Development Steering Group	Cllr. Adrian Clifford	Cllr. Matt Tomeo
Planning Committee	Cllr. Lee Breckon	Cllr. Susan Findlay
Staff Joint Consultative Committee	Cllr. Roy Denney	Cllr. Mark Jackson

Nominations for Chairman and Vice-Chairman of Scrutiny Commission 2025-2026

	Chairman:	Vice-Chairman:
Conservative Group	-	Cllr. Neil Wright
Liberal Democrat Group	Cllr. Antony Moseley	Cllr. Antony Moseley
Labour Group	Cllr. Nick Brown	Cllr. Nick Brown

Members will vote at the meeting to elect a Chairman and Vice-Chairman of Scrutiny Commission.

Where there are more than one nomination for any of the Chair/Vice-Chair positions, then the nominations will be put to the vote at the meeting.

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Appointments to Outside Bodies 2025-2026

BLABY DISTRICT COUNCIL APPOINTING BODY – COUNCIL

Name of Organisation	Term of Office	Previous Appointee (2024/25)	Conservative (New Appointee)	Liberal Democrat	Labour
Croft Quarry Liaison Committee	Annual	Cllr. Neil Wright	Cllr. Neil Wright		
Croft Quarry Liaison Committee	Annual	Environmental Health, Housing & Community Services Group Manager			
Enderby Village Institute	Annual	Cllr. Cheryl Cashmore	Cllr. Cheryl Cashmore		
East Midlands Housing Group	Annual	Cllr. Maggie Wright	Cllr. Cheryl Cashmore		
East Midlands Housing Group	Annual	Cllr. Terry Richardson	Cllr. Ben Taylor		
Friends of Narborough Station	Annual	Cllr. Janet Forey	Cllr. Janet Forey		
Joint Community Safety Partnership	Annual	Cllr. Les Phillimore	Cllr. Les Phillimore		
Leicestershire Police & Crime Panel	Annual	Cllr. Les Phillimore	Cllr. Les Phillimore		
Leicestershire Police & Crime Panel (Substitute)	Annual	Member of Cabinet Executive	Member of Cabinet Executive		
Leicestershire County Council Local Pensions Committee	Annual	Cllr. Roy Denney	Cllr. Roy Denney		

Name of Organisation	Term of Office	Previous Appointee (2024/25)	Conservative (New Appointee)	Liberal Democrat	Labour
PATROL (Parking and Traffic Regulations Outside London) Joint Committee.	Annual	Cllr. Les Phillimore	Cllr. Les Phillimore		
PATROL (Parking and Traffic Regulations Outside London) Joint Committee. (Substitute)	Annual	Member of Cabinet Executive	Member of Cabinet Executive		
Health and Wellbeing Board – Leicestershire County Council	Annual	Cllr Cheryl Cashmore	Cllr. Nick Chapman		

COMMITTEE MEMBERSHIP 2025-2026

APPEALS COMMITTEE

5 Members

Conservative (2)		Liberal Democrat (1)		Labour (1)		Independent (1)	
1	Cllr. Nigel Grundy	3	Cllr. Ande Savage	4	Cllr. Tracey Shepherd	5	Cllr. Maggie Wright
2	Cllr. Terry Richardson						

Eligibility/Non-Eligibility for Membership:

- Members - All Members of the Council are eligible.
- Members of the Grievance Committee and Chief Executive, Directors & Chief Officers Disciplinary Committee are not eligible.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible to hold these positions of office.

AUDIT & CORPORATE GOVERNANCE COMMITTEE

7 Members

Conservative (4)		Liberal Democrat (1)		Labour (1)		Green (1)	
1	Cllr. Mark Jackson	5	Cllr. Richard Holdridge	6	Cllr. Alex DeWinter	7	Cllr. Roger Stead
2	Cllr. Dillan Shikotra						
3	Cllr. Lee Breckon						
4	Cllr. Jane Wolfe						

Eligibility/Non-Eligibility for Membership:

- Members - Members of the Cabinet Executive are not eligible.
- Members of Scrutiny Commission are not eligible
- Substitute Members - Members of the Cabinet Executive are not eligible.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible.

CHIEF EXECUTIVE REMUNERATION PANEL

3 Members

Conservative (1)		Liberal Democrat (1)		Labour (1)	
1	Cllr. Ben Taylor	2	Cllr. Luke Cousin	3	Cllr. Nick Brown

Eligibility/Non-Eligibility for Membership:

- Political Group Leaders only
- Membership is limited to the three political groups with the largest number of seats.
- Substitute Members: Deputy Group Leaders only.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the committee are eligible

CHIEF EXECUTIVE & DIRECTORS APPOINTMENTS COMMITTEE

5 Members

Conservative* (3)		Liberal Democrat (1)		Labour (1)	
1	Cllr. Ben Taylor	4	Cllr. Hannah Gill	5	Cllr. Nick Brown
2	Cllr. Cheryl Cashmore (Deputy Leader)				
3	(Member of Cabinet Executive)				

*At least one appointment must be a member of the Cabinet Executive

Eligibility/Non-Eligibility for Membership:

- All Members are eligible.
- Representation will be a mix of genders.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the committee are eligible

CHIEF EXECUTIVE, DIRECTORS & CHIEF OFFICER DISCIPLINARY COMMITTEE

(Head of Paid Service, Chief Finance Officer and Monitoring Officer)

5 Members

Conservative (2)		Liberal Democrat (1)		Independent (1)		Reform (1)	
1	Cllr. Les Phillimore	3	Cllr. Luke Cousin	4	Cllr. Rebecca Lunn	5	Cllr. John Bloxham
2	Cllr. Neil Wright						

Eligibility/Non-Eligibility for Membership:

- Members - All Members of the Council are eligible.
- Representation will be a mix of genders.
- Substitute Members - All Members of the Council are eligible
- Members of the Grievance Committee and Appeals Committee are not eligible

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible to hold these positions of office.

GRIEVANCE & STANDARDS COMMITTEE

5 Members

Conservative (3)		Liberal Democrat (1)		Labour (1)	
1	Cllr. Cheryl Cashmore	4	Cllr. Paul Hartshorn	5	Cllr. Nick Brown
2	Cllr. Lee Breckon				
3	Cllr. Mike Shirley				

Eligibility/Non-Eligibility for Membership:

- Members - All Members of the Council are eligible.
- Representation will be a mix of genders.
- Substitute Members - All Members of the Council are eligible.
- Members of the Chief Executive, Directors & Chief Officers Disciplinary Committee and the Appeals Committee are not eligible.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible to hold these positions of office.

STAFF JOINT CONSULTATIVE COMMITTEE

5 Members (Member Side)

Conservative (3)		Liberal Democrat (1)		Labour (1)	
1	Cllr. Roy Denney	4	Cllr. Richard Holdridge	5	Cllr. Bob Waterton
2	Cllr. Mark Jackson				
3	Cllr. Neil Wright				

Eligibility/Non-Eligibility for Membership:

- Members - All Members of the Council are eligible
- Substitute Members - All Members of the Council are eligible

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible to hold these positions of office which is usually alternated between the employer and employee sides

LICENSING & REGULATORY COMMITTEE

13 Members

Conservative (6)		Liberal Democrat (3)		Labour (1)		Green (1)		Independent (1)		Reform (1)	
1	Cllr. Susan Findlay	7	Cllr. Royston Bayliss	10	Cllr. Shabbir Aslam	11	Cllr. Roger Stead	12	Cllr. Rebecca Lunn	13	Cllr. John Bloxham
2	Cllr. Janet Forey	8	Cllr. Paul Hartshorn								
3	Cllr. Stuart Coar	9	Cllr. Helen Gambardella								
4	Cllr. Matt Tomeo										
5	Cllr. Jane Wolfe										
6	Cllr. Roy Denney										

Eligibility/Non-Eligibility for Membership:

- Members - Members of the Cabinet Executive are not eligible.
- Substitute Members - Members of the Cabinet Executive are not eligible.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- Members of the Cabinet Executive are not eligible.
- All Members of the Committee are eligible to hold these positions of office.

LICENSING SUB COMMITTEE**3 Members**

Members and Substitute Members will be called off the list of members of the Licensing & Regulatory Committee by Democratic Services.

Proportionality does not apply.

PRIVATE HIRE / HACKNEY CARRIAGE REGULATORY SUB-COMMITTEE**3 Members**

Members and Substitute Members will be called off the list of members of the Licensing & Regulatory Committee by Democratic Services.

Proportionality does not apply.

MEMBER DEVELOPMENT STEERING GROUP**10 Members**

Conservative (5)		Liberal Democrat (2)		Labour (2)		Green (1)	
1	Cllr. Adrian Clifford	6	Cllr. Luke Cousin	8	Cllr. Nick Brown	10	Cllr. Roger Stead
2	Cllr. Matt Tomeo	7	Cllr. Ande Savage	9	Cllr. Bob Waterton		
3	Cllr. Susan Findlay						
4	Cllr. Dillan Shikotra						
5	Cllr. Jane Wolfe						

Eligibility/Non-Eligibility for Membership:

- Members - All Members of the Council are eligible.
- Substitute Members - All Members of the Council are eligible.
- 1 Member of the Steering Group must be a newly elected member

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible.

PLANNING COMMITTEE**9 Members**

Conservative (5)		Liberal Democrat (2)		Labour (1)		Green (1)	
1	Cllr. Lee Breckon	6	Cllr. Helen Gambardella	8	Cllr. Bob Waterton	9	Cllr. Tony Deakin
2	Cllr. Susan Findlay	7	Cllr. Richard Holdridge				
3	Cllr. Roy Denney						
4	Cllr. Janet Forey						
5	Cllr. Neil Wright						

Eligibility/Non-Eligibility for Membership:

- Members - Members of the Council are eligible providing that they have attended the mandatory training.
- Substitute Members – All Members of the Council are eligible*
- Members must attend site visits in order to vote on applications.

**It is accepted that Cabinet Executive Members will not normally be Members of this Committee.*

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- All Members of the Committee are eligible to hold these positions of office.

SCRUTINY COMMISSION

13 Members

Conservative (7)		Liberal Democrat (2)		Labour (2)		Independent (1)	
1	Cllr. Neil Wright	8	Cllr. Royston Bayliss	11	Cllr. Nick Brown	13	Cllr. Maggie Wright
2	Cllr. Susan Findlay	9	Cllr. Luke Cousin	12	Cllr. Tracey Shepherd		
3	Cllr. Adrian Clifford	10	Cllr. Antony Moseley				
4	Cllr. Matt Tomeo						
5	Cllr. Roy Denney						
6	Cllr. Janet Forey						
7	Cllr. Stuart Coar						

Eligibility/Non-Eligibility for Membership:

- Members of the Cabinet Executive are not eligible.
- Members of the Audit & Corporate Governance Committee are not eligible.

Eligibility/Non-Eligibility for Chairmanship/Vice-Chairmanship:

- A vote will be taken at Annual Council to determine who will hold the position of Chairman and Vice-Chairman.
- Any Member of the Scrutiny Commission can be appointed to Chair the meeting in the event of the Chairman and Vice-Chairmen being absent from a meeting.

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Seat Allocation Table 2025/26

Committee	Conservative	Liberal Democrat	Labour	Green	Independent	Independent	Reform
Appeals Committee	2	1	1	-	1	-	-
Audit & Corporate Governance Committee	4	1	1	1	-	-	-
Chief Executive Remuneration Panel	1	1	1	-	-	-	-
Chief Executive & Directors Appointments Committee	3	1	1	-	-	-	-
Chief Executive, Directors & Chief Officer Disciplinary Committee	2	1	-	-	-	1	1
Grievance & Standards Committee	3	1	1	-	-	-	-
Staff Joint Consultative Committee	3	1	1	-	-	-	-
Licensing & Regulatory Committee	6	3	1	1	-	1	1

Committee	Conservative	Liberal Democrat	Labour	Green	Independent	Independent	Reform
Member Development Steering Group	5	2	2	1	-	-	-
Planning Committee	5	2	1	1	-	-	-
Scrutiny Commission	7	3	2	-	1	-	-

BLABY DISTRICT COUNCIL SCHEDULE OF MEETINGS											
20 May 2025- 31 December 2026											
Committee	Time	MAY '25	JUN '25	JUL '25	AUG '25	SEP '25	OCT '25	NOV '25	DEC '25	JAN '26	FEB' 26
Council	5:30pm	20		08		23		18		27	24
Cabinet Executive	5:30pm	12	23			15		03		12	23
Scrutiny Commission	5:30pm		11			10		12			04
Planning Committee	4:30pm	08	05	03, 31		04	02, 30	27		22	12
Audit & Corporate Governance Committee	5:30pm			28			06				09
Licensing & Regulatory Committee	5:30pm			01			08			19	
Member Development Steering Group	5:30pm		18			17			10		
Scrutiny - Consideration of 2026/27 - Budget Proposals	5:30pm								CSP: 03	14, 21, 28	

Committee	Time	MAR '26	APR '26	MAY '26	JUN '26	JUL '26	AUG '26	SEP '26	OCT '26	NOV '26	DEC '26
Council	5:30pm		14	12		07		22		24	
Cabinet Executive	5:30pm	23		11	29			14		16	
Scrutiny Commission	5:30pm		22		17			09		04	
Planning Committee	4:30pm	12	16	14	11	02, 30		03	01, 29	26	
Audit & Corporate Governance Committee	5:30pm		27			27			05		
Licensing & Regulatory Committee	5:30pm		20			01			08		
Member Development Steering Group	5:30pm	04			03			16			02

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