

To Members of the Council

Cllr. Iain Hewson (Chairman)
Cllr. Cheryl Cashmore (Vice-Chairman)

Cllr. Shabbir Aslam
Cllr. Shane Blackwell
Cllr. Lee Breckon JP
Cllr. Nick Brown
Cllr. Nick Chapman
Cllr. David Clements
Cllr. Adrian Clifford
Cllr. Stuart Coar
Cllr. Sharon Coe
Cllr. Roy Denney
Cllr. Alex DeWinter
Cllr. David Findlay
Cllr. Janet Forey

Cllr. David Freer
Cllr. Deanne Freer
Cllr. Chris Frost
Cllr. Nigel Grundy
Cllr. Paul Hartshorn
Cllr. Mark Jackson
Cllr. Trevor Matthews
Cllr. Sam Maxwell
Cllr. Christine Merrill
Cllr. Phil Moitt
Cllr. Mat Mortel
Cllr. Antony Moseley
Cllr. Michael O'Hare

Cllr. Les Phillimore
Cllr. Louise Richardson
Cllr. Terry Richardson
Cllr. Tracey Shepherd
Cllr. Mike Shirley
Cllr. Ben Taylor
Cllr. Kirsteen Thomson
Cllr. Bev Welsh
Cllr. Geoff Welsh
Cllr. Jane Wolfe
Cllr. Maggie Wright

Dear Councillor,

A meeting of the **COUNCIL** will be held in the Council Chamber - Council Offices, Narborough on **TUESDAY, 22 NOVEMBER 2022** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Louisa Horton
Corporate Services Group Manager and Monitoring Officer



AGENDA

SECTION 1 - INTRODUCTION

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

1. Apologies for absence
2. Disclosures of Interests from Members

To receive disclosures of interests from Members (i.e. the existence and the nature of those interests in respect of items on this agenda).

3. Minutes (Pages 5 - 12)

To approve and sign the minutes of the meeting held on 20 September 2022 (enclosed).

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.

4. Chairman's Announcements
5. Leader's Statement

SECTION 3 - PRESENTATIONS TO COUNCIL

To consider any presentations from Council Officer's or an external body/partner agency.

6. Community First Responders

Members will receive a presentation from the Community First Responders.

SECTION 4 - QUESTIONS FROM THE PUBLIC & PRESENTATION OF PETITIONS

To receive questions to Councillors submitted by members of the public and to receive any petitions submitted in accordance with the Council's petitions scheme.

7. Public Speaking Protocol

Requests received by the Protocol deadline to be reported by the Monitoring Officer with details of the Agenda Item to which they relate. (Such persons entitled to use the Protocol attend for the purpose of making representations, answering questions

or giving evidence relating to the business of the meeting and the time allocated to each person is a maximum of three minutes unless extended at the discretion of the Chairman).

SECTION 5 - MEMBERS' QUESTIONS

To receive any questions submitted by Councillors.

8. Questions from Members

Any Members wishing to submit questions must do so to the Monitoring Officer no later than 5 working days before the meeting.

The Monitoring Officer will report if any questions have been submitted.

SECTION 6 - REPORTS FOR DECISIONS

To consider any reports submitted for consideration by Council.

9. Recommendations of the Cabinet Executive: Quarter 2 Capital Programme Review 2022/23 (Pages 13 - 18)

To consider the report of the Cabinet Executive (enclosed).

10. Recommendations of the Cabinet Executive: Treasury Management Mid Year Monitoring Report 2022/23 (Pages 19 - 30)

To consider the report of the Cabinet Executive (enclosed)

11. Polling Districts, Places and Stations Review (Pages 31 - 40)

To consider the report of the Corporate Services Group Manager and Monitoring Officer (enclosed).

SECTION 7 - MOTIONS/ DEBATES/CONSULTATIONS & MEMBERS' FEEDBACK

To consider Motions submitted by Councillors, take part in a debate or receive Member feedback from attendance at national briefings, key training initiatives or work on any Outside Bodies.

SECTION 8 - EXEMPT REPORTS

There are no reports for consideration under this Section.

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COUNCIL

Minutes of a meeting held at the Council Offices, Narborough

TUESDAY, 20 SEPTEMBER 2022

Present:-

Cllr. Iain Hewson (Chairman)
Cllr. Cheryl Cashmore (Vice-Chairman)

Cllr. Shabbir Aslam	Cllr. David Freer	Cllr. Louise Richardson
Cllr. Shane Blackwell	Cllr. Deanne Freer	Cllr. Terry Richardson
Cllr. Lee Breckon JP	Cllr. Nigel Grundy	Cllr. Tracey Shepherd
Cllr. Nick Brown	Cllr. Paul Hartshorn	Cllr. Mike Shirley
Cllr. Nick Chapman	Cllr. Mark Jackson	Cllr. Ben Taylor
Cllr. Adrian Clifford	Cllr. Trevor Matthews	Cllr. Kirsteen Thomson
Cllr. Stuart Coar	Cllr. Sam Maxwell	Cllr. Bev Welsh
Cllr. Sharon Coe	Cllr. Christine Merrill	Cllr. Geoff Welsh
Cllr. Roy Denney	Cllr. Phil Moitt	Cllr. Jane Wolfe
Cllr. David Findlay	Cllr. Antony Moseley	Cllr. Maggie Wright
Cllr. Janet Forey	Cllr. Les Phillimore	

Officers present:-

Julia Smith	- Chief Executive
Sarah Pennelli	- Strategic Director - S.151 Officer
John Richardson	- Strategic Director
Caroline Harbour	- Environmental Health, Housing, Net Zero & Community Services Group Manager
Cat Hartley	- Planning & Strategic Growth Group Manager
Louisa Horton	- Corporate Services Group Manager & Monitoring Officer
Jill Stevenson	- Community Development & Partnerships Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

Also in attendance:-

Justin Henry - Strategic Director - Commercial and Economic Development at Charnwood Borough Council, Members of the Blaby District Council Youth Green Forum

Apologies:-

Cllr. David Clements, Cllr. Alex DeWinter, Cllr. Chris Frost, Cllr. Mat Mortel and Cllr. Michael O'Hare

1. **A MINUTE SILENCE AND TRIBUTE IN REMEMBRANCE OF HER MAJESTY QUEEN ELIZABETH II**

The Chairman, Cllr. Iain Hewson asked Members to observe a minutes silence in remembrance of Her Majesty Queen Elizabeth II who had sadly passed away.

Members paid tribute to Her Majesty Queen Elizabeth and gave thanks for her exceptional 70 years of service. Council Members offered their condolences to His Majesty the King and the Royal Family.

2. **DISCLOSURES OF INTERESTS FROM MEMBERS**

No disclosures were received.

3. **MINUTES**

The minutes of the meeting held on 19 July 2022, as circulated, were approved and signed as a correct record.

4. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman, Cllr. Iain Hewson made announcements in respect of the following:

- Leicestershire County Council Chairman's Summer Reception, Beaumanor Hall
- Charity Pub Carvery, The Shires Inn, Peatling Parva
- Chairman's 'At Home' Event – Blaby District Council
- Reading of the Proclamation
- Update of the Chairman's Charity Bike Ride

5. **LEADER'S STATEMENT**

The Leader, Cllr. Terry Richardson presented his Statement in respect of the following:

- No upheld complaints with Ombudsman
- A Place to Grow hosts open day
- Footpath works set to begin
- Homes England make visit to New Lubbethorpe
- Fox Connect launches in district
- Novus era for transport in New Lubbethorpe
- Employment opportunities to be offered in future job fair

- Platinum Award for Litter Wombles
- Summer fun with activity days in the District
- Summer success for District events
- Investment Plan for funding finalised
- Cost of living officer
- Glenfield Community Food Hub gets deserved recognition
- Peer Review
- Great Big Green Week
- Youth Green Forum launches

6. **POSITION STATEMENT ON THE COUNCILS RESPONSE TO THE COST OF LIVING CRISIS FROM CLLR. TERRY RICHARDSON - LEADER OF THE COUNCIL**

Cllr. Terry Richardson presented the position statement which considered practical measures the Council could take to provide support, and committed to the following:

- Appointing a Cost-of-Living Support Officer through utilising external funding to ensure our residents are accessing all the support that they are entitled to.
- Working closely with all partners and agencies including Leicestershire County Council, Citizens Advice Bureau and Department for Work & Pensions (DWP) to maximise available support.
- Communicating and signposting through a wide range of channels all the available advice, guidance, and support.

Members responded favourably to the initiatives outlined in the position statement.

Cllr. Stuart Coar left the meeting and did not return.

7. **APPROVAL OF ABSENCE (LOCAL GOVERNMENT ACT 1972, SECTION 85(1))**

Considered - Report of the Senior Democratic Services & Scrutiny Officer, presented by Cllr. Terry Richardson – Leader of the Council

DECISIONS

1. That Council approves the waiver of the six-month attendance rule provided for within section 85(1) Local Government Act 1972 for Cllr. David Clements due to illness.
2. That the absence period be approved until the meeting of Council on 23

February 2023, to allow a further report to be considered, if required.

Reason:

The Council has the statutory power to consider such requests.

8. AMENDMENTS TO APPOINTMENTS TO COMMITTEES AND SEAT ALLOCATIONS

Considered - Report of the Senior Democratic Services & Scrutiny Officer, presented by Cllr. Terry Richardson – Leader of the Council.

Following the vote on this item, the Chairman Cllr. Iain Hewson adjourned the meeting at 18:41 for a short break. The meeting was reconvened at 18:48.

DECISIONS

1. That effect be given to the wishes of the political groups as to the allocation of seats as detailed in the report.
2. That the appointment of Members to serve on Committees as detailed in the report be approved, subject to the seat distribution being agreed without any member voting against.

Reasons:

1. Due to Cllr. David Freer and Cllr. Deanne Freer becoming Independent Members, it was necessary to re-calculate the seat allocations of Committees.
2. It is appropriate to give effect to the wishes of the political groups and ensure compliance with the Local Government & Housing Act 1989, Section 15 – 17 inclusive.

9. COMMUNITY FIRST RESPONDERS

The Chairman, Cllr. Iain Hewson informed Members that the presentation from the Community First Responders had been deferred.

10. YOUTH COUNCIL PRIORITIES 2022/23

The Youth Council Champion, Cllr. Adrian Clifford welcomed Members of the Blaby District Council Youth Green Forum to the meeting.

The presentation covered the main aims of the Youth Green Forum and how it intends to tackle ecological issues in Blaby District.

Members responded positively to the Youth Green Forum's ideas and thanked them for attending the meeting.

11. PUBLIC SPEAKING PROTOCOL

No requests were received.

12. QUESTIONS FROM MEMBERS

No questions were received.

13. RECOMMENDATIONS OF THE CABINET EXECUTIVE: QUARTER 1 CAPITAL PROGRAMME REVIEW 2021/22

Considered – Report of the Cabinet Executive, presented by Cllr. Maggie Wright, Finance, People & Performance Portfolio Holder.

Cllr. Kirsteen Thomson left and returned to the meeting during consideration of this item.

DECISIONS

1. That the report be accepted.
2. That the latest Capital Programme totalling £5,507,463 be approved.

Reasons:

To ensure that the Council has adequate resources in place to meet its capital expenditure commitments.

14. RECOMMENDATIONS OF THE CABINET EXECUTIVE: STRATEGIC PROPERTY INVESTMENT FOR REGENERATION

Considered – Report of the Cabinet Executive, presented by Cllr. Terry Richardson, Leader of the Council.

DECISIONS

1. That the Commercialism Position Statement at 4.2 of the report be approved.
2. That delegated authority be given to the Chief Executive, Executive Director (S151 Officer) and Monitoring Officer to approve the purchase or

disposal of commercial properties in accordance with the listed criteria in consultation with the Leader of the Council and the Deputy Leader, Finance, People and Performance Portfolio Holder.

3. That £2.5m be added to the capital programme to be drawn upon to make acquisitions.

Reasons:

1. To date, the Council has lacked a Position Statement which outlines the direction of Commercialism.
2. Delegation is required to enable the Council to make decisions quickly regarding commercial acquisitions and disposals.
3. It is necessary for an investment amount to be added to the capital programme in order to make acquisitions.

15. RECOMMENDATIONS OF THE CABINET EXECUTIVE: REVIEW OF MINIMUM REVENUE PROVISION POLICY

Considered – Report of the Cabinet Executive, presented by Cllr. Maggie Wright, Finance, People & Performance Portfolio Holder.

DECISION

That the revised Minimum Revenue Provision (MRP) Policy Statement for 2022/23 at Appendix B of the report be approved.

Reason:

To take the opportunity to move to a more suitable and cost effective method for calculating MRP, whilst ensuring that it remains prudent and complies with the MRP Guidance.

16. PUBLIC SPACES PROTECTION ORDER RENEWAL - DOGS

Considered – Report of the Environmental Services Manager, presented by Cllr. Les Phillimore, Housing, Community & Environmental Services Portfolio Holder.

DECISIONS

1. That the Public Spaces Protection Order (Blaby District Council) 2022 be approved and that the Public Spaces Protection Order (Blaby District Council) 2022 come into force on the 21st November 2022.

2. To delegated authority be given to the Environmental Health, Housing, Net Zero and Community Safety Group Manager in consultation with the Portfolio Holder to make future minor amendments to the PSPO.

Reasons:

1. To renew the current Public Spaces Protection Order to allow continued enforcement of dog related offences across the District.
2. To allow minor amendments to be made to the Public Space Protection Order.

17. COSBY NEIGHBOURHOOD PLAN - RESPONSE TO EXAMINER'S PROPOSED MODIFICATIONS

Considered – Report of the Development Strategy Manager, presented by Cllr. Ben Taylor, Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder.

DECISION

That the recommended modifications to the Cosby Neighbourhood Plan as set out in the Examiner's Report, be accepted.

Reason:

The Examiner's recommended modifications are necessary to ensure the Plan meets the basic conditions required by legislation and can then proceed to referendum.

18. MOTION UNDER COUNCIL RULES OF PROCEDURE

The Chairman, Cllr. Iain Hewson informed Members that the motion had been withdrawn by the proposer Cllr. Sam Maxwell.

THE MEETING CONCLUDED AT 8.03 P.M.

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Blaby District Council Council

Date of Meeting	22 November 2022
Title of Report	Recommendations of the Cabinet Executive: Quarter 2 Capital Programme Review 2022/23 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright – Finance, People & Performance (Deputy Leader)
Report Author	Accountancy Services Manager
Corporate Priority	Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 30th September 2022.

2. Recommendation(s) to Cabinet Executive and Council

- 2.1 That the report is accepted.
- 2.2 That the latest Capital Programme totalling £8,039,700 is approved.

3. Reason for Decisions Recommended

- 3.1 To ensure that the Council has adequate resources in place to meet its capital expenditure commitments.

4. Matters to consider

4.1 Background

The original Capital Programme for 2022/23 was approved by Council on 24th February 2022, and amounted to £2,452,500, which included a borrowing requirement of £1,168,500.

The revised Capital Programme following the 1st quarter of 2022/23 was approved in September 2022 and amounted to £5,507,463.

The following table shows the latest Capital Programme which now amounts to £8,039,700 (including S106 projects), taking into account £2,847,013 brought forward from 2021/22, and projects which had been deferred during

the financial year. It also includes £2,500,000 approved by Council in September, in respect of potential strategic property investment to support regeneration. Appendix A gives a complete breakdown of planned expenditure on a scheme-by-scheme basis, including how it will be resourced.

	£
Approved Capital Programme 2022/23	5,507,463
<u>Additions:</u>	
Strategic Property Investment for Regeneration	2,500,000
Additional funding towards Disabled Facilities Grants adaptations	12,183
Essential Works: Replacement boiler	128,066
<u>Reductions:</u>	
Office refurbishment	(100,000)
Asset Management	(28,066)
	8,019,646
Add S106 Contributions allocated to projects in 2022/23	20,054
Revised Capital Programme 2022/23	8,039,700

- Additional funds have been received from East Midlands Homes, for Disabled Facilities Grant adaptations within EMH properties.
- The Planning Obligations Monitoring Group have approved allocation of S106 funds to 2 new projects, Trinity Park Whetstone has had £19,554 allocated for gate and fence works, and Narborough Cemetery has had £500 assigned for granite area markers.
- Additional budget is required for essential works to replace the existing boiler at the Council Offices. Following the procurement exercise, the tendered price has come in at around £240,000, including fees, against a current budget of £111,934. The existing boiler has already reached the end of its useful life and in the event of a failure, the Council would face significant repair and maintenance costs. It is, therefore, considered essential that a replacement boiler is installed. The increase in cost can be accommodated from within the existing capital programme by transferring budget provision from the two budgets below.
- The tendered price for the final phase of refurbishment of the Council Office refurbishment has fallen within the budget provision. This means that £100,000 can be transferred to offset the increased cost of the essential boiler replacement project.
- The asset management contingency budget has been reduced to cover the difference required from the changes to the two projects detailed above.

- 4.2 At the end of the second quarter of 2022/23, the Council had spent £557,815 against its planned Capital Programme, excluding Section 106 contributions. S106-backed schemes are covered in paragraph 4.3 below.

Explanations for the main variances in Quarter 2 are as follows:

- Extension to Enderby Leisure Centre Car Park - quotes have been received and exceed the Capital budget by £30,000. The additional cost can be covered from the contingency sum allowed for within the Walk and Ride Blaby project. Works are planned to be undertaken during Quarter 3 and Quarter 4.
- Disabled Facilities Grants – Referrals for DFGs are being delayed due to reduced staffing in the Occupational Therapist team at Leicestershire County Council and reviews being undertaken. As at the end of September 2022 £384,359 has been spent against the project.
- Council Offices Refurbishment Project – The tender process has been completed and phase three works are scheduled to start on 31st October.
- Blaby Town Centre Toilets – Works are planned to commence in the 4th quarter of the year.
- Bouskell Park: Bridge & Car Park Improvements – deferred to allow for further consideration due to cost increases.
- Fosse Meadows: Resurface Car Parks – Following approval of the Car Park Strategy report, quotations have come in on budget and work is expected to commence shortly.
- HR and Payroll System – this project has been delayed to ensure that the proposed procurement process is compliant. Initial indications are that the cost of implementation will fall well within budget, and final details will be built into the new 5-year capital programme.

Several projects are now complete and awaiting final invoices, once received any savings realised will be reflected in the quarter 3 report.

4.3 Section 106 Contributions

The Council receives S106 contributions towards the cost of providing for additional infrastructure needs arising from new housing developments. This includes provision of new offsite open space, play equipment, or affordable housing. Often because of financial viability of sites, payments are triggered at different stages of development which can take place over several years.

S106 contributions are only recognised in the Capital Programme at the point at which they have been allocated to support a defined project.

At 1st April 2022, the Council was holding S106 contributions to the value of £1,051,501, and since then a further £219,277 has been invoiced to developers. In total, £266,764 of the balance received has been allocated to projects, as shown at Appendix A, but spent as at 30th September 2022 is negligible. This leaves a remaining balance of £266,741 which has been allocated to projects, as well as a further £1,004,015 which is unallocated.

5. **What will it cost and are there opportunities for savings?**

5.1 Not applicable.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
Net expenditure may exceed the approved budget due to shortfall in income or overspending	Ongoing budget monitoring to highlight variances at an early stage.
Rising inflation costs may cause project costs to exceed the approved budgets.	Regular monitoring of the project costs by the Project Manager, together with support from the Capital Accountant to address any concerns at an early stage. Any price rise that cannot be accommodated within normal tolerances will be reported back to Council before proceeding with the planned works. The overall affordability of the Capital Programme will be considered in terms of its impact on the revenue budget, and projects will be deferred or removed from the programme as necessary.

7. Other options considered

7.1 None

8. Environmental impact

8.1 In preparing this report, the author has considered the impact on the Environment, and there are no areas of concern.

9. Other significant issues

9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

10.1 Appendix A – Capital Monitoring Statement to 30th September 2022

10. Background paper(s)

10.1 None

11. Report author's contact details

Katie Hollis	Accountancy Services Manager
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	Approved Capital Programme 2022/23 £	Budgets Brought Forward from 2021/22 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2022/23 £	Capital Expenditure to 30th Sept. 2022 £	Variance as at 30th Sept. 2022 £
Corporate Aims & Objectives							
Disabled Facilities Grants - 2022/23	630,000	1,116,455	12,183	0	1,758,638	384,359	1,374,279
Strategic Property Investment for Regeneration	0	0	2,500,000	0	2,500,000	0	2,500,000
Green Capital Grant Programme - 2021/22	0	3,504	(3,504)	0	0	0	0
Green Capital Grant Programme - 2022/23	0	0	20,000	0	20,000	4,000	16,000
Capital Grant Programme - 2021/22	54,500	14,574	(16,496)	0	52,578	12,190	40,388
Housing Support Grants - 2021/22	30,000	23,244	0	0	53,244	10,699	42,545
Conversion Of The Old Bank, Narborough	0	38,282	0	0	38,282	0	38,282
Extension of Enderby Leisure Centre Car Park	150,000	0	0	0	150,000	0	150,000
Blaby Town Centre Improvement Works	0	81,626	0	0	81,626	44,079	37,547
Install Led Lighting At Council Offices	0	25,492	0	0	25,492	22,000	3,492
Council Offices Refurbishment Project - 2021	0	50,000	0	0	50,000	0	50,000
Council Offices Refurbishment Project - 2022	250,000	0	(100,000)	0	150,000	0	250,000
Huncote Landfill Gas Remedial Works	0	0	204,955	0	204,955	0	204,955
Cctv Upgrade At Blaby Town Centre & Narborough Strn.	40,000	0	0	0	40,000	0	40,000
Walk And Ride Blaby	180,000	0	0	0	180,000	0	180,000
Blaby Town Centre Toilets	100,000	0	0	0	100,000	0	100,000
Air Quality Action Plan	0	7,734	0	0	7,734	0	7,734
Empty Property Grants & Loans	0	28,049	0	0	28,049	0	28,049
Sub Total Corporate Aims & Objectives	1,434,500	1,388,960	2,617,138	0	5,440,598	477,327	5,063,271
Asset Management Planning							
Idox Software Upgrade	0	390	0	0	390	0	390
Ict: Data Centre	0	118,000	0	0	118,000	0	118,000
Ict: Microsoft Office 365 Consultancy	0	38,000	0	0	38,000	0	38,000
Ict: Network Refresh	0	57,000	0	0	57,000	31,849	25,151
Ict: Equipment for Agile Working	0	29,983	0	0	29,983	6,166	23,817
Ict: Security Updates	107,000	0	0	0	107,000	0	107,000
Ict: Network Refresh - Phase 2	46,000	0	0	0	46,000	0	46,000
Revenues And Benefits System	0	100,650	0	0	100,650	0	100,650
Upgrade To Huncote Landfill Gas Monitoring	0	10,794	0	0	10,794	0	10,794
Essential Works - Replacement of Boilers at the Council Offices	0	111,934	128,066	0	240,000	5,162	234,838
Council Offices: Workstation Upgrades	0	17,296	0	0	17,296	0	17,296
Replace Exterior Lighting & Signage At Council Offices	0	1,542	0	0	1,542	0	1,542
Replacement Fire Escape Doors At Council	0	5,753	0	0	5,753	0	5,753
Resurfacing Of Car Parks	0	91,268	0	0	91,268	0	91,268
Fleet Replacement Programme	500,000	53,897	0	0	553,897	0	553,897
Vehicle CCTV & Tracking Upgrade	47,000	0	0	0	47,000	0	47,000
Bouskell Park: Bridge & Car Park Improvements	0	200,000	0	0	200,000	0	200,000
Countesthorpe Cp: Upgrade Paths	10,000	0	0	0	10,000	0	10,000
Crow Mills: Steps Fencing & Paths Upgrade	19,000	0	0	0	19,000	0	19,000
Fosse Meadows: Resurface Car Parks	150,000	0	0	0	150,000	0	150,000
Fosse Meadows: Upgrade Fence, Gates & Paths	13,000	0	0	0	13,000	0	13,000
The Osiers: Entrance & Path Improvements	10,000	0	0	0	10,000	0	10,000
Whetstone Way: Upgrade Paths	10,000	0	0	0	10,000	10,000	0
Whistle Way: Upgrade Paths	10,000	0	0	0	10,000	0	10,000
The Osiers: Footpaths	0	15,000	0	0	15,000	0	15,000
Ice House Renovation Project	0	1,649	0	0	1,649	0	1,649
Replace Air Quality Analysers	0	28,854	0	0	28,854	9,211	19,643
Replace Air Quality Analysers - 2022	10,000	0	0	0	10,000	0	10,000
Performance Management System	0	17,000	0	0	17,000	0	17,000
Deployment Of Teams Communication System	0	9,969	0	0	9,969	0	9,969
Land Charges & Customer Portal	0	26,675	0	0	26,675	0	26,675
Hr & Payroll System	0	250,000	0	0	250,000	0	250,000
Financial Management System	0	4,030	0	0	4,030	0	4,030
Replacement Cash Receiving Software	20,000	0	0	0	20,000	0	20,000
Replacement Corporate GIS System	0	18,120	0	0	18,120	14,600	3,520
Sub-total Asset Management Planning	952,000	1,207,804	128,066	0	2,287,870	76,988	2,210,882
Other Capital Schemes							
Active Blaby Computer System - Phase 2	0	3,477	0	0	3,477	3,500	(23)
Active Blaby Website Enhancement	4,000	0	0	0	4,000	0	4,000
Update To Social Prescribing System	12,000	0	0	0	12,000	0	12,000
Hardware For Ier Implementation	0	3,057	0	0	3,057	0	3,057
Sub-total Other Capital Schemes	16,000	6,534	0	0	22,534	3,500	19,034
Asset Management Group Contingencies							
	50,000	0	(28,066)	0	21,934	0	21,934
CAPITAL PROGRAMME excluding S106 Schemes	2,452,500	2,603,298	2,717,138	0	7,772,936	557,815	7,315,121

Section 106-Backed Schemes

Cemetery Extension - Blaby Rd, Enderby	0	23,286	0	0	23,286	0	23,286
Contribution For New Pavilion & Car Park	0	17,213	0	0	17,213	0	17,213
Air Quality Monitoring - Castle Acres	0	13,394	0	0	13,394	0	13,394
Benches & Picnic Tables, Sapcote	0	23	0	0	23	23	0
Works At Recreation Ground - Sapcote	0	2,080	0	0	2,080	0	2,080

	Approved Capital Programme 2022/23 £	Budgets Brought Forward from 2021/22 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2022/23 £	Capital Expenditure to 30th Sept. 2022 £	Variance as at 30th Sept. 2022 £
Install LED Lighting - Trinity Rd. Park	0	6,593	0	0	6,593	0	6,593
Play Equipment - Shakespeare Park, Braunstone	0	3,546	0	0	3,546	0	3,546
2 x Benches - Glen Parva Memorial Gardens	0	0	2,995	0	2,995	0	2,995
Gate & Fence - Trinity Park, Whetstone	0	0	19,554	0	19,554	0	19,554
Granite Area Markers - Narborough Cemetery	0	0	500	0	500	0	500
Affordable Housing - Barry Close, Kirby Muxloe	0	26,000	0	0	26,000	0	26,000
Affordable Housing - Henson Park, Whetstone	0	76,580	0	0	76,580	0	76,580
Affordable Housing - Grove Road, Blaby	0	75,000	0	0	75,000	0	75,000
Sub Total	0	243,715	23,049	0	266,764	23	266,741
TOTAL CAPITAL PROGRAMME 2022/23	2,452,500	2,847,013	2,740,187	0	8,039,700	557,838	7,581,862
	0	0	0		0	0	

FINANCED BY:	Capital £	Brought £	Additions etc £	completed £	Programme £	Expenditure £	30th Sept. £
Internally Resources							
Prudential Borrowing	1,168,500	587,963	2,704,955	0	4,461,418	27,352	4,434,066
Usable Capital Receipts	524,000	438,873	0	0	962,873	16,711	946,162
Blaby District Council Plan Priorities Reserve	0	139,776	0	0	139,776	38,015	101,761
General Reserve Fund	0	28,996	0	0	28,996	22,000	6,996
IT Reserve	0	127,969	0	0	127,969	0	127,969
IT Systems Replacement Reserve	0	18,120	0	0	18,120	14,600	3,520
New Homes Bonus Reserve	0	28,049	0	0	28,049	0	28,049
Revenue Funded Capital Expenditure	100,000	51,437	0	0	151,437	12,453	138,984
External Resources							
Disabled Facilities Grant	660,000	1,139,699	0	0	1,799,699	382,876	1,416,824
DFG Contribution from East Midland Housing	0	0	12,183	0	12,183	12,183	0
IER Hardware Implementation Grant	0	3,057	0	0	3,057	0	3,057
S106 Contributions - Various	0	243,715	23,049	0	266,764	23	266,741
DEFRA - Air Quality Grant	0	7,734	0	0	7,734	0	7,734
LLEP Funding	0	31,626	0	0	31,626	31,626	0
TOTAL FUNDING	2,452,500	2,847,013	2,740,187	0	8,039,700	557,838	7,481,862

Blaby District Council Council

Date of Meeting	22 November 2022
Title of Report	Recommendations of the Cabinet Executive: Treasury Management Mid-Year Monitoring Report 2022/23 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Finance Group Manager
Corporate Priority	Medium Term Financial Strategy (MTFS)

1. What is this report about?

- 1.1 To provide members with an update on the Council's treasury activities for the half year ended 30th September 2022, and the economic factors which have affected those activities.
- 1.2 To demonstrate compliance with the Council's prudential indicators which were approved in February 2022.

2. Recommendation(s) to Cabinet Executive and Council

- 2.1 That the latest position in respect of treasury activities, and the prudential indicators, are accepted.
- 2.2 That the increase in the Capital Financing Requirement from £14.446m to £18.037m is approved.

3. Reason for Decisions Recommended

- 3.1 The regulatory framework governing treasury management activities includes a requirement that the Council should, as a minimum, receive a mid-year treasury monitoring report in addition to the forward-looking annual treasury strategy and the backward-looking annual treasury report.
- 3.2 This report fulfils the requirement above and incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure plans and the Council's prudential indicators. The treasury strategy and prudential indicators for 2022/23 were contained in the report approved by Council on 24th February 2022.

4. Matters to consider

4.1 Background

The Annual Treasury Management Strategy for 2022/23, including the Annual Investment Strategy, was approved by Council on 24th February 2022. There have been no policy changes to the strategy to date this financial year, and so the details in this report are an update to the original plans based on the latest economic position and budgetary changes which have already been approved.

As part of the February strategy report Council also approved a range of Prudential Indicators for 2022/23 which are designed to ensure that the Council's capital expenditure plans are prudent, affordable and sustainable. Officers monitor performance against these indicators on a quarterly basis, and the results are shown at Appendix A, compared with the original estimate and the forecast outturn position. As well as reviewing treasury activity to date, this report provides an explanation for any divergence from the original estimates.

4.2 Capital Expenditure & Financing

The Council's capital expenditure plans and sources of finance is the first Prudential Indicator appearing at Appendix A. The original approved programme for 2022/23 was £2.452m of which it was planned that £1.168m would be financed through borrowing.

Since February further additions have been made to the programme, including £2.847m unspent budgets brought forward from the previous financial year, and £2.512m of other additions including strategic property investment. The other additions are covered in more detail in the quarterly Capital Programme Review Reports (Quarter 1 – 5th September 2022, Quarter 2 - elsewhere on this agenda).

As a result of these changes, the latest Capital Programme for 2022/23 is now £8.040m with a borrowing requirement of £4.461m.

4.3 Impact on Prudential Indicators

Another key Prudential Indicator is the Capital Financing Requirement (CFR) which is a measure of the Council's underlying need to borrow for capital purposes. If the latest Capital Programme, as at 30th September, is fully spent the CFR will rise to £18.037m by 31st March 2023, compared with the original estimate of £14.446m. It is probable that the CFR will continue to exceed actual debt for the foreseeable future due to the Council's ongoing practice of borrowing internally to finance capital investment. However, over time, the gap between the CFR and external debt will gradually close as reserves and balances are utilised, and further borrowing is undertaken. There are two main reasons for the projected increase in the CFR to 31st March 2023.

1. The inclusion of £2.5m for potential regeneration property investment in the capital programme. If this investment doesn't materialise then the CFR will not be affected.
2. The change in Minimum Revenue Provision (MRP) policy from a straight-line method to an annuity method. Under the new method, MRP will be lower, unless the Council sets aside any voluntary provision, meaning that the CFR will not reduce by as much on an annual basis.

It is proposed that Council be recommended to formally approve the increase in the CFR.

4.4 Economic Update

Gross domestic product rose by 0.2% in quarter 1, meaning that the economy had, for the time being, avoided moving into recession. However, the impact of high inflation means that GDP is at risk of contracting during the autumn and winter months.

Consumer Price Index (CPI) inflation eased slightly between July and August from 10.1% to 9.9%, although inflation has not yet peaked. The easing in August was mainly due to a fall in oil prices. However, utility price inflation is expected to add 0.7% to CPI in October when the Ofgem unit price cap increases to, typically, £2,500 per household. Since the government's original plan to freeze prices at that level for two years has now been reversed, it remains to be seen what the impact on inflation will be.

There is an expectation that the Monetary Policy Committee (MPC) will increase interest rates further and faster, from the current 2.25% to a peak of 5.00% in February 2023. Market expectations for what the MPC will do are volatile but if the bank rate does climb to predicted levels it could cause vulnerability in the housing market. Link Group's interest rate forecast is included with this report at Appendix B.

4.5 Borrowing

The Council's current and forecast year end portfolio position is shown at Appendix A. It is compared with the CFR to demonstrate that the Council is currently using internal resources in lieu of borrowing, as mentioned above. The Council is permitted to borrow up to its CFR and may even, in the short term, exceed the CFR. However, there is a limit to the amount by which borrowing may exceed the CFR and this is described in Appendix A (no. 3, the Portfolio Position). This allows authorities some flexibility to borrow in advance of need where it is financially beneficial to do so.

The Council's actual debt is still lower than its CFR because it is continuing to borrow internally. Whilst reserves and balances remain relatively healthy and borrowing rates are higher than investment rates this remains a prudent and cost-effective approach but will require ongoing monitoring in the event of rising interest rates.

The original borrowing requirement for 2022/23 was £1.168m, and the budget allows for this being met by external borrowing. No new borrowing has been undertaken to date this financial year. Since the Council still holds a positive cash balance, and with PWLB rates rising, it is likely that any planned borrowing will be deferred.

There is provision within the revenue budget for interest payable of £202,361, which allows for the Council borrowing the £1.1m required to fund the Capital Programme, along with £2.0m of maturing debt. However, there is currently no pressing need to borrow externally. Any short-term cash deficits can be covered by taking out temporary loans, for which rates are currently lower than longer term PWLB borrowing rates. The interest payable budget will be reviewed as part of the budget setting process but may need to increase to take account of the recent inclusion of investment property acquisitions in the capital programme.

Gilt yields and PWLB rates were on a generally rising trend over the first half year. However, they rose sharply towards the end of September following the Chancellor's mini-budget announcement. The 50-year PWLB certainty rate for new long-term borrowing started the financial year at 2.20% but had risen to 4.80% by 30th September, albeit that rates are forecast to fall back to around 3.10% by the end of September 2025.

4.6 Investments

When considering the investment of surplus funds, the Council's main priority is the security of capital and liquidity, but it also seeks to achieve an appropriate level of return which is consistent with its appetite for risk.

The Council held £34.254m of investments on 30th September 2022 and the investment earned the first half year is £182,006, significantly higher than the comparable return at the same point in 2021/22 (£28,018). This means that investment income has already exceeded the budgeted return for 2022/23 which was £100,000. Although cash flow balances generally reduce during the last quarter of the financial year, with interest rates on the rise, it is now expected that investment income will reach around £400,000 for 2022/23.

There have been no instances to date where the Council has been in breach of its investment counterparty limits.

Property Fund

In addition to the internal investment portfolio, the Council has also invested £1m in the Lothbury Property Trust. Generally, property funds offer an improved rate of return, but it is recognised that higher interest rates often only come with increased risk, and, in the short term, fund values can fall as well as rise. For that reason, it is important to note that any investment in property funds must be seen as a longer-term investment.

Following the fall experienced during the pandemic, the value of the property fund rose considerably during 2021/22 and the early part of this financial year, reaching a high of £1.129m at the end of June. In light of the recent economic turmoil the fund value has fallen back to £1.075m so remains above the initial value of the deposit.

Until 31st March 2023 there is a statutory override in place that means any fluctuation in fund value does not have to be charged or credited to the General Fund. The government is currently consulting on whether the statutory override should be extended or withdrawn. In the event of a withdrawal, the Council will still have 12 months to consider options with regards to the future if the investment.

In terms of return, the Council has received rental and interest income of £13,762 up to 31st July 2022; the next quarter's results are due on 31st October and will be reported verbally at the meeting. This represents a return of around 4.12% up to the end of July.

5. What will it cost and are there opportunities for savings?

- 5.1 There are no direct costs arising from this report. However, it is expected that investment income will exceed the budget by around £300,000. Although it is likely that the Property Fund will generate around £40,000 in 2022/23 it is considered prudent to set this sum aside to mitigate any short-term reductions in the future net asset value of the fund. This is a similar principle to that adopted with the Local Authority Mortgage Scheme.

6. What are the risks and how can they be reduced?

6.1

Current Risk	Actions to reduce the risks
That external borrowing might not be undertaken at the most advantageous rate	Treasury officers maintain regular contact with the Council's advisors, Link Treasury Services, who monitor movements in interest rates on our behalf. The aim is always to drawdown loans when interest rates are at their lowest point.
Credit risk – the risk that other parties might fail to pay amounts due, e.g., deposits with banks etc.	The Annual Investment Strategy sets the criteria through which the Council decides with whom it may invest. The lending list is updated regularly to reflect changes in credit ratings.
Liquidity risk – the Council might not have sufficient funds to meet its commitments	Daily monitoring of cash flow balances. Access to the money markets to cover any short-term cash shortfall.
Refinancing and maturity risk – the risk that the Council might need to	Monitoring of the maturity profile of debt to make sure that loans do not all mature in

renew a loan or investment at disadvantageous interest rates	the same period. Monitoring the maturity profile of investments to ensure there is sufficient liquidity to meet day to day cash flow needs.
Market risk – losses may arise because of changes in interest rates etc	Maximum limits are set for exposure to fixed and variable interest rates. The Finance team will monitor market rates and forecast interest rates to limit exposure
Loss on the Property Fund investment if property values fall again.	The Lothbury Property Trust should be seen as a longer-term investment where the value of the fund can fluctuate both upwards and downwards. Historically, property prices tend to rise over time, but officers will monitor the trajectory of the fund and consider withdrawal if the valuation continues to fall.

7. Other options considered

- 7.1 None, this report is a requirement of the Treasury Management Code of Practice.

8. Environmental impact

- 8.1 There is no direct environmental impact arising from this report. However, the Council continues to utilise sustainable investment opportunities in line with its approved investment criteria.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

- 10.1 Appendix A – Prudential Indicators
- 10.2 Appendix B – Interest Rate Forecast

11. Background paper(s)

- 11.1 None.

12. Report author's contact details

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PRUDENTIAL INDICATORS**1. Capital Expenditure and Financing**

This indicator shows the capital expenditure plans for the year and demonstrates how those plans are expected to be financed.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
Total Capital Programme	2,452,500	557,838	8,039,700
Financed by:			
Capital receipts	524,000	16,711	962,873
Capital grants and contributions	660,000	426,707	2,121,063
Capital reserves	0	74,615	342,910
Revenue contributions	100,000	12,453	151,437
Total Financing	1,284,000	530,486	3,578,282
Borrowing Requirement	1,168,500	27,352	4,461,418

The Revised Capital Programme includes expenditure and resources brought forward from 2021/22 totalling £2,847,013, and £2,500,000 approved by Council on 20th September 2022 for the purposes of strategic property investment to support regeneration.

2. Capital Financing Requirement

The Capital Financing Requirement (CFR) is a measure of the Council's underlying need to borrow for capital purposes. It will increase as the Council incurs capital expenditure which cannot be met from other resources, but this will be partially offset by revenue repayments for the year (the Minimum Revenue Provision).

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
CFR as at 1 st April 2022	14,450,730	13,965,133	13,965,133
Capital Expenditure in Year	2,452,500	557,838	8,039,700
Financing in Year	(1,284,000)	(530,486)	(3,578,282)
Minimum Revenue Provision	(1,173,162)	0	(389,373)
CFR as at 31st March 2023	14,446,068	13,992,485	18,037,178

3. The Portfolio Position

The table below compares the Council's actual external debt, including other long-term liabilities such as finance leases, with the CFR. This indicator also acts as a limit to borrowing activity. Gross external debt should not, except in the short term, exceed the total of CFR in the preceding year plus the estimated additional CFR for 2022/23 and the next two financial years. This allows some limited flexibility for borrowing in advance of need. No difficulties are envisaged in complying with this indicator for the current or future financial years.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
External Debt			
Debt at 1 st April 2022	9,441,779	8,141,780	8,141,780
Finance Leases at 1 st April 2022	455,399	455,399	455,399
Estimated Borrowing 2022/23	3,100,000	0	3,100,000
Estimated Repayments 2022/23	(2,212,082)	(105,465)	(2,212,082)
Estimated Debt at 31st March 2023	10,785,096	8,491,714	9,485,097
CFR (as above)	14,446,068	13,992,485	18,037,178
Under/(Over) Borrowing	3,660,972	5,500,771	8,552,081

4. Operational Boundary for External Debt

This is the limit which external debt is not normally expected to exceed. In most cases this would be a similar figure to the CFR but may be lower or higher depending on the levels of actual debt.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
Borrowing	15,680,000	8,036,436	15,680,000
Other Long Term Liabilities	2,500,000	455,278	2,500,000
Total	18,180,000	8,491,714	18,180,000

5. Authorised Limit for External Debt

A further key prudential indicator represents a control on the maximum level of borrowing. This is the limit beyond which external debt is prohibited. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
Borrowing	17,422,222	8,036,436	17,422,222
Other Long Term Liabilities	2,777,778	455,278	2,777,778
Total	20,200,000	8,491,714	20,200,000

6. Treasury Management Limits on Activity

There is a further debt related treasury activity limit. The purpose of this is to manage risk and reduce the impact of any adverse movement in interest rates. However, if it is too restrictive it will impair the opportunities to reduce costs and/or improve performance. The indicator is:

- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large, fixed rate sums falling due for refinancing, and are required for upper and lower limits.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
Maturity structure of fixed interest rate borrowing:			
Under 12 months	100%	26.21%	100%
12 months to 2 years	100%	2.69%	100%
2 years to 5 years	100%	21.32%	100%
5 years to 10 years	100%	0%	100%
10 years and above	100%	49.78%	100%

7. Investments Greater Than 364 Days

This limit is set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment and is based on the availability of investments after each year-end.

The Council invested £1m in the Lothbury Property Trust in December 2019. At 30th September 2022 the Net Asset Value (NAV) of this investment was £1.075m.

	2022/23 Approved Budget £	Position as at 30th September 2022 £	2022/23 Revised Estimate £
Principal sums invested > 364 days	6,000,000	1,000,000	6,000,000

Link Group Interest Rate View 27.09.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25
BANK RATE	4.00	5.00	5.00	5.00	4.50	4.00	3.75	3.25	3.00	2.75	2.75	2.50
3 month ave earnings	4.50	5.00	5.00	5.00	4.50	4.00	3.80	3.30	3.00	2.80	2.80	2.50
6 month ave earnings	4.70	5.20	5.10	5.00	4.60	4.10	3.90	3.40	3.10	3.00	2.90	2.60
12 month ave earnings	5.30	5.30	5.20	5.00	4.70	4.20	4.00	3.50	3.20	3.10	3.00	2.70
5 yr PWLB	5.00	4.90	4.70	4.50	4.20	3.90	3.70	3.50	3.40	3.30	3.20	3.20
10 yr PWLB	4.90	4.70	4.60	4.30	4.10	3.80	3.60	3.50	3.40	3.30	3.20	3.20
25 yr PWLB	5.10	4.90	4.80	4.50	4.30	4.10	3.90	3.70	3.60	3.60	3.50	3.40
50 yr PWLB	4.80	4.60	4.50	4.20	4.00	3.80	3.60	3.40	3.30	3.30	3.20	3.10

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Blaby District Council Council

Date of Meeting	22 November 2022
Title of Report	Polling Districts, Places & Stations Review This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Terry Richardson - Leader of the Council
Report Author	Corporate Services Group Manager and Monitoring Officer
Corporate Priority	A Place to Live

1. What is this report about?

- 1.1 To provide information to Council and to seek approval for the revised Polling Districts, Places and Stations Schedule as a result of the Interim Review of Polling Districts, Polling Places and Polling Stations.

2. Recommendation(s) to Council

- 2.1 To approve the Returning Officers Recommendations provided in Appendix A subject to the Electoral Changes Order being made.

3. Reason for Decisions Recommended

- 3.1 The local authority has a duty to review their polling districts, places and polling stations to ensure that electors have accessible facilities for voting. This interim review was necessitated by the changes to electoral boundaries as a result of the Local Government Boundary Commission for England's Review.

4. Matters to consider

- 4.1 Background

The Local Government Boundary Commission for England (LGBCE) concluded its review of Blaby District electoral boundaries in July 2023 which resulted in a number of boundary changes and reduction in the number of councillors.

This necessitated an interim review of those polling districts affected by the boundary changes to maintain accessible polling facilities for voters and to ensure that the successful administration of our elections can continue.

Where new district ward boundaries cut through an existing polling district, it is necessary to create a new polling district to reflect these boundaries and to allow the correct electoral registers to be produced.

A 'polling district' is a geographical subdivision of an electoral area such as a county division or a district ward within which a polling place is designated.

A 'polling place' is an area or building in which a polling station is usually located and can be a complete polling district.

The electoral change order which will bring the LGBCE electoral boundary changes into force was laid before Parliament on 1 November 2022. The recommendations of this Interim Polling District Review should be implemented subject to the electoral change order being made.

Those existing polling districts which have not been affected by the LGBCE review recommendations are not subject to this interim review. A full compulsory review of all UK Parliamentary polling districts and places will commence in late 2023 in accordance with the Electoral Registration and Administration Act 2013.

4.2 Proposal(s)

That the recommendations of the Returning Officer (RO) are approved subject to the electoral changes order being made. Full details of the recommendations and consultation responses can be found in Appendix A. The table below summarises these changes:

Existing polling district	New polling districts	Existing polling station arrangements	New polling station arrangements
A	A1, A2	Blaby Parish Centre	No change
E	E1, E2	Braunstone Working Men's Club	E1- Braunstone Working Men's Club E2- St Crispin's Church (NEW)
F	F1, F2	Braunstone Working Men's Club	F1- Braunstone Working Men's Club F2- St Crispin's Church (NEW)
H	H1, H2	Braunstone Civic Centre	H1- Braunstone Civic Centre H2- St Crispin's Church (NEW)
DJ	DJ1, DJ2	Park House	No change
DL	DL1, DL2	Park House	DL1- The Hall Pre-School DL2- Park House
DR	DR1, DR2	St Andrews Church Hall	DR1- Stafford Leys Primary School DR2- Fossebrook Primary School (NEW)
DS	DS1, DS2	St Andrews Church Hall	DS1- St Andrews Church Hall DS2- Stafford Leys Primary School

4.3 Relevant Consultations

A public consultation took place between 22nd August to 15th October 2022, where the council invited representations from any interested stakeholders, including members of the Council, Parish Councils and people who have particular expertise in relation to accessibility for individuals with any type of disability.

The responses received during the consultation period along with the (A)ROs comments are published in the schedule which is attached at Appendix A.

5. What will it cost and are there opportunities for savings?

- 5.1 The addition of two new polling stations will increase the cost of venue hire and staffing costs on polling days.
- 5.2 One of the additional polling stations is a school, who cannot charge for use of the venue (except for heat and lighting) under Paragraph 20 The Local Elections (Principal Areas) Rules 2006.
- 5.3 Costs associated with the hire of venues and staffing are met by the Central Government Electoral Claims Unit at all polls other than the election of District and Parish Councillors. At Parish elections the cost is covered by the Parish Council. At District elections, the cost must be covered by Blaby District Council.

6. What are the risks and how can they be reduced?

- 6.1 See table below

Current Risk	Actions to reduce the risks
New polling station location – electors not knowing where they should go to vote	<ul style="list-style-type: none">- Letters will be sent to those voters who's polling station has changed.- Poll Cards will include details of the new polling station and will include text to highlight the change.- Local publicity and the use of social media prior to election day.

7. Other options considered

- 7.1 None.

8. Environmental impact

- 8.1 None.

9. Other significant issues

- 9.1 None.

10. Appendix

10.1 Appendix A- Schedule of Polling Districts and Polling Places

11. Background paper(s)

11.1 There are no relevant background papers for this report.

12. Report author's contact details

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SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES

South Leicestershire Constituency

Polling District	Polling Place	Polling Station	District Ward	Parish/Parish Ward	(Acting) Returning Officer's Comments	Consultation Responses
A1	Church Street, Blaby	Blaby Parish Centre	North Whetstone	Blaby-West	Arrangements considered to be adequate.	No response
A2	Church Street, Blaby	Blaby Parish Centre	Blaby	Blaby- North	Arrangements considered to be adequate.	No response
Page 35	Braunstone Close, Braunstone Town	Mobile unit at Braunstone Working Men's Club	Braunstone Ravenhurst	Braunstone – Ravenhurst	<p>Arrangements are considered to be adequate.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p> <p>This extends past the remit of this interim review.</p>	<p>1. Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration</p> <p>2. Have a single Polling District for voters using the Braunstone Close Working Men's Club as they should all be in the same Ward - at present this is particularly confusing compared to the rest of the parish, with three different polling districts using the same polling station.</p>

Polling District	Polling Place	Polling Station	District Ward	Parish/Parish Ward	(Acting) Returning Officer's Comments	Consultation Responses
E2	Turnbull Drive, Braunstone	St Crispin Church, Turnbull Drive	Braunstone Millfield	Braunstone – Millfield	<p>This new polling station offers a good location, strong transport links, good disabled access and adequate parking for staff and voters.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p>	Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration
Page 36	Braunstone Close, Braunstone Town	Mobile unit at Braunstone Working Men's Club	Braunstone Ravenhurst	Braunstone – Ravenhurst	<p>Arrangements are considered to be adequate.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p> <p>This extends past the remit of this interim review.</p>	<p>1. Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration</p> <p>2. Have a single Polling District for voters using the Braunstone Close Working Men's Club as they should all be in the same Ward - at present this is particularly confusing compared to the rest of the parish, with three different polling districts using the same polling station.</p>

Polling District	Polling Place	Polling Station	District Ward	Parish/Parish Ward	(Acting) Returning Officer's Comments	Consultation Responses
F2	Turnbull Drive, Braunstone	St Crispin Church, Turnbull Drive	Braunstone Millfield	Braunstone – Millfield	<p>This new polling station offers a good location, strong transport links, good disabled access and adequate parking for staff and voters.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p>	Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration
H1 Page 37	Kingsway, Braunstone Town	Braunstone Civic Centre	Braunstone Ravenhurst	Braunstone – Ravenhurst	<p>Arrangements are considered to be adequate.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p>	Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration
H2	Turnbull Drive, Braunstone	St Crispin Church, Turnbull Drive	Braunstone Millfield	Braunstone – Millfield	<p>Arrangements are considered to be adequate.</p> <p>Interim and full polling district reviews are conducted as necessitated by law and boundary changes.</p>	Braunstone Town Council supports the proposals as an interim measure, however recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies to ensure that the voting arrangements are practical and accessible for voters, while avoiding any unnecessary complication or administration

Charnwood Constituency

Polling District	Polling Place	Polling Station	District Ward	Parish/Parish Ward	(Acting) Returning Officer's Comments	Consultation Responses
DJ1	Stamford Street, Glenfield	Park House	Glenfield Ellis	Glenfields – Ellis	Polling station considered to be adequate apart from the large number of electors allocated to this station. To manage this, the building can accommodate up to three stations at any one time (confirmed with past Presiding Officer) – this requirement is implemented when necessary.	No response
Page 38	Stamford Street, Glenfield	Park House	Glenfield Faire	Glenfields – Fairstone	Polling station considered to be adequate apart from the large number of electors allocated to this station. To manage this, the building can accommodate up to three stations at any one time (confirmed with past Presiding Officer) – this requirement is implemented when necessary.	No response
DL1	Glenfield Frith Drive, Glenfield	The Hall Pre-school	Glenfield Faire	Glenfield-Fairstone	Considered to be adequate and good relationship with the school. Parking limited onsite. No alternative building available locally. Where the school cannot accommodate us, a mobile unit can be located on site.	No response

Polling District	Polling Place	Polling Station	District Ward	Parish/Parish Ward	(Acting) Returning Officer's Comments	Consultation Responses
DL2	Stamford Street, Glenfield	Park House	Glenfield Ellis	Glenfields – Ellis	Polling station considered to be adequate apart from the large number of electors allocated to this station. To manage this, the building can accommodate up to three stations at any one time (confirmed with past Presiding Officer) – this requirement is implemented when necessary.	No response
DR1	Stafford Leys, Leicester Forest East	Stafford Leys Primary School	Leicester Forest & Lubbesthorpe	Leicester Forest East-Forest	Considered to be adequate and good relationship ongoing with the school. To manager the high number of voters allocated to this station, up to 3 stations can be accommodated within the building at any one time.	No response
DS2	Holmfield Avenue, Leicester Forest East	Fossebrook Primary School	Thorpe Astley & St Mary's	Leicester Forest East-Fossebrook	This new polling station offers a good location, strong transport links, good disabled access and adequate parking for staff and voters.	Leicester Forest East Parish Council would like Fossebrook Primary School, Leicester Forest East to be added to the list of polling places please.
DS1	Hinckley Road, Leicester Forest East	St Andrews Church Hall	Kirby Muxloe	Leicester Forest East- St Andrews	Considered to be adequate, no adverse comments on location or facilities.	No response
DS2	Stafford Leys, Leicester Forest East	Stafford Leys Primary School	Leicester Forest & Lubbesthorpe	Leicester Forest East-Forest	Considered to be adequate and good relationship ongoing with the school. To manager the high number of voters allocated to this station, up to 3 stations can be accommodated within the building at any one time.	No response

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