

**To Members of the Cabinet Executive**

Councillor Terry Richardson (Leader)	– Leader of the Council
Councillor Maggie Wright (Deputy Leader)	– Finance, People & Performance Portfolio Holder
Councillor Cheryl Cashmore	– Health, Leisure, Climate and Economic Development Portfolio Holder
Councillor Nigel Grundy	– Neighbourhood Services & Assets Portfolio Holder
Councillor Les Phillimore	– Housing, Community Safety and Environmental Services Portfolio Holder
Councillor Ben Taylor	– Planning, Transformation and ICT Portfolio Holder

Dear Councillor,

A meeting of the **CABINET EXECUTIVE** will be held in the Park Room on **MONDAY, 24 JUNE 2024** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



**Louisa Horton**  
**Monitoring Officer**



## **AGENDA**

1. Apologies for Absence
2. Disclosure 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 3 - 4)  
To approve and sign the minutes of the meeting held on 13 May 2024 (enclosed).
4. Public Speaking Protocol  
Requests received by the Protocol deadline to be reported by the Senior Democratic Services 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).
5. Financial Performance 2023/24 (Pages 5 - 22)  
To consider the report of the Accountancy Services Manager (enclosed).
6. Treasury Management Outturn 2023/24 (Pages 23 - 38)  
To consider the report of the Finance Group Manager (enclosed).
7. Annual Governance Statement (Pages 39 - 98)  
To consider the report of the Executive Director (Section 151 Officer) (enclosed).
8. IFRS 16 Leasing Policy (Pages 99 - 108)  
To consider the report of the Finance Group Manager (enclosed).
9. Air Quality Annual Status Report 2024 (Pages 109 - 200)  
To consider the report of the Environmental Services Manager (enclosed).
10. DLUHC Productivity Plan 2024-25 (Pages 201 - 216)  
To consider the report of the Chief Executive (enclosed).
11. Active Travel Strategy (Pages 217 - 242)  
To consider the report of the Assets & Major Projects Group Manager (enclosed).
12. Appointment of Members to Serve on Outside Bodies (Pages 243 - 246)  
To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).

## **CABINET EXECUTIVE**

Minutes of a meeting held via Zoom

**MONDAY, 13 MAY 2024**

### **Present:**

Councillor Terry Richardson (- Leader of the Council) (Leader)  
Councillor Maggie Wright (- Finance, People & Performance Portfolio Holder) (Deputy Leader)

Cllr. Nigel Grundy	- Neighbourhood Services & Assets Portfolio Holder
Cllr. Les Phillimore	- Housing, Community & Environmental Services Portfolio Holder
Cllr. Ben Taylor	- Planning Delivery and Enforcement & Corporate Transformation Portfolio Holder

### **Officers present:-**

Julia Smith	- Chief Executive
Sarah Pennelli	- Executive Director - S.151 Officer
Louisa Horton	- Executive Director - Communities and Monitoring Officer
Marc Greenwood	- Executive Director - Place
Isaac Thomas	- Democracy Support Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

### **1. DISCLOSURE OF INTERESTS FROM MEMBERS**

No disclosures were received.

### **2. MINUTES**

The minutes of the meeting held on 18 March 2024, as circulated, were approved and signed as a correct record.

### **3. PUBLIC SPEAKING PROTOCOL**

No requests were received.

**4. CORPORATE ACTION PLAN 2023-24**

Considered – Report of the Business Systems & Information Manager,  
presented by the Executive Director - Communities.

**RECOMMENDATION TO COUNCIL**

That the end of year position and the progress made against the Corporate  
Action Plan 2023-24 be noted.

Reason:

It is important that Elected Members, and staff are familiar with how the  
Council is delivering against its agreed actions and priorities.

**THE MEETING CONCLUDED AT 5.33 P.M.**

## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Financial Performance 2023/24</b> This is a Key Decision and is on the Forward Plan.
<b>Lead Member</b>	<b>Cllr. Maggie Wright - Finance, People &amp; Performance (Deputy Leader)</b>
<b>Report Author</b>	Accountancy Services Manager
<b>Strategic Themes</b>	Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 This report sets out the details of the Council's financial performance against the General Fund revenue budget, Business Rates Retention, Council Tax and the Capital Programme for the year ended 31st March 2024.

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 That the financial performance for 2023/24 is accepted.
- 2.2 That the Council increases the upper limit for the level of General Fund balances as a percentage of the net revenue budget from 35% to 45%.

#### 3. Reason for Decisions Recommended

- 3.1 The unaudited accounts for 2023/24 were published on 31<sup>st</sup> May 2024. Whilst the accounts are still subject to external audit, it is important to give Members early sight of the outturn to assist with the financial planning process.

#### 4. Matters to consider

- 4.1 Background  
The Council's net expenditure for 2023/24 is summarised by Portfolio in Appendix A, with a more detailed breakdown of the main variances shown below.

When the Quarter 3 budget review report was presented to Cabinet Executive in February 2024, the forecast was that a contribution to General Fund balances of £318,257 would be made. This was partly due to underspends in the Establishment, and the Investment income exceeding the budget. As at 31<sup>st</sup> March 2024, the Council had achieved a significant surplus for 2023/24, resulting in a contribution of £1,699,787 transferred to the General Fund balance. It should be noted however, that earmarked

reserves have been utilised to support this outturn position during the year which has reduced Earmarked reserves from £12.7m down to £9.8m and overall the Council's reserves have reduced by £1m.

This surplus has arisen due, primarily, to vacant posts during the financial year, investment income performing significantly better than budgeted as interest rates have continued to rise, and recovery of overpaid Housing Benefit exceeding the budget. Although this is an extremely positive outcome for 2023/24, it does not eliminate the risk of the future budget gap highlighted in the Medium Term Financial Strategy (MTFS). Furthermore, the bank rate is expected to gradually reduce over the course of the financial year, meaning that investment income will be unlikely to reach the same level in 2024/25 and beyond.

The annual pay award for 2024/25 has not yet been agreed. The council has budgeted 3% within services, and an additional 1% held centrally. For every 1% that the pay award exceeds the budget, the cost will be approximately £164,000. Whilst vacant posts may reduce the financial impact, they create additional pressure on the rest of the workforce and can affect service delivery standards unless filled quickly.

The most significant variances against the revised budget are set out in the following paragraph.

#### Expenditure Variances

The variances against the revised budget are detailed below. These have been adjusted to exclude unspent budgets carried forward to 2024/25, and contributions to earmarked reserves.

	Note	Variance (£)	
<b><u>Reduced Expenditure</u></b>			
Establishment	1	(356,033)	
Interest Costs	2	(128,043)	
National Rail Freight Hub Project	3	(121,859)	
Homelessness Costs	4	(108,654)	
Software Maintenance	5	(63,399)	
Consultancy fees	6	(59,334)	
Building Control Partnership	7	(42,119)	
Furniture, Materials and Equipment	8	(39,069)	
Other Supplies and Services	9	(37,892)	
Purchase of Domestic Bins	10	(33,851)	
Travel and Subsistence	11	(33,304)	
Hired Services	12	(32,810)	
			(1,092,512)
<b><u>Additional Income</u></b>			
Investment Income	13	(404,240)	
Recovery of Overpaid Housing Benefit	14	(164,311)	
S106 Monitoring Income	15	(64,422)	
Planning Fees & Charges	16	(46,461)	
New Burdens Grant	17	(45,990)	
			(725,424)
<b><u>Increased Expenditure</u></b>			
Housing Benefit Payable net of Subsidy	18	70,972	
Bad Debt Provision and Write-offs	19	49,244	
			120,216

<b>Reduced Income</b>			
Liability Orders	20	55,308	
Other variances	21		55,308
<b>Net Variance</b>			<b>340,263</b>
			<b>(1,946,530)</b>

#### Notes re variances

1. Establishment – The Council has experienced significant turnover in its workforce since the pandemic. Vacancies across a number of services contribute to the underspend, most noticeable in Democratic Services, Human Resources, Service Transformation and Planning Enforcement. An additional £145,000 was added to the budget during the year for the increase in the pay award. However, this additional provision was not required as the cost of the pay award was absorbed by the underspends across services arising from vacancies.
2. Interest payable fell below budget due to no external borrowing being taken up in the year.
3. National Rail Freight Hub Project – The underspend relates to Blaby's share of project fees that have not been required.
4. The Council has seen an increase in expenditure on homelessness following the pandemic and the impact of the cost of living crisis. The budget had been increased to accommodate the rising costs, however expenditure on temporary accommodation was less than anticipated.
5. Reduced software costs, most noticeably in Performance and HR.
6. This budget covers professional support in respect of forestry advice, archaeological and ecological advice, conservation and historic buildings, and various other one-off work in relation to, e.g., planning appeals
7. See paragraph covering the Leicester Building Control Partnership below.
8. Reduced expenditure for furniture, materials and equipment across numerous services.
9. Reduced expenditure across numerous departments for supplies and services.
10. The Council makes budget provision for purchasing bins for new properties or to replace lost and damaged bins. The amount required will vary according to demand and growth in the district.
11. The Council has seen a reduction in expenditure on travel costs over the past few years following the pandemic, and the increase in meetings and training sessions being held remotely.
12. Reduced costs incurred for Hired Services within the Tourism and Refuse and Recycling teams.
13. See paragraph covering Key Income below.
14. This represents additional housing benefit overpayments identified as recoverable, over and above the expected level. Some of this will be recovered via deductions from ongoing benefit payments, although some will be subject to ongoing payment arrangements and recovery action.
15. Increased S106 income received in Development Strategy.
16. The budget for Planning fees was revised during the year following a reduction in income received in the 1<sup>st</sup> half of the year, however as at quarter 3 the income had surpassed the profiled budget, and a surplus was forecast for the end of the financial year.

17. New burdens funding is generally provided by the government to cover administrative costs arising from new initiatives. The variance relates to funding received for Council Tax Collection and for Local Land Charges.
18. Linked to homelessness and the provision of bed and breakfast accommodation. There has been considerable pressure on the Housing team to provide temporary accommodation for homeless families and individuals. Whilst we have been quite successful in recovering much of the cost through housing benefit, there is a knock-on impact on our ability to reclaim those costs through housing benefit subsidy. This is because there is a rent cap in place that limits the amount of subsidy recoverable, and as a result in recent years we have seen a widening gap between the amount of benefit paid and the amount that we can recoup from government. It is envisaged that the purchase of 15 properties, with the support of funding from the Local Authority Housing Fund, will assist in reducing the need to use bed and breakfast accommodation in the future.
19. Based on a review of outstanding debts on 31<sup>st</sup> March 2024. Most of the balance shown in the table (£49,244) relates to historic rent deposits given to customers to assist them in securing rented accommodation.
20. Court fee income has fallen below budget, this is partly due to a reduction in courts proceedings undertaken during the year to recover Council Tax debt. In year collection rates have however remained at normal levels (97.39% for 2023/24). The Council will continue to attempt to collect the remaining outstanding Council Tax.
21. This includes all other net variances with an individual value of less than £30,000.

### Key Income Streams

The following table provides an analysis of the performance of the Council's key income streams during the year:

	<b>Approved Budget (£)</b>	<b>Revised Budget (£)</b>	<b>Actual Income (£)</b>	<b>Variance against Approved Budget (£)</b>	<b>Variance against Revised Budget (£)</b>
Planning Fees	(560,000)	(500,000)	(546,461)	13,539	(46,461)
Building Control Fees	(1,260,480)	(1,060,480)	(1,091,068)	169,412	(30,588)
Land Charges	(247,000)	(236,500)	(200,143)	46,857	36,357
External Investment Interest	(360,000)	(1,300,000)	(1,699,508)	(1,339,508)	(399,508)
Refuse and Recycling	(1,722,500)	(1,699,500)	(1,690,360)	32,140	9,140
Car Parks	(331,000)	(226,000)	(235,549)	95,451	(9,549)
Leisure Income	(544,268)	(673,260)	(673,260)	(128,992)	0
<b>Total</b>	<b>(5,025,248)</b>	<b>(5,695,740)</b>	<b>(6,136,349)</b>	<b>(1,111,101)</b>	<b>(440,609)</b>

NB: brackets indicate excess income.



Investment income significantly outperformed the budget due to the higher interest rates throughout the year. However, we have seen reduced income from Land Charges since the pandemic. The short fall in refuse and recycling income is due to a reduction in recycling credits.

The above table does not show the full picture in respect of the Building Control Partnership or the Car Park Account, further detail on which is provided later in this report.

### Carry Forward of Unspent Budgets

As part of the closedown process an exercise has been undertaken to identify where it is reasonable to carry forward unspent budgets from 2023/24 to the new financial year. As a rule, this applies to one-off project related budgets, which are usually externally funded. A total of £2,257,478 has been carried forward to 2024/25, of which £2,005,935 relates specifically to external funding, which is ring fenced and cannot be used for anything other than what it is initially intended for.

### Leicestershire Building Control Partnership

The table below provides a summary of the partnership account for 2023/24.

	Revised Budget £	Final Outturn £	Variance £
Employee Costs	1,325,985	1,172,884	(153,101)
Transport Costs	56,333	52,647	(3,686)
Supplies and Services	51,150	39,166	(11,984)
Blaby Overheads and Support Services	66,000	66,000	0
Total Expenditure	1,499,468	1,330,697	(168,771)
Total Income	(1,085,480)	(1,115,570)	(30,090)
<b>Net Expenditure</b>	<b>413,988</b>	<b>215,127</b>	<b>(198,861)</b>
Partner Contributions	(326,305)	(169,563)	(156,742)
<b>Cost to Blaby</b>	<b>87,683</b>	<b>45,564</b>	<b>(42,119)</b>

As can be seen in the table above, Employee costs were below budget, this is mainly due to vacancies in the team. Unspent training budget totalling £40,376, has been carried forward to be used during 2024/25.

Within Supplies and Services is unspent budget totalling £18,674, which relates to publicity and promotion. This has also been carried forward to be used in 2024/25 to help with marketing of the partnership.

Fees and charges income exceeded the budget, and due to this and the other areas of underspend identified, the overall outturn is a positive variance of £198,861.

The agreement that partners signed up to is that any loss or surplus will be shared in accordance with the application data from the previous three years. Therefore, of the £198,861 surplus against the budgeted position, Blaby's share is £42,119.

## Car Parking Account

The following table sets out the net position in relation to the car parking account in 2023/24.

	Revised Budget £	Final Outturn £	Variance £
Premises Costs	96,133	96,662	529
Supplies and Services	43,118	30,419	(12,699)
Enforcement Contract	47,000	33,263	(13,737)
Overheads and Support Services	107,093	79,294	(27,799)
Capital Financing Costs	27,014	30,824	3,810
<b>Total Expenditure</b>	<b>320,358</b>	<b>270,462</b>	<b>(49,896)</b>
Contributions towards Expenses	0	0	0
Fees and Charges	(226,000)	(235,620)	(9,620)
Penalty Charge Notices	(12,000)	(14,849)	(2,849)
<b>Total Income</b>	<b>(238,000)</b>	<b>(250,469)</b>	<b>(12,469)</b>
<b>Net (Surplus)/Deficit</b>	<b>82,358</b>	<b>19,993</b>	<b>(62,365)</b>

Whilst car parking income has not returned to the level it was prior to the pandemic, we have seen a small increase in the income during 2023/24, which, along with expenditure savings, has brought the car parking account much closer to achieving its breaking even target.

## Earmarked Reserves

In addition to the General Fund balance the Council also maintains several Earmarked Reserves. Some of these are set aside for specific purposes whilst others have been created to mitigate the uncertainties that still surround local government funding and to support Spend to Save opportunities. A detailed breakdown of the movement on Earmarked Reserves appears at Appendix B. The overall balance on Earmarked Reserves has decreased from £12,735,996 at the beginning of the financial year to £9,812,871 as at 31<sup>st</sup> March 2024.

The Earmarked Reserves are routinely reviewed at each year end, to ensure that they are still required and/or they are reflective of the purpose for which they are maintained. This review has been undertaken by the Executive Director (Section 151) and, it is proposed that the Choice Based Lettings Reserve is redesignated as the "Homelessness Grant Reserve" to accurately reflect the purpose for which it is now held.

A new reserve has been set up named Business Rates Pool Reserve. The Council, along with Leicestershire County Council, Leicester City Council, all Leicestershire District Councils and Leicester, Leicestershire, and Rutland Fire Authority since 2015/16 pooled Business Rates under the Rates Retention Scheme, allowing additional monies raised through Business Rates to be retained in the sub region. In previous years applications were submitted for the monies to be distributed by the LLEP, to fund projects to support economic growth and infrastructure connected to this, as per the terms of the pooling arrangement. In recent years however, the distribution

of the pooled monies has been revised to distribute across the participating Council's on agreed basis with Pool members utilising their allocation to support "economic health and vibrancy of our communities.

The distributed pool monies for 2020/21 and 2021/22 which were received by the Council in the year have been transferred to the reserve. These will be used to support the Economic Development in 2024/25 onwards, with further consideration as to how this reserve will contribute to the Council's financial position in future years.

#### General Fund Balances

The General Fund balance has been increased by £1,944,787, comprising the following: year-end balance of £6,564,232. The increase comprises the following:

	£
Addition to balances arising from 2023/24 performance	1,699,787
Transfer from Contractual Losses Support Reserve (approved by Cabinet Executive July 2023)	445,000
Transfer to Huncote Major Incident Reserve (approved by Council October 2023)	(200,000)
	1,944,787

This has resulted in a year end balance of £6,564,232, representing 39.6% of the 2024/25 net budget requirement, after considering planned contributions to support the budget. This compares favourably with the 30.4% estimated at budget stage, enhancing the Council's resilience going into 2024/25. However, as the Council's upper policy limit has been exceeded, it is recommended that the limit is increased to 45% to allow headroom for future additions to the balances where applicable.

#### 4.2 Business Rates Retention

When setting the budget for 2023/24 it was expected that business rates income would be approximately £48.0m, of which Blaby's share would be £19.2m (40%). This allowed for around £0.5m of growth from unoccupied units at Fosse Park that were expected to be brought into the rating list during the year. Various reliefs, such as small business rate relief, empty property relief, and retails, hospitality and leisure relief were also netted off the gross rates payable, as well as provisions for appeals and bad debts.

The outturn income from business rates in 2023/24 was £49.5m of which Blaby's share was just under £19.8m. The difference between the budgeted NNDR income and the outturn position flows through the Collection Fund, resulting in a surplus on 31<sup>st</sup> March 2024. This will then be taken into account when setting the budget for 2025/26. Out of Blaby's 40% share of the £19.2m estimated income, the Council is required to pay a tariff to central government (£14.0m) and a levy on growth (£2.3m), giving a net income from business rates of £2.5m. This is supplemented by Section 31 grant compensation in

respect of various reliefs implemented by government (£2.4m). The Council also must make good its share of the estimated deficit on 31<sup>st</sup> March 2023, which equates to a further £1.5m, although this is covered by the Section 31 Grant Reserve. A further £0.8m was taken from the NNDR Income Reserve to bring the net of all NNDR-related transactions to the £5.8m estimated when the budget was set.

The following table below shows the main variances between the estimated position on the NNDR1 return, and the final outturn.

	<b>NNDR 1</b> <b>£</b>	<b>NNDR 3</b> <b>£</b>	<b>Variance</b> <b>£</b>
Gross Rates Payable	(57,651,239)	(54,930,692)	2,720,547
Transitional Arrangements	1,947,203	1,336,552	(610,651)
Mandatory Reliefs	2,815,811	2,993,740	177,929
Discretionary Reliefs	85,056	92,929	7,873
Unoccupied Property	1,600,000	955,092	(644,908)
Discretionary Relief funded by S31 Grant	1,811,550	944,885	(866,665)
<b>Net Rates Payable</b>	<b>(49,391,619)</b>	<b>(48,607,494)</b>	<b>784,125</b>
Interest paid on refunds to ratepayers	0	30,567	30,567
Provision for Bad Debts/Write-offs	494,000	342,109	(151,891)
Provision for Appeals	2,717,000	(20,959)	(2,737,959)
Transitional Protection Payments	(1,947,203)	(1,336,552)	610,651
Cost of Collection Allowance	103,866	103,866	0
<b>Non-Domestic Rating Income</b>	<b>(48,023,956)</b>	<b>(49,488,463)</b>	<b>(1,464,507)</b>

Gross rates payable were £2.7m lower than forecast but this was largely due to the impact of appeals that were settled during 2023/24. Caution was exercised when completing the NNDR1 return in respect of the potential for businesses to close due to the pressures of the cost-of-living crisis.

Ultimately, though, this did not materialise to the extent that was expected. The bad debt provision for arrears is based upon an assessment of the level of arrears outstanding at year end, and the likelihood of this being recovered. The appeals provision was reviewed at year end in light of outstanding checks, challenges, and appeals submitted to the Valuation Office Agency (VOA). The result of this is that the provision was reduced to take account of appeals that had been either settled or withdrawn during the year, and it will be noted that the scale of the reduction is similar in value to the variance against the gross rates payable. Since a new rating list was implemented on 1<sup>st</sup> April 2023, there are only a very limited number of appeals remaining against the 2017 rating list, and it is unusual for any new appeals to come forward in respect of expired rating lists.

In overall terms, the Business Rates Collection Fund has moved from a deficit of £3,238,781 on 31<sup>st</sup> March 2023 to a surplus of £1,509,052 on 31<sup>st</sup> March 2024. Blaby's share of that surplus is £603,622 (£1,295,511 deficit on 31<sup>st</sup> March 2023).

Due to the way in which local authorities are required to account for business rates income, the year-end surplus will not be felt until 2025/26. The Council has allowed for an estimated deficit of £237,154, when setting the 2024/25 budget; the difference between the estimated deficit and actual

surplus on 31<sup>st</sup> March 2024 will be brought into account in the 2025/26 budget setting process. The remaining balance of £1,516,792 in the Section 31 Grant Reserve was utilised in 2023/24 to cover Blaby's share of the estimated deficit on 31<sup>st</sup> March 2022.

#### 4.3 Council Tax

The Council Tax Collection Fund has moved from a deficit of £829,079 on 31<sup>st</sup> March 2023 to a deficit of £815,382 at the end of 2023/24. This represents an in-year surplus of £13,697. The outturn position was not as good as anticipated when setting the 2024/25 budget, where a deficit of £626,809 was anticipated. This is due to the impact of historic bad debts written off during the financial year.

Blaby's share of the deficit on 31<sup>st</sup> March 2024 is £114,460 compared with the previous year deficit share of £117,574.

Accounting for council tax is like NNDR, in that any difference between the estimated income and the outturn income flows through the Collection Fund in the form of a surplus or deficit. That surplus or deficit will then be factored in when setting the 2025/26 budget.

#### 4.4 The Capital Programme

In 2023/24 the Council spent £6,996,593 on Capital schemes, compared with the latest Capital Programme budget of £11,857,490. This represents an underspend of £4,860,897 or 40.99% against planned capital expenditure, of which £4,386,430 has been carried forward to 2024/25 to enable the schemes to be completed.

Appendix C shows expenditure against the budget by scheme.

<b><u>Capital Expenditure:</u></b>	<b>Approved Budget £</b>	<b>Revised Budget £</b>	<b>Actual Outturn £</b>	<b>(Under)/ Overspend £</b>
Invest to Save Schemes	600,000	4,515,250	2,643,473	(1,871,777)
Essential/Contractual Schemes	2,290,500	5,097,471	2,747,762	(2,349,709)
Desirable Schemes	68,000	84,000	78,410	(5,590)
Externally Funded Schemes	660,000	2,160,769	1,526,948	(633,821)
Other Schemes	0	0	0	0
Contingency Budget	0	0	0	0
<b>Total Capital Expenditure</b>	<b>3,618,500</b>	<b>11,857,490</b>	<b>6,996,593</b>	<b>(4,860,897)</b>
<b><u>Financed by:</u></b>				
Borrowing	2,295,500	6,205,895	2,858,707	(3,347,188)
Capital Receipts	525,000	1,675,424	1,536,582	(138,842)
Earmarked Reserves	92,000	107,000	371	(106,629)
Revenue Contributions	0	112,811	4,000	(108,811)
External Funding	706,000	3,756,360	2,596,933	(1,159,427)
<b>Total Capital Financing</b>	<b>3,618,500</b>	<b>11,857,490</b>	<b>6,996,593</b>	<b>(4,860,897)</b>

The main variances against budget are as follows:

- Regeneration Property – Underspend of £662,067. Approval was given at Council on 25<sup>th</sup> October 2023 to use the budget set aside for strategic investment for the purchase of 16 dwellings to reduce homelessness pressures. This followed the award of grant funding from the Local Authority Housing Fund. In total £2,597,933 has been spent during 2023/24.
- Disabled Facilities Grants (DFGs) – Underspend of £512,789. DFG allocation has been increased by central government over recent years. Following the pandemic there has been an increase in more complex cases, due to the impact on residents' health which take longer to complete.
- Income Management System – Underspend of £220,000. Progress was delayed whilst officers explored various procurement options ahead of the contract expiry date of 31st March 2024. However, a new contract was agreed shortly before year end, to take effect from 1st April, and implementation is underway. The upgrade involves moving to a Cloud-based software solution as well as new modules that will enhance our compliance with Payment Card Industry (PCI) data security standards and provide the option of bank-to-bank payments for customers.
- Electric Vehicle Infrastructure for Depot – Underspend of £720,000. Additional funding was approved at Council on 26<sup>th</sup> September. Work on the project commenced at the end of 2023/24 and the project is currently progressing through the planning stages.
- HR & Payroll System – Underspend of £111,114. The second phase of the project is due to be undertaken during 2024/25, £100,000 has been carried forward towards this next stage.
- ICT: IT infrastructure Improvements - £497,378: the project was delayed pending the outcome of the options appraisal which was taken to Council on 27<sup>th</sup> February 2024.
- Walk and Ride, Blaby – Underspend of £140,000. The project is being delivered by Leicester City Council. The project is expected to complete during 2024/25, and the Council's share of the costs will be transferred on completion.
- Strategic Review: Land Rear of Enderby Leisure Centre – Underspend of £503,710. The project is currently in progress with public engagement currently taking place in preparation for submission and consideration in the local plan process.
- Strategic Asset Review – Underspend of £250,000. The project is to commence in 2024/25.
- Solar Panels for the Depot – Underspend of £456,000. The panels are expected to be installed during 2024/25.
- Fleet Vehicle Replacement Programme – Underspend of £364,238. Due to the maintenance programme followed by the Vehicle Maintenance team, and the work undertaken on the vehicles, the life of the vehicles has increased and therefore the requirement to replace so often has reduced.

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

5.1 Financial implications are included in the main body of this report.

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

6.1

Current Risk	Actions to reduce the risks
That the unaudited accounts are misstated and require amendment	The 2023/24 accounts are subject to independent examination by the Council's external auditors, Azets. The Audit of the prior year accounts for 2020/21, 2021/22 and 2022/23 which were subject to independent examination by Ernst and Young (EY) have not yet been concluded. Any revisions to those years accounts may have a corresponding impact on the 2023/24 accounts, although any agreed amendments are already reflected. The deadline for publication of the audited accounts is by 30 <sup>th</sup> September 2024. If any amendments are required as a result of the audit, financial implications will be reported back to Cabinet Executive at the earliest opportunity following publication.

**7. Other options considered**

7.1 None

**8. Environmental impact**

8.1 No direct impact arising from this report.

**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 – General Fund Revenue Account: Performance against Budget

10.2 Appendix B – Earmarked Reserves and General Reserve Balances

10.3 Appendix C – Capital Expenditure against Budget

**11. Background paper(s)**

11.1 None

**12. Report author's contact details**

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**OUTTURN SUMMARY BY PORTFOLIO 2023/24****Appendix A**

	Approved Budget 2023/24 £	Revised Estimate 2023/24 £	Outturn 2023/24 £	Variance vs Revised £
<b>Expenditure by Portfolio:</b>				
Finance, People & Performance	2,790,824.00	2,302,689.00	1,496,663.51	(806,025.49)
Housing, Community & Environmental Services	3,323,678.00	4,108,150.50	1,577,330.45	(2,530,820.05)
Health, Wellbeing, Community Engagement & Business Support Leader	3,183,633.00	4,487,019.00	2,598,265.59	(1,888,753.41)
Neighbourhood Services & Assets	1,847,700.00	1,923,311.00	1,243,773.54	(679,537.46)
Planning Delivery, Enforcement & Corporate Transformation	5,624,030.00	5,981,844.71	5,433,094.16	(548,750.55)
Blaby share of Leicestershire Business Rates Pool	2,667,957.00	3,330,743.53	1,989,016.44	(1,341,727.09)
	0.00	(1,065,210.00)	(1,065,209.49)	0.51
	19,437,822.00	21,068,547.74	13,272,934.20	(7,795,613.54)
<b>Central Items:</b>				
Revenue Contributions towards Capital Expenditure	100,000.00	200,811.29	4,371.33	(196,439.96)
Minimum Revenue Provision	478,077.00	484,445.00	484,445.00	0.00
Voluntary Revenue Provision	250,000.00	300,000.00	300,000.00	0.00
Other Appropriations & Accounting Adjustments	(5,193,699.00)	(4,757,671.00)	(716,968.52)	4,040,702.48
Contribution to/(from) Earmarked Reserves	(241,017.00)	(2,384,214.00)	(362,624.68)	2,021,589.32
	14,831,183.00	14,911,919.03	12,982,157.33	(1,929,761.70)
<b>Financed By:</b>				
NNDR	(3,062,440.00)	(3,049,060.00)	(2,908,270.60)	140,789.40
Contributions from NNDR Reserves	(1,955,656.00)	(2,271,803.00)	(2,315,500.00)	(43,697.00)
S31 Grant - Business Rates Compensation	(2,587,873.00)	(2,285,106.00)	(2,382,198.00)	(97,092.00)
NNDR (Surplus)/Deficit	1,313,331.00	1,313,331.00	1,315,267.00	1,936.00
<i>Sub-total: Total NNDR-related Transactions</i>	(6,292,638.00)	(6,292,638.00)	(6,290,701.60)	1,936.40
New Homes Bonus	(430,029.00)	(430,029.00)	(430,029.00)	0.00
Funding Guarantee	(1,530,635.00)	(1,530,635.00)	(1,530,635.00)	0.00
Services Grant	(90,200.00)	(90,200.00)	(90,200.00)	0.00
Levy Account Surplus Grant	0.00	0.00	(18,704.00)	(18,704.00)
Revenue Support Grant	(74,608.00)	(74,608.00)	(74,609.00)	(1.00)
BDC Demand on Collection Fund	(6,311,930.00)	(6,311,930.00)	(6,311,930.00)	0.00
Council Tax (Surplus)/Deficit	64,864.00	64,864.00	64,864.00	0.00
	(14,665,176.00)	(14,665,176.00)	(14,681,944.60)	(16,768.60)
 Overspend/(Underspend) for year	 166,007.00	 246,743.03	 (1,699,787.27)	 (1,946,530.30)
 Contribution to/(from) General Fund Balances	 (166,007.00)	 (246,743.03)	 1,699,787.27	 1,946,530.30
	(166,007.00)	(246,743.03)	1,699,787.27	
	0.00	(0.00)	(0.00)	

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**NOTES TO THE FINANCIAL STATEMENTS 2023/24**

**APPENDIX B**

**TRANSFERS TO/FROM EARMARKED RESERVES**

	GL Code	Balance at 31/03/2022 £	Reallocated Reserves £	Contributions from I&E A/c £	Utilisation of Balances £	Balance at 31/03/2023 £	Reallocated Reserves £	Contributions from I&E A/c £	Utilisation of Balances £	Balance at 31/03/2024 £
Leisure Centre Renewals Fund	9999/VBA	(62,361)	0	(11,246)	0	(73,607)	0	0	0	(73,607)
Computer Room Environment	9999/VBB	(255,407)	0	0	114,567	(140,840)	0	0	5,020	(135,820)
Licensing Reserve	9999/VBC	(27,868)	0	0	0	(27,868)	0	0	0	(27,868)
Insurance Reserve Fund	9999/VBD	(100,000)	0	0	0	(100,000)	0	0	0	(100,000)
Blaby Plan Priorities Reserve	9999/VBJ	(452,667)	0	0	86,843	(365,824)	0	0	371	(365,453)
General Reserve Fund	9999/VBK	(1,697,764)	0	0	85,454	(1,612,310)	0	0	0	(1,612,310)
Ongoing Projects Reserve	9999/VBM	(2,923,063)	0	(3,599,422)	2,759,644	(3,762,841)	567,201	(2,181,245)	3,086,911	(2,289,974)
Elections Reserve	9999/VBQ	(121,944)	0	(20,000)	0	(141,944)	0	(66,304)	0	(208,248)
Choice Based Lettings Reserve	9999/VBR	(952)	0	0	0	(952)	0	(104,000)	0	(104,952)
New Homes Bonus Reserve	9999/VBT	(41,327)	0	0	0	(41,327)	0	0	41,327	0
Contractual Losses Support Reserve	9999/VBU	(700,000)	0	0	0	(700,000)	445,000	0	0	(255,000)
Economic Development Initiatives	9999/VBX	(50,000)	0	0	0	(50,000)	0	0	0	(50,000)
Provision - ERIE Sinking Fund	9999/VCA	(34,654)	0	0	7,877	(26,777)	0	0	17,630	(9,147)
Community Rights Reserve	9999/VCB	(48,724)	0	0	0	(48,724)	0	0	0	(48,724)
Hardship Reserve	9999/VCD	(325,000)	0	0	0	(325,000)	0	0	0	(325,000)
Parish New Homes Bonus Reserve	9999/VCE	(881)	0	0	0	(881)	0	0	0	(881)
NNDR Income Reserve	9999/VCF	(1,702,174)	0	(751,752)	0	(2,453,926)	0	0	798,708	(1,655,218)
Flexible Working Reserve	9999/VCG	(162,678)	0	0	0	(162,678)	0	0	886	(161,792)
Local Plan Reserve	9999/VCJ	(483,595)	0	(40,000)	67,289	(456,306)	0	0	41,730	(414,576)
Lottery Reserve	9999/VCK	(21,132)	0	(5,334)	0	(26,466)	0	(6,233)	5,334	(27,365)
IT System Replacement Reserve	9999/VCL	(54,415)	0	0	14,600	(39,815)	0	0	0	(39,815)
Property Fund Reserve	9999/VCM	(88,462)	0	(40,000)	0	(128,462)	0	(39,111)	0	(167,573)
Tax Income Guarantee Reserve	9999/VCN	0	0	0	0	0	0	0	0	0
S31 Grant Reserve	9999/VCO	(4,270,355)	0	0	2,753,563	(1,516,792)	0	0	1,516,792	0
Huncote Major Incident Reserve	9999/VCP	(423,433)	(100,000)	(50,000)	72,590	(500,843)	(200,000)	0	58,317	(642,526)
Court Fees Income Reserve	9999/VCQ	(31,813)	0	0	0	(31,813)	0	0	0	(31,813)
Business Rates Pool Reserve	9999/VBV	0	0	0	0	0	0	(1,065,210)	0	(1,065,210)
		(14,080,669)	(100,000)	(4,517,754)	5,962,427	(12,735,996)	812,201	(3,462,103)	5,573,027	(9,812,871)
Less Earmarked Reserves set aside to meet the Collection Fund Deficit		4,270,355				1,516,792				(0)
<b>Usable Earmarked Reserves</b>		<b>(9,810,314)</b>				<b>(11,219,204)</b>				<b>(9,812,871)</b>
<b>General Fund Balance</b>		<b>(4,698,909)</b>	<b>0</b>	<b>(20,535)</b>	<b>100,000</b>	<b>(4,619,445)</b>	<b>0</b>	<b>(1,699,787)</b>	<b>(245,000)</b>	<b>(6,564,232)</b>

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	Approved Capital Programme 2023/24 £	Budgets Brought Forward from 2022/23 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2023/24 £	Capital Expenditure to 31st March 2024 £	Variance as at 31st March 2024 £
<b>Invest to Save Schemes</b>							
Regeneration & Housing Property	0	2,500,000	760,000	0	3,260,000	2,597,933	662,067
Strategic Asset Review	0	0	250,000	0	250,000	0	250,000
Strategic Review : Land Rear Of Enderby Leisure Centre	0	0	530,000	0	530,000	26,290	503,710
Revenues & Benefits - Document Management & MyView	0	19,250	0	0	19,250	19,250	0
Solar Panels for Depot	600,000	0	(144,000)	0	456,000	0	456,000
	600,000	2,519,250	1,396,000	0	4,515,250	2,643,473	1,871,777
<b>Essential/Contractual Schemes</b>							
Electric Vehicle Infrastructure for Depot	250,000	0	470,000	0	720,000	0	720,000
Refurbishment of Vacant Units at Enderby Road Industrial Estate	0	450,000	(12,210)	0	437,790	425,965	11,825
Contaminated Land Works, Sandhill Drive, Enderby	0	0	25,000	0	25,000	16,892	8,108
Southey Close Landfill Gas Remedial Works	25,000	0	25,000	0	50,000	37,510	12,490
Walk & Ride Blaby	0	140,000	0	0	140,000	0	140,000
Extension of Enderby Leisure Centre Car Park	0	190,000	0	0	190,000	190,000	0
Capital Grants Programme	54,500	630	(12,000)	0	43,130	32,765	10,365
Blaby Town Centre Improvements	0	28,602	0	0	28,602	0	28,602
Blaby Town Centre Toilets	0	116,390	0	0	116,390	122,825	(6,435)
Works to Landfill Gas Monitoring System, Pavilion	0	10,931	0	0	10,931	10,931	0
Trenching Works at Huncote Leisure Centre	0	0	122,965	0	122,965	121,165	1,800
Replacement of Air Quality Analysers	0	29,643	0	0	29,643	637	29,006
Income Management System	200,000	20,000	0	0	220,000	0	220,000
HR & Payroll System	0	150,000	0	0	150,000	38,886	111,114
End User Device Replacement	15,000	0	0	0	15,000	0	15,000
Office 365 Consultancy	32,000	0	0	0	32,000	371	31,629
Network Upgrades - Phase 2	46,000	0	0	0	46,000	21,040	24,960
ICT Security Upgrades	107,000	0	15,000	0	122,000	53,690	68,310
ICT: IT Infrastructure Improvements	0	0	500,000	0	500,000	2,622	497,378
Emergency Generator at LICTP Data Centre	8,000	0	0	0	8,000	0	8,000
Network Load Balancing	8,000	0	0	0	8,000	0	8,000
Multi-Factor Authentication	5,000	0	0	0	5,000	0	5,000
UPS Replacement at LICTP Data Centre	24,000	0	0	0	24,000	0	24,000
Fleet Vehicle Replacement Programme	1,505,000	0	164,861	0	1,669,861	1,305,623	364,238
Vehicle CCTV & Tracking Upgrade	0	47,000	0	0	47,000	33,143	13,857
Entrance & Path Improvements at the Osiers, Braunstone	11,000	0	0	0	11,000	11,000	0
Council Offices - Green Heating Solution	0	234,838	0	0	234,838	239,614	(4,776)
Council Offices - Work Stations Upgrades	0	17,296	0	0	17,296	15,010	2,286
Refurbishment of Council Offices	0	68,966	82	0	69,048	66,098	2,950
Resurfacing of Car Parks	0	0	0	0	0	(2,002)	2,002
Active Blaby Website Enhancement	0	3,977	0	0	3,977	3,977	0
	2,290,500	1,508,273	1,298,698	0	5,097,471	2,747,762	2,349,709
<b>Desirable Schemes (subject to affordability)</b>							
Green Community Grants	0	0	16,000	0	16,000	10,723	5,277
Installation of new footpath, Fosse Meadows	22,000	0	0	0	22,000	21,851	149
Regrade and dress pathway at Whistle Way, Narborough	11,000	0	0	0	11,000	10,902	98
Replace steps, fencing & sleepers, regrade & dress paths at Crow Mills, Countesthorpe	35,000	0	0	0	35,000	34,934	66
Car Park and bridge improvements, Bouskell Park, Blaby	0	200,000	(200,000)	0	0	0	0
	68,000	200,000	(184,000)	0	84,000	78,410	5,590
<b>Externally Funded Schemes</b>							
Disabled Facilities Grants	630,000	758,526	61,142	0	1,449,668	936,879	512,789
Housing Support Grants	30,000	30,480	0	0	60,480	25,773	34,707
CCTV cameras, Blaby Town Centre & Narborough Station	0	40,000	(40,000)	0	0	0	0
CCTV cameras at 3 Other sites in District	0	0	31,000	0	31,000	29,368	1,632
Hardware for IER Implementation	0	3,057	(3,057)	0	0	0	0
Section 106-backed Schemes	0	289,618	330,003	0	619,621	534,928	84,693
	660,000	1,121,681	379,088	0	2,160,769	1,526,948	633,821
<b>TOTAL CAPITAL PROGRAMME 2023/24</b>	<b>3,618,500</b>	<b>5,349,204</b>	<b>2,889,786</b>	<b>0</b>	<b>11,857,490</b>	<b>6,996,593</b>	<b>4,860,897</b>

	Approved Capital Programme 2023/24 £	Budgets Brought Forward from 2022/23 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2023/24 £	Capital Expenditure to 31st March 2024 £	Variance as at 31st March 2024 £
<b>FINANCED BY:</b>							
<b>Internally Resources</b>							
Prudential Borrowing	2,295,500	3,827,980	82,415	0	6,205,895	2,858,707	3,347,188
Usable Capital Receipts	525,000	254,551	895,873	0	1,675,424	1,536,582	138,842
Blaby District Council Plan Priorities Reserve	47,000	0	0	0	47,000	371	46,629
IT Reserve	0	0	60,000	0	60,000	0	60,000
IT Systems Replacement Reserve	45,000	0	(45,000)	0	0	0	0
Revenue Funded Capital Expenditure	0	108,729	4,082	0	112,811	4,000	108,811
					0	0	0
					0	0	0
<b>External Resources</b>							
Disabled Facilities Grant	660,000	789,006	21,367	0	1,470,373	922,877	547,496
DFG Contribution from East Midland Housing	0	0	39,775	0	39,775	39,775	0
Defra	0	0	213,201	0	213,201	0	213,201
LA Housing Fund Round 2	0	0	1,366,000	0	1,366,000	1,053,595	312,405
S106 Contributions - Various	46,000	289,618	284,003	0	619,621	534,928	84,693
Changing Places Funding	0	16,390	0	0	16,390	16,390	0
UK Shared Prosperity Fund	0	40,000	(9,000)	0	31,000	29,368	1,632
Central Government IER Funding	0	3,057	(3,057)	0	0	0	0
LLEP Funding	0	19,873	(19,873)	0	0	0	0
<b>TOTAL FUNDING</b>	<b>3,618,500</b>	<b>5,349,204</b>	<b>2,889,786</b>	<b>0</b>	<b>11,857,490</b>	<b>6,996,593</b>	<b>4,860,897</b>

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Treasury Management Outturn 2023/24</b> This is not a Key Decision and is on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Maggie Wright - Finance, People &amp; Performance (Deputy Leader)</b>
<b>Report Author</b>	Finance Group Manager
<b>Strategic Themes</b>	Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 The report reviews the Council's treasury management activities undertaken during the 2023/24 financial year and gives details of the prudential and treasury indicators for the same period.
- 1.2 It also provides an update regarding the position regarding the Lothbury Property Trust, and actions taken following the termination of the fund.

#### 2. Recommendation(s) to Cabinet Executive and Council

- 2.1 That the treasury management activities for 2023/24 are approved.
- 2.2 That the prudential and treasury indicators for 2023/24 are approved.
- 2.3 That the delegated decision taken to transfer proceeds from asset sales in the Lothbury Property Trust into the UBS Triton fund is noted.

#### 3. Reason for Decisions Recommended

- 3.1 The regulatory framework governing treasury management activities includes a requirement that the Council should produce an annual review of treasury activities undertaken in the preceding financial year. It must also report the performance against the approved prudential indicators for the year.
- 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 22<sup>nd</sup> February 2023.
- 3.3 Following termination of the Lothbury Property Trust on 30<sup>th</sup> May 2024, it is considered that there is a greater chance of recouping the Council's initial

property fund investment by re-investing the proceeds in a new property fund.
---

## **4. Matters to consider**

### **4.1 Background**

The Council is required to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2023/24 by regulations issued under the Local Government Act 2003. This report meets the requirements of both the Chartered Institute of Public Finance Accountants' (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

During 2023/24 the minimum reporting requirements were that the full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Cabinet Executive 20<sup>th</sup> February 2023, Council 22<sup>nd</sup> February 2023)
- a mid-year treasury update report (Cabinet Executive 6<sup>th</sup> November 2023, Council 28<sup>th</sup> November 2023)
- an annual review following the end of the year describing the activity compared to the strategy (this report)

The regulations place responsibility on Members for the review and scrutiny of treasury management policy and activities. This report is important, in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by Members.

The Council has complied with the requirement under the Code to give prior scrutiny to all the above treasury management reports by the Cabinet Executive and/or Scrutiny Commission before they were reported to the full Council. Member training on treasury management issues is undertaken on an ad hoc basis as required. It is proposed to arrange for refresher training during 2024/25.

### **4.2 Capital Expenditure and Financing**

The Council undertakes capital expenditure on long-term assets which may either be:

- Financed immediately through the application of capital or revenue resources (e.g., capital receipts, grants, revenue contributions), which has no resultant impact on the Council's borrowing need; or
- Financed through borrowing if insufficient resources are available, or a decision is taken not to apply resources.



The actual capital expenditure forms one of the main prudential indicators. The following table summarises the capital expenditure and financing for the year. A more detailed analysis is provided at Appendix A.

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
Capital Expenditure	2,331,693	11,857,490	6,996,593
Financed in year	(1,421,427)	(5,653,595)	(4,137,886)
<b>Unfinanced Capital Expenditure</b>	<b>910,266</b>	<b>6,205,895</b>	<b>2,858,707</b>

### 4.3 The Council's Overall Borrowing Need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2023/24 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLB], or the money markets), or utilising temporary cash resources within the Council.

The Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision (MRP) to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2023/24 MRP Policy, (as required by DLUHC Guidance), was approved as part of the Treasury Management Strategy Report for 2023/24

on 22<sup>nd</sup> February 2023. The charge to revenue is based on a weighted average annuity-based calculation rather than on a straight-line basis.

Once again, the Council undertook no new borrowing during 2023/24. Although there was a borrowing need to fund the capital programme, there are still sufficient reserves and balances available to enable the Council to effectively borrow internally. Since borrowing rates continued to be exceed investment rates during 2023/24 borrowing was deferred until such time as they reach, what may be considered to be, the bottom of the yield curve. Inevitably, this situation has given rise to revenue savings.

The table below highlights the gross borrowing position against the CFR. The CFR represents a key prudential indicator. It includes finance leases that appear on the balance sheet, and which increase the Council's borrowing need. However, no borrowing is required to cover finance leases as there is a borrowing facility included in the contract.

	<b>31<sup>st</sup> March 2023 Actual £</b>	<b>31<sup>st</sup> March 2024 Budget £</b>	<b>31<sup>st</sup> March 2024 Actual £</b>
Opening Balance	13,965,132	14,486,025	14,486,025
Add Unfinanced Capital Expenditure	910,266	6,205,895	2,858,707
Less MRP & VRP	(389,373)	(784,445)	(784,445)
<b>Closing Balance</b>	<b>14,486,025</b>	<b>19,907,475</b>	<b>16,560,287</b>

Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

It is important to ensure that borrowing is prudent over the medium term and that it is only undertaken for capital purposes. Therefore, the Council needs to make sure that, except in the short term, its gross external borrowing does not exceed the total of the CFR in the preceding year (2023/24) plus the estimates of any additional CFR for the current year (2024/25) and next two financial years. Effectively this means that the Council is not borrowing to support revenue expenditure. This indicator also allows the Council some flexibility to borrow in advance of its immediate need where it is appropriate to do so. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	<b>31<sup>st</sup> March 2023 Actual £</b>	<b>31<sup>st</sup> March 2024 Budget £</b>	<b>31<sup>st</sup> March 2024 Actual £</b>
CFR	14,486,025	19,907,475	16,560,287
Gross Borrowing	6,385,096	9,468,330	6,168,330
<b>(Under)/Over Funding of CFR</b>	<b>(8,100,929)</b>	<b>(10,439,145)</b>	<b>(10,391,957)</b>

**The Authorised Limit** – this is the affordable borrowing limit required by Section 3 of the Local Government Act 2003. Once it has been set, the Council does not have the power to borrow above this level. The table below

demonstrates that the Council has maintained gross borrowing within the authorised limit during 2022/23.

**The Operational Boundary** – this is the expected borrowing position for the year. Periods where the actual position is either above or below the boundary are acceptable subject to the authorised limit not being breached.

**Actual financing costs** as a proportion of net revenue stream – this indicator identifies the trend in the cost of capital (i.e., borrowing, and other long term obligation costs net of investment income), against the net revenue stream.

	2023/24
Authorised limit	£23,000,000
Maximum gross borrowing position during the year	£6,385,096
Operational boundary	£20,700,000
Average gross borrowing position	£6,302,497
Financing costs as a proportion of net revenue stream	8.14%

#### 4.4 Treasury Position on 31<sup>st</sup> March 2024

The Council's treasury management debt and investment position is organised by the treasury management service to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through Member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2023/24 the Council's treasury position was as follows:

	Principal at 31 <sup>st</sup> March 2023	Rate/ Return	Average Life	Principal at 31 <sup>st</sup> March 2024	Rate/ Return	Average Life
PWLB Debt	£5,929,939	2.24%	16.1 years	£5,713,439	2.25%	18.8 years
Market Debt	0	n/a	n/a	0	n/a	n/a
<b>Total debt</b>	<b>£5,929,939</b>	<b>2.24%</b>	<b>16.1 years</b>	<b>£5,713,439</b>	<b>2.25%</b>	<b>18.8 years</b>
Capital Financing Requirement	£14,486,025			£16,560,287		
<b>Over/(under) borrowing</b>	<b>(£8,556,086)</b>			<b>(£10,846,848)</b>		
Short Term investments	(£25,456,000)	3.98%		(£22,089,000)	5.34%	
Long Term Investments	(£844,874)	4.84%		(£742,726)	5.27%	
Net debt	(£34,856,960)			(£22,831,726)		

Other long-term liabilities, such as finance leases, are excluded from the table above.

The interest rates in the table above are based on the loans and investments outstanding at the year end and are not necessarily the same as the average rate payable during the financial year.

The maturity structure of the debt portfolio was as follows:

	<b>31<sup>st</sup> March 2023</b> <b>£</b>	<b>31<sup>st</sup> March 2024</b> <b>£</b>
Less than one year	216,500	855,837
Between one and two years	855,837	857,602
Between two and five years	857,602	0
Between five and ten years	0	0
Over ten years	4,000,000	4,000,000
	<b>5,929,939</b>	<b>5,713,439</b>

<b>Investment Portfolio</b>	<b>31<sup>st</sup> March 2023</b> <b>£</b>	<b>31<sup>st</sup> March 2023</b> <b>%</b>	<b>31<sup>st</sup> March 2024</b> <b>£</b>	<b>31<sup>st</sup> March 2024</b> <b>%</b>
Banks	17,373,000	3.95%	18,129,000	5.27%
Local Authorities	2,000,000	2.90%	1,000,000	6.90%
Money Market Funds	8,083,000	4.03%	2,960,000	5.26%
Property Fund	844,874	4.84%	742,726	5.27%

The return on the Lothbury Property Fund comprises both rental income and interest income gross of fees.

#### 4.5 The Strategy for 2023/24

##### Investments

Investment returns picked up throughout the course of 2023/24 as central banks, including the Bank of England, realised that inflationary pressures were not transitory, and that tighter monetary policy was called for.

Starting in April 2023 at 4.25%, Bank Rate moved up in stepped increases of either 0.25% or 0.5%, reaching 5.25% by August. By the end of the financial year, no further increases were anticipated, and the market was pricing in a first rate cut for either June or August 2024.

The upward sloping yield curve that prevailed throughout 2023/24 meant that local authorities continued to be faced with the challenge of proactive investment of surplus cash, and this emphasised the need for a detailed working knowledge of cashflow projections so that the appropriate balance between maintaining cash for liquidity purposes, and “laddering” deposits on a rolling basis to lock in the increase in investment rates as duration was extended, became an on-going feature of the investment landscape.

With bond markets selling off, UK equity market valuations struggled to make progress, as did property funds, although there have been some spirited, if temporary, market rallies from time to time – including in November and

December 2023. However, the more traditional investment options, such as specified investments (simple to understand, and less than a year in duration), have continued to be at the forefront of most local authority investment strategies, particularly given Money Market Funds have also provided decent returns near Bank Rate for liquidity purposes. In the latter part of 2023/24, the local authority to local authority market lacked any meaningful measure of depth, forcing short-term investment rates to between 6% and 7% in the last week of March.

While the Council has taken a prudent approach to investing surplus monies, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the Global Financial Crisis of 2008/09. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

### Borrowing

During 2023/24, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as although near-term investment rates were equal to, and sometimes higher than, long-term borrowing costs, the latter are expected to fall back through 2024 and 2025 as inflation concerns are dampened. The Council has sought to minimise taking on of long-term borrowing at elevated levels (greater than 4%) and has focused on a policy of internal borrowing. Cash flows have been at a sufficient level to mean that even temporary, short-dated borrowing has been unnecessary.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Executive Director (Section 151) therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks:

- if it had been felt that there was a significant risk of a sharp **fall** in long and short-term rates, (e.g., due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper **rise** in long and short-term rates than initially expected, perhaps arising from the stickiness of inflation in the major developed economies, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts initially suggested further gradual rises in short, medium, and longer-term fixed borrowing rates during 2023/24. Bank Rate had initially been forecast to peak at 4.5% but it is now expected to have peaked at 5.25%.

By January it had become clear that inflation was moving down significantly from its 40-year double-digit highs, and the Bank of England signalled in March 2024 that the next move in Bank Rate would be down, so long as upcoming inflation and employment data underpinned that view. Currently the CPI measure of inflation stands at 3.4% but is expected to fall materially below 2% over the summer months and to stay there in 2025 and 2026. Nonetheless, there remain significant risks to that central forecast, mainly in the form of a very tight labour market putting upward pressure on wages and continuing geo-political inflationary risks emanating from the prevailing Middle East crisis and the Russian invasion of Ukraine.

#### 4.6 Borrowing Outturn

Due to continuing high interest rates, no borrowing was undertaken during the year. As a result, gross borrowing has fallen from £5,929,939 to £5,713,439 on 31<sup>st</sup> March 2024. The movement is summarised in the following table:

	£
<b>Balance at 1<sup>st</sup> April 2023</b>	<b>5,929,939</b>
New borrowing in year	0
Loans repaid in year	(216,500)
<b>Balance at 31<sup>st</sup> March 2024</b>	<b>5,713,439</b>

The total loan interest payable in 2023/24, excluding finance leases, was £131,268 (£167,745 in 2022/23), and the average interest rate payable was 2.25% (2.14% in 2022/23). The slight increase in the interest rate payable is reflective of a PWLB loan with a rate of 2.68% being repaid in February 2024.

#### **Borrowing in advance of need:**

The Council has not borrowed more than, or in advance of its needs, purely to profit from the investment of the extra sums borrowed.

#### **Rescheduling:**

No rescheduling was done during the year as the approximate 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

#### 4.7 Investment Outturn

The Council's investment policy is governed by guidance issued by the Department for Levelling Up, Housing and Communities (DLUHC), which has been implemented in the annual investment strategy approved by the Council on 22<sup>nd</sup> February 2023. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council experienced no liquidity difficulties during the financial year.

Interest on in house investments amounted to £1,699,508 (£778,213 in 2022/23), above the revised budget by around £0.4m, due to the Monetary Policy Committee maintaining the bank rate at 5.25%, and cash flow balances remaining high. The average rate of return for 2023/24 was 5.34% compared with the average of 3.98% achieved in 2022/23.

In addition to this the Council achieved a return of £39,112 interest and rental income on its property fund investment during 2023/24, equivalent to 5.27% for the year (4.84% in 2022/23). There is a statutory override in place until 31st March 2025, which prevents fluctuations in the fund value from having to be charged to the General Fund. The Council has also set up an earmarked reserve as a mitigation against losses in the fund value.

As Members will be aware, the Lothbury Property Trust has suffered an ongoing reduction in its fund value during the last 18 months, and the fund managers had given notice to terminate the fund on 31<sup>st</sup> March 2024. At the time of setting the 2024/25 budget, in February, Council was informed that the fund managers were in negotiations with another well-established fund, UBS Triton, to transfer a proportion of their assets to the new fund.

Following an extraordinary general meeting held in March 2024, the deadline for terminating the fund was extended to the end of May 2024. Unfortunately, due to a difference in opinion over the valuation of certain assets that were to be transferred from Lothbury to UBS, the merger option did not proceed, and the fund was wound up on 30<sup>th</sup> May.

Lothbury have already sold off approximately 40% of the fund assets, and in early June began the process of distributing the proceeds arising from those assets to all investors in proportion to their initial investment. Further distributions will be made over the next 12 months or until all sales are complete. However, although the merger has fallen through, officers have maintained communication with UBS Triton fund managers and there is still an opportunity to transfer the Council's share of proceeds from Lothbury to UBS Triton, as and when funds are distributed, at a preferential management fee rate. The Executive Director (Section 151), in consultation with the Portfolio Holder for Finance, Performance, and People, has

determined under delegated authority that the transfer of funds from Lothbury to UBS Triton remains the Council's best opportunity to recover its investment loss, and the process for investing with UBS is underway.

## **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
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 renew a loan or investment at disadvantageous interest rates	Monitoring of the maturity profile of debt to make sure that loans do not all mature in the same period. Monitoring the maturity profile of investments to ensure there is sufficient liquidity to meet day to day cashflow needs.
That the investment in UBS Triton will not achieve full recovery of the Council's current investment loss as expected.	UBS Triton is an established property fund with one of the highest rates of return in the market over the last 7 years. An earmarked reserve is in place to mitigate any potential fluctuations in the fund value, although it does not cover the full value of the initial investment.

## **7. Other options considered**

7.1 None. It is a legislative requirement that the Council receives an annual report covering its treasury activities for the financial year.



**8. Environmental impact**

8.1 No environmental impact directly arising from this report.

**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 and Treasury Indicators 2023/24

**11. Background paper(s)**

11.1 None.

**12. Report author's contact details**

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## **PRUDENTIAL AND TREASURY INDICATORS**

### **1. Capital Expenditure and Financing**

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

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
<b>Capital Expenditure</b>			
S106-backed schemes	79,292	619,621	534,928
Other schemes	2,259,401	11,237,869	6,461,665
<b>Total Capital Programme</b>	<b>2,331,693</b>	<b>11,857,490</b>	<b>6,996,593</b>
<b>Financed by:</b>			
Capital receipts	(135,837)	(1,675,424)	(1,536,582)
Capital grants and contributions	(1,018,071)	(3,756,360)	(2,596,933)
Capital reserves	(224,514)	(107,000)	(371)
Revenue contributions	(43,005)	(112,811)	(4,000)
<b>Total Financing</b>	<b>(1,421,427)</b>	<b>(5,651,595)</b>	<b>(4,137,886)</b>
<b>Borrowing Requirement</b>	<b>910,266</b>	<b>6,205,895</b>	<b>2,858,707</b>

### **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).

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
CFR as at 1 <sup>st</sup> April	13,965,132	14,486,025	14,486,025
Capital Expenditure in Year	2,331,693	11,760,992	6,996,593
Financing in Year	(1,421,427)	(5,555,097)	(4,137,886)
Minimum Revenue Provision	(389,373)	(484,445)	(484,445)
Voluntary Revenue Provision	0	(300,000)	(300,000)
<b>CFR as at 31<sup>st</sup> March</b>	<b>14,486,025</b>	<b>19,907,475</b>	<b>16,560,287</b>

### **3. Ratio of Financing Costs to Net Revenue Stream**

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs, net of investment income) against the net revenue stream.

	<b>2022/23 Actual</b>	<b>2023/24 Budget</b>	<b>2023/24 Actual</b>
Ratio	6.78%	8.73%	8.14%

#### 4. 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 2023/24 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.

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
<b>External Debt</b>			
Debt at 1 <sup>st</sup> April	8,141,780	5,929,939	5,929,939
Finance Leases at 1 <sup>st</sup> April	455,399	455,157	455,157
Borrowing	0	3,300,000	0
Repayments	(2,212,083)	(216,766)	(216,766)
<b>Debt at 31<sup>st</sup> March</b>	<b>6,385,096</b>	<b>9,468,330</b>	<b>6,168,330</b>
<b>CFR (as above)</b>	<b>14,486,025</b>	<b>19,907,475</b>	<b>16,560,287</b>
<b>Under/(Over) Borrowing</b>	<b>(8,100,929)</b>	<b>(10,439,145)</b>	<b>(10,391,957)</b>

#### 5. 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.

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
Borrowing	5,929,939	18,200,000	5,713,439
Other Long-Term Liabilities	455,157	2,500,000	454,891
<b>Total</b>	<b>6,385,096</b>	<b>20,700,000</b>	<b>6,168,330</b>

#### 6. 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.

	<b>2022/23 Actual £</b>	<b>2023/24 Budget £</b>	<b>2023/24 Actual £</b>
Borrowing	5,929,939	20,222,200	5,713,439
Other Long-Term Liabilities	455,157	2,777,800	454,891
<b>Total</b>	<b>6,385,096</b>	<b>23,000,000</b>	<b>6,183,330</b>

## 7. Treasury Management Limits on Activity

There are three debt related treasury activity limits. The purpose of these is to manage risk and reduce the impact of any adverse movement in interest rates. However, if these are too restrictive, they will impair the opportunities to reduce costs and/or improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments.
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates.
- 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 Actual	2023/24 Budget	2023/24 Actual
Maturity structure of fixed interest rate borrowing:			
Under 12 months	3.65%	100.00%	14.99%
12 months to 2 years	14.43%	100.00%	15.01%
2 years to 5 years	14.46%	100.00%	0.00%
5 years to 10 years	0.00%	100.00%	0.00%
10 years and above	67.46%	100.00%	70.00%

## 8. Investments Greater Than 365 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.

	2022/23 Actual £	2023/24 Budget £	2023/24 Actual £
Principal sums invested > 365 days	844,874	6,000,000	742,726

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Annual Governance Statement</b> This is not a Key Decision and is on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Maggie Wright - Finance, People &amp; Performance (Deputy Leader)</b>
<b>Report Author</b>	Executive Director (Section 151 Officer)
<b>Strategic Themes</b>	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 This report sets out the Annual Governance Statement for 2023/24. The Annual Governance Statement provides a review of the Council's governance arrangements that were in place for 2023/24 and also puts forward an assurance table and actions to further improve the Council's governance arrangements for 2024/25 for consideration and approval.

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 That the Annual Governance statement in respect of 2023/24 financial year, as attached to this report, be approved.

#### 3. Reason for Decisions Recommended

- 3.1 It is a requirement of the Account and Audit Regulations 2015 for the local authority to prepare and approve an Annual Governance Statement.

#### 4. Matters to consider

##### 4.1 Background

Local government bodies are responsible for ensuring that their business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The development of the Annual Governance Statement helps to ensure proper arrangements are in place to meet that responsibility.

The Accounts and Audit Regulations set out the statutory framework for the financial management of local authorities and incorporate the requirements for compliance with proper accounting practices. Within the context of the statutory framework the production of an “Annual Governance Statement” has been assigned “proper practice” status.

The Council undertakes an annual review of its governance arrangement to ensure continuing compliance with best practice as set out in the guidance.

The governance statement itself allows authorities to report publicly on the extent to which they have complied with their own code, on an annual basis, including how they have monitored and evaluated the effectiveness of their governance arrangements in the year and on any planned changes in the coming period. English local authorities are required to publish the statement each year.

In 2017 the Cabinet Executive approved and adopted an updated Local Code of Corporate Governance together with the associated reporting arrangements in relation to governance to ensure that best practice be adhered to. This is detailed at Appendix B and was updated to comply with the 2016 Edition of the Chartered Institute of Public Finance & Accountancy (CIPFA) and Solace “Delivering Good Governance in Local Government Framework”.

The Local Code of Corporate Governance has been reviewed again this year; it is felt that it is still fit for purpose and needs no further amendment.

#### 4.2 Proposal(s)

A review of the systems of governance in respect of 2023/24 financial year has been carried out and the findings summarised in the review of effectiveness section of the Annual Governance Statement.

The assurance review is attached at Appendix C and identifies examples of assurances in respect of those governance arrangements which are key to mitigate against significant risks to the achievement of the corporate objectives of the Council. Areas where further improvements can be made can be identified from the analysis. The chart overleaf sets out the annual governance review framework adopted by the Council.

#### Review of Annual Governance Statement and the Assurance Gathering Process







#### 4.3 Relevant Consultations

Members of the Senior Leadership Team and the Senior Internal Auditor have been consulted during the process of carrying out the internal corporate assurance review.

The results from the review, set out in the Annual Governance Statement at Appendix A, has confirmed that the Council's governance arrangements and internal control environment remain sound. There are no governance matters of significant concern which require further immediate action.

#### External Auditors Review

The external audit of the draft statement of accounts for the year ended 31<sup>st</sup> March 2024 has not yet been completed by our external auditors Azets UK. There is therefore no opinion available to include within this report.

#### 4.4 Significant Issues

None

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

5.1 There are no financial implications associated with this report.

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

6.1 There are no risks associated with this report. The reporting of the Annual Governance Statement itself assists in reducing risk across the Council.

## **7. Other options considered**

- 7.1 Not to produce a separate report on the Annual Governance Statement for the Cabinet Executive. This option was dismissed given it of utmost importance that the Cabinet Executive are fully informed and assured by the completion of the Corporate Assurance Review and the production of the Governance Statement.

## **8. Environmental impact**

- 8.1 There are no environmental impacts associated with this report.

## **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.
- 9.2 There are no significant issues.

## **10. Appendix**

- 10.1 Appendix A – Annual Governance Statement
- 10.2 Appendix B – Local Code of Corporate Governance
- 10.3 Appendix C – Assurance and Evidence Matrix

## **11. Background paper(s)**

- 11.1
- Delivering Good Governance in Local Government Framework – CIPFA/SOLACE 2016
  - Delivering Good Governance in Local Government Guidance Notes for English Authorities CIPFA/SOLACE 2016

## **12. Report author's contact details**

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## ANNUAL GOVERNANCE STATEMENT – 2023/2024

### Scope of Responsibility

Blaby District Council is responsible for ensuring that its business is conducted in accordance with the law and to proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Blaby District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Blaby District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.

Blaby District Council has approved a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the authority's code is on our website or can be obtained from the Finance Service at the Council Offices in Narborough. This statement explains how Blaby District Council has complied with the Code and also meets the requirements of the Accounts and Audit Regulations 2015 in relation to the preparation and approval of an Annual Governance Statement.

### Significant Events

#### Covid-19 Pandemic Normalisation of hybrid working

During the pandemic it was necessary for the Council to ensure governance arrangements were appropriate given the changed manner of working and to continue to respond to the demands of our community. Whilst the impact of the Pandemic have diminished the Council continues to develop and benefit from the changes in working practice that had arisen.

Our methods of working have developed into a hybrid combination of remote and face to face working and governance arrangements continued to be in place with officers and members communicating through virtual means in addition to face to face contact where required.

#### Emergency Situation relating to Huncote Leisure Centre Site

In November 2021 during routine work to install landfill gas mitigation equipment contractors found elevated levels of landfill gas onsite. As a result, a decision was taken to close the site as a precautionary measure.

An emergency situation was declared by Blaby District Council and the situation has been ongoing since that date and continued into 2023/24.

Measures taken by the Council have included:

- Initial closure of the site until levels of landfill gas emission reduced and further equipment installed to allow extraction and venting of the emissions in the longer term.
- Communication with local residents, the Parish Council, partners and users of the site to ensure understanding and compliance with the site closure.
- Taking the decision to provide a sum of £800,000 in total from the General Fund balances for any works necessary to make the site safe.
- Assessment of the site uses and the opening of the Leisure Centre, car park and adjoining parish fields.

As at the end of March 2024 parts of the site remain closed until the remaining works necessary are carried out in order to allow the re-opening of the field and footpaths to the rear of the centre. As part of this the Council considered the future use of the land that was utilised as a BMX track prior to the incident and has made the decision that when the site re-opens it will be utilised as open space; not a bmx track.

## Emergency Situations Storm Henk and Local Gas Outage

The Council was called upon to respond to two emergency incidents early in the New Year 2024.

Storm Henk saw more than 150 properties across the District suffer from the impact of flooding. The Council worked with partners across the County to provide immediate practical support during the incident and during the recovery phase, signposting residents to financial support, assisting with the clear-up and hosting flooding events to ensure our residents were well supported throughout. The Council is continuing to work with the Flood Authority and related agencies to mitigate against future flooding impacts.

In Early February a burst water main in the village of Ratby caused hundreds of homes in Kirby Muxloe village to suffer a gas supply outage. The water, having got into a Cadent gas main, affected supplies to both Ratby and Kirby Muxloe with residents being without gas for a prolonged period. Officers of the Council co-ordinated the local response providing an information point and local 'command centre' in the village identifying vulnerable residents with extensive door knocking around the village. Working in a collaborative manner with the provider Cadent, our officers, along with volunteers, provided appropriate assistance to residents in need; delivering temporary cooking and heating appliances and reassurance to residents.

## The purpose of the governance framework

The governance framework comprises the systems, processes, culture and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Council to monitor the achievements of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The systems of internal control are a significant part of that framework and are designed to manage risk to a reasonable level. They cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The systems of internal control are based on an ongoing process designed to identify and prioritise the risks to the achievement of Blaby District Council's policies, aims and objectives; to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Blaby District Council for the year ended 31 March 2024 and will continue to be in place up to the date of approval of the Statement of Accounts.

## The Governance Framework

The Authority's vision is set out in the Blaby District Plan which was developed with officers, Members and stakeholders in the district. The control environment encompasses the strategies, policies, plans, procedures, processes, structures, attitudes, and behaviours required to deliver good governance to all.

## **Communicating the Authority's Vision**

The Blaby District Plan applicable to the 2023/24 year was adopted by Council on the 19 January 2021 and has set our Vision, Values and Priorities for the District spanning 2021-2024. Our priorities were grouped under the three key themes based on the District being “a great place to live, work and visit”.

This document encompassed our ambitions and, with partners, how we would deliver these to the community. The Blaby Plan comprised of our Corporate Plan, our Medium-Term Financial Strategy (MTFS) and our People Strategy. It was not just a list of things we wanted to achieve but also detailed how we planned all our resources, both financial and staffing to deliver these.

Alongside the Blaby District Plan, priorities for the People Strategy and MTFS were developed. An updated MTFS was produced alongside the annual budget setting process to ensure attention was drawn to the possible financial risk and impact associated with the changes to Business Rates and the Fair Funding Review.

Following the district elections in May 2023 a new Blaby District Plan was developed for the years 2024-2028 and was considered and adopted by Council on the 28<sup>th</sup> November 2023. This document serves as our roadmap for continually improving Blaby District and to continue to ensure it is a great place to live, work and visit. Alongside the Plan our Transforming Blaby Together Strategy has been developed encompassing how the authority aligns our objectives for delivering Equality and Diversity; People and Organisational Development; Customer Insight, Experience and Engagement as well as Transformation, Project and Digital agendas. The MTFS continues to be updated alongside the annual budget process to ensure the Plan is affordable and the Council is in a position to respond to funding gaps that may be forthcoming.

To continue to strengthen our governance arrangements the Council has commenced plans to carry out a self-assessment against the Best Value Guidance issued in May 2024 during the coming year.

## **Translating the vision into objectives for the authority and its partnerships**

The Council's objectives reflect the overall vision and are detailed in a series of critical activities which are regularly planned. It had been recognised that in some areas it is not always evident how these formed part of individual goals for staff and this was an area identified for improvement through enhancement of the staff PDA process and linkages into the vision and the Blaby District Plan and development of the Performance Framework. With the adoption of a new Performance Framework in 2022/23 this new system to record and track both the corporate plan and service plans started to become embedded within the organisation. The following section lists the key elements of the systems and processes that comprise the Council's governance framework with a commentary setting out how the Council's arrangements comply with each of the principles in the CIPFA/SOLACE Framework - Delivering Good Governance in Local Government as follows:

### **Principle A – Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

The Council has adopted the national Code of Conduct for Members supported by the Grievance and Standards Committee which monitors issues in relation to standards of behaviour. The Code of Conduct for Members was approved by Council in December 2021 and was adopted as of 1 April 2022.

There is a separate officer code of conduct.

The roles and responsibilities of the Cabinet Executive, the Non-executive members, the Scrutiny Commission and the Senior Leadership Team are set out in the Council's Constitution which provides a comprehensive framework for the management of the authority's business. This is supported by a formal Scheme of Delegation, based on a delegation by exception principle. A Member/Officer protocol ensures effective and appropriate communication between the paid establishment and elected Members. The Cabinet Executive has previously approved a recommendation from the Member Development Steering Group to adopt a comprehensive "Members Roles and Responsibilities" paper which sets out role profiles and the required skills and knowledge for the various roles Members fulfil in discharging their responsibilities.

Council policies are produced in accordance with the principles set out in the Constitution and recommended for approval following review by the Senior Leadership Team. Decision making which falls within the policy and budgetary framework rests with the Cabinet Executive whilst those decisions falling outside the framework are reserved to full Council. The call-in procedure enables the Scrutiny Commission to review decisions made by the Cabinet Executive. Day to day decision making is carried out by appropriate officers in accordance with the Scheme of Delegated Powers (which is based on a delegation by exception principle) and in accordance with the Financial Regulations. These arrangements all contribute to the economic, efficient and effective operation of the Council. The whole suite of standing orders, financial regulations and scheme of delegation are reviewed and updated as required through regular reports to Council.

### Ensuring effective arrangements are in place for the discharge of the monitoring officer function

The "Monitoring Officer" function was carried out by the same individual throughout the year. Initially in the year this individual held the position of Corporate Services Group Manager and then on their promotion in January 2024 now holds the position of Executive Director of Communities. The Monitoring Officer position reported to the post holder of the Executive Director position until the promotion when their reporting line changed to directly report to the Chief Executive. Regardless of reporting lines, the Monitoring Officer meets directly with the Chief Executive on a monthly basis and has ability to report directly to him/her any concerns he/she may have as Monitoring Officer.

All three statutory officers meet on a regular basis to ensure any concerns are addressed.

### Ensuring effective arrangements are in place for the discharge of the Head of Paid Service function

The "Head of Paid Service" role is undertaken by the Council's Chief Executive. The Executive Director (Section 151 Officer) has responsibility for all HR matters and this position reports to the Chief Executive position.

### Undertaking the core functions of an Audit Committee, as identified in CIPFA's Audit Committees – Practical Guidance for Local Authorities

The Council has an established Audit Committee (the Audit and Governance Committee) whose remit and functions are based on the guidance set out in a CIPFA publication which identifies best practice in relation to roles and responsibilities. The Committee meets quarterly and receives regular reports from both the Section 151 Officer, Finance Group Manager and the Audit Manager. Arrangements are in place for the Audit Manager to report independently to the Audit Committee should he/she feel it appropriate to do so. During this year the Council has continued to enhance the function of Audit Committee in line with the CIPFA guidance; appointing an independent member to the Committee and providing training to new members.



## Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

The Council ensures compliance with established policies, procedures, laws and regulations through various channels. Two statutory officers (the Section 151 Officer and the Monitoring Officer) have responsibility for ensuring that the Council does not act in an ultra vires manner, supported by the Finance Group Manager and the Council Tax, Income and Debt Manager who facilitate the management and mitigation of risk and the Audit Manager who provides assurance on matters of internal financial control. The Human Resources function along with managers, through the use of Performance Development Appraisals, assesses (and provides a means of improving) competencies to ensure that officers are equipped to discharge their duties in accordance with the requirements of the Council.

## Whistle-blowing and receiving and investigating complaints from the public

The Council has in place and promotes appropriate whistle blowing policies and procedures which are regularly reviewed and updated where required. A revised Whistle Blowing (Raising Concerns) policy was updated in July 2022. Staff are aware of the Whistle Blowing policy and it has been highlighted in Blaby Matters. There is also a well-established and responsive complaints procedure to deal with both informal and formal complaints from its customers and the residents of the District. Regular information relating to performance in respect of complaints (and compliments) is presented to the Senior Leadership Team.

## Principle B. Ensuring openness and comprehensive stakeholder engagement

The Blaby District Plan sets out the Authority's vision, values and priorities, the resources that the Council has to deliver these (within the MTFS) and how we support our officers to deliver the plan within our People Strategy. Objectives are set that link with the priorities and these are monitored through the year by the Senior Leadership Team within the Project Management reporting structure. The authority works closely with other local public bodies, community and voluntary groups via a partnership approach to ensure effective delivery of its services.

The development of the new Blaby District Plan 2024-28 saw extensive engagement with both staff, residents and stakeholder groups to gain valuable input into the themes and objectives identified within the Plan.

We have an active voluntary forum through which the Authority provides support to those in our community whilst engaging with them to understand how we can improve our services. Engagement with our voluntary community and new/temporary volunteers increased during the pandemic and we have taken measures to ensure we retain connection with these groups.

Customer satisfaction with services is monitored through local and service specific surveys, and electronic means to provide feedback on a range of activities and issues.

The Council produces regular e-newsletters for residents and businesses within the District which, in addition to providing information and advice, seeks to receive the views of the residents on a wide range of issues. Targeted service priority consultation exercises are undertaken to inform the future allocation of resources. The Council carries out a bi-annual Residents Survey which includes consultation on potential Council Tax increases and satisfaction levels for a range of Council services. This was carried out in January 2024 with 1680 responses received which statistically suggests that there is 99% confidence that the results reflect the views of the whole district. Results reported that 71% of respondents felt well informed about the services and benefits delivered by Blaby District Council with general satisfaction rates being 55%.

The Council works closely with its 24 Parish Councils. Officers attend a Parish Liaison Group, which has representatives from all other districts and Leicestershire County Council. We regularly send information through to our parishes in relation to funding opportunities.

The Council has established effective Business Breakfast meetings and holds regular meetings with the head teachers of the Academies in the district. It has a Youth Council which has played an active role, this year, in raising awareness about the green agenda, hate crime and vaping; a particular concern that they identified.

The Council held a Youth Conference in February 2024 which was an opportunity for young people to have their say with elected members regarding issues most important to them. The event also provides an insight into what the Youth Council does and the opportunity to take part in a debate as well as attracting new members to join our Youth Council. This year the young attendees took part in activities raising awareness of the Green agenda and a court room experience involving hate crime.

Engagement with some of our academies and primary schools in the district continued, working with them to explore career opportunities, with a number of events spanning a range of sectors including, construction, tourism, logistics and hospitality.

In order to demonstrate its openness the Authority also publishes:

- A Forward Plan 28 days before the Cabinet Executive meets and provides:
  - a) The public with details of all key, non key and budget and policy framework decisions to be taken by Members over a minimum period of four months ahead
  - b) An aide-memoire for the Council's informal board of senior Members and officers to identify future issues for further discussion
  - c) The Scrutiny Commission with information to consider areas where it may wish to seek involvement in policy development
- Its pay policy
- Gender Pay Gap Report
- Council, Cabinet and Committee Reports
- Payments over £250

In order to keep the public informed the Authority proactively prepares appropriate press releases. The Council has an award-winning website which is user friendly and well-designed and the frequent use of social media channels of communication have enabled the Council to reach more of our residents effectively. The Council's Communication Strategy will be updated in the coming year following the adoption of the new Blaby District Plan.

Scrutiny of the Councils budget for 2023/24 took place over two meetings in January 2023. These meetings were open to all Members and attendance levels were high. A further meeting was held with Scrutiny and non-Cabinet members to consolidate their understanding and comments regarding the budget process to feed back recommendations to Council.



## **Principle C – Defining outcomes in terms of sustainable economic, social and environmental benefits**

Incorporating good governance arrangements in respect of partnerships and other group working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements.

The Council participates in a range of joint working arrangements with other bodies, some of which are more significant than others. For those that deliver services to our customers there are service level agreements or contractual arrangements in place to ensure delivery and protect reputational risk. Should there be corporate risks based on partnership arrangements these will be detailed within the corporate risk register. The Council is particularly mindful of the financial and reputational risks that can arise through entering into joint working and collaborative arrangements, including the potential for a detrimental reputation impact on the Council should the partnership fail. It therefore actively supports and encourages an "open book" approach wherever possible.

Enhancing the accountability for service delivery and effectiveness of other public service providers

In 2023/24 work continued with the Community Health and Wellbeing Plan (CHWP) in conjunction with a working group of Blaby DC, Public Health, Leicestershire County Council, and NHS partners. This Partnership continues to carry out needs assessments and prioritise arising needs. The Partnership will continue to oversee the development of action plans, support the delivery of the final CHWP and monitor progress.

Social Prescribing is part of the NHS long-Term Plan to make personalised care business as usual across the health and care system. Social prescribing works for a wide range of people and issues, including people with one or more long term conditions, who need support with their mental health, who are lonely or isolated or who have complex social needs which affect their wellbeing. In Blaby we have a unique set up with our Primary Care Networks.

The Council is a member of the Leicestershire Housing Services Partnership which is made up of local authorities, registered providers and third sector organisations who work to deliver a joint action plan aimed at improving outcomes. One of the positive outcomes from this group has been the success of the bids for the Rough Sleepers Initiative Programme and the Rough Sleepers Accommodation Programme which have helped to improve options for homeless households across the County at a time of increased homelessness presentations.

The Leicester, Leicestershire and Rutland Chief Housing Officers Group forms part of the Housing Services Partnership and is cognisant of the wider housing impacts and as a partnership are concentrating on:

- Understanding the housing impact of increase levels of household unemployment and financial instability
- Identifying and then meeting (wherever possible) the wider support and complex needs of housing customers
- Effectively supporting staff to maintain positive mental wellbeing and health as well as identifying appropriate training and career opportunities
- Working in partnership with key agencies to improve the housing offer to customers for example health, probation, adult social care
- Working collectively to address increased levels of homelessness and maximising opportunities for funding to deliver appropriate accommodation.

- Supporting initiatives such as the Staying Healthy partnership by enabling safe and healthy homes and preventing homelessness wherever possible

The Chief Housing Officers Group has continued to work well with partners and in particular in relation to the increase in homelessness presentations which have remained high across the County but also in relation to other key housing areas including, Children and Young People, Care Leavers, Prison Releases, Community Safety, Strategic Housing as well as being reactive to emergency occurrences e.g. accommodating families from the Afghanistan resettlement schemes and the Ukrainian Refugees. Blaby has also led on initiatives such as the bids for the Rough Sleepers Accommodation Programme which have been successful in providing self-contained accommodation for Rough Sleepers or those threatened with Rough Sleeping.

In 2023/24 Blaby took advantage of the LAHF2 to purchase housing to be utilised for temporary accommodation and reduce the need for the authority to house people in bed and breakfast accommodation.

The Council leads on the Lightbulb programme; a transformational project designed to improve and transform housing related support services across the County as well as improving hospital discharge services. Lightbulb has won 3 major accolades since its inception: -

- Winning the Local Government Chronicle award for best Public/Public Partnership
- Named the best collaborative working initiative by the Association for Public Service Excellence
- Highly commended at the Home Improvement Agency Awards

The service continues to deliver a more streamlined service from that operated pre-Lightbulb and also runs a number of commissioned pilots which provide invaluable insight into needs of residents and the benefits of prevention work. There are a number of schemes being piloted:

- Safe Spaces Project which supports individuals whose property is hoarded.
- The Home Gadgets project which sees technology supplied to help individuals with Dementia or health conditions remain as independent as possible in their own home.
- Housing Occupational therapists – looking at streamlining the hospital discharge process and adaptations.
- Green grant – support to ensure properties are efficient and help future proof for health and cost of living.

Lightbulb continues to seek ways of improving our resident's wellbeing and a whole service review will be undertaken in 2024/25 to ensure the service continues to deliver effectively.

The Council formally merged the Community Safety Partnership (CSP) of both Blaby and Hinckley and Bosworth in April 2016. Together the CSP's across Leicestershire work with the Police, Fire, Probation Services, County Council and Clinical Commissioning Groups to develop and implement strategies to protect local communities from crime and to help people feel safe. Local approaches to deal with issues including antisocial behaviour, drug or alcohol misuse and re-offending are also developed through the joint working.

The Council has over recent years invested considerably to promote the economic development of the district. This has continued with a new Economic Development Framework being adopted by Cabinet in September 2023 with a vision "for Blaby District to be a great place to live, work and visit, with a strong, successful economy where everyone can build great businesses, careers and lives, supported in a green and environmentally friendly way, with superb connectivity." The

Economic Development Framework sets out the aspirations of the Council and provides a framework that brings together all economic development activities that are occurring within the district and considers how they complement each other to maximise the benefits for our residents, businesses and visitors.

The Council leads a Building Control Partnership on behalf of five other local authorities including Harborough, Oadby and Wigston, Hinckley and Bosworth, Melton and Rutland County Council. A governance structure has been set up which includes a Management Board that meets quarterly to review performance of the service, income generation and make decisions on future priorities. Initially the partnership was delivered through a shared service agreement however, in November 2021 a decision was made by Council to operate the Building Control Partnership under delegated authority and this structure has been in place since April 22.

Through a delegation of statutory responsibility, Blaby provides a Local Land Charge service for both Hinckley and Bosworth Borough Council and Oadby and Wigston Borough Council. Through this arrangement Blaby maintains local land charges registers, processes official searches and provides access to the local land charges register under the Environmental Information Regulations for personal searches.

This arrangement has provided resilience in service across all authorities the service being highly commended at the Local Land Charges awards 2019 and shortlisted by Land Data in 2021 and 2022 for Team of the Year.

From April 2023 Blaby District Council collaborated with neighbouring authority Oadby and Wigston Borough Council to expand its sport, physical activity and community health and well-being work. Blaby District Council undertakes work on behalf of Oadby & Wigston Borough Council for Physical Activity and Community Health & Wellbeing. Economies of scale are achieved by commissioning external providers to run classes across both districts. Alongside this the development of the two Community Health & Wellbeing plans also provides the opportunity to tackle jointly any gaps in provision or where we have the same health inequalities.

The Council continues to work closely with the academies in our District and meetings cover a wide breadth of matters including: creating workplace opportunities in Blaby District and gaining benefit from developments under construction in our district; workplace health initiatives and creating linkages in our community to promote community safety. This meeting has also facilitated closer relationships being developed with the academies and both the police, local community groups and officers from children's support services at Leicestershire County Council.

## **Principle D – Determining the interventions necessary to optimise the achievement of the intended outcome**

The Blaby District Plan 2021-2024 set out our ambitions for the Council and sat alongside our Medium-Term Financial Strategy and our People Strategy and these detailed how we planned all our resources, both financial and staffing to deliver these.

The Council's service and financial planning process ensures that resource redirection and allocation is aligned to the priorities emanating from the Blaby District Plan. The Council has in place Contract Standing Orders and Financial Regulations designed to ensure that the Council achieves value for money in discharging its procurement requirements.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures, management supervision and a system of delegation and accountability.

Development and maintenance of the system is undertaken by the Senior Leadership Team within the Council and its effectiveness is reviewed by either external or internal audit. In particular, the arrangements include:

- The Medium-Term Financial Strategy is now part of the Blaby District Plan but includes a Financial Summary spanning future years which is revised annually.
- A 5 Year Capital Programme including asset investment.
- An effective system of budgetary control.
- The preparation and review of regular and timely financial reports which indicate financial performance against the forecasts.
- Clearly defined capital appraisal, funding and expenditure controls.
- Formal project management disciplines where appropriate
- Performance management reports

The Council “project board” approach is now established implementing change and transformation. A focus has been placed on project management and the regular monitoring of project delivery with the SLT meeting monthly to review progress and the Council making permanent the Transformation Group Manager position recognising the importance of investing in additional resource to enhance this focus. Ultimately this is led by the Chief Executive and will continue to ensure focus is placed on continuing improvement and learning. Members are fully engaged in this process with both a Cabinet Executive portfolio holder having specific responsibility for driving and monitoring the change process. The Scrutiny Commission, through its working groups are actively involved in examining the detail of processes and change reviews.

Blaby District Council has, during this year, considered its position within the Shared ICT Service provided by Hinckley and Bosworth Borough Council with Melton Borough Council also being within the Partnership. Recognising the importance of utilising digital capability the Council made the decision in October 2023 to understand, scope and cost a transition away from the shared service arrangement and in February 2024 Council made the decision to give notice to the Partnership and transition to an in-house solution by 31<sup>st</sup> March 2025.

An in-house service will provide BDC a complete level of assurance, influence and decision making to meet its digital aspirations for ongoing transformation of services, and accelerate BDC towards achieving the ambitions of the Blaby District Plan adopted in 2023.

## **Principle E – Developing the entity’s capacity including the capability of its leadership and the individuals within it.**

### **Identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training**

The district election held in May 2023 saw significant numbers of new members be elected. Since then a comprehensive induction programme including 25 training sessions has been delivered to new members. This programme included sessions on a variety of subjects including ICT, Democratic Process, Code of Conduct, Planning Essentials, Local Plan, Enforcement, Scrutiny introduction and questioning skills. This programme has continued to be built upon throughout the year, with various training sessions delivered to both new and more experienced members to ensure they are fully equipped to fulfil their roles. We have also had one By Election, and training and development has been replicated on a one to one basis with the new Councillor. We have held 6 and 12 monthly evaluations with new Councillors in order to identify additional needs or gaps.

The Council fully supports the requirements to ensure that both Members and senior officers have the necessary skill sets to fulfil their strategic role in the organisation. The Council continues to invest in development for officers and managers. All people managers continue to be supported

to understand staff wellbeing and manager participation in HR workshops delivered both virtually and face to face. During the year training on project management, diversity and inclusion and also awareness & training sessions held on subjects such as safeguarding, ADHD and website and word accessibility training have been delivered.

We've also supported staff with talks on the Pensions scheme and Planning for retirement.

A group of officers attended the East Midlands Challenge Event giving them an insight into issues faced when in strategic roles and the Council has accessed LGA and DCN development programmes that a small number of staff have benefitted from. During the year we welcomed 4 new Apprentices into the Council and continued supporting 2 degree level apprenticeships, continuing into the next year.

We have continued to collaborate with local Councils on an ILM Manager Development programme, with 8 managers in the process of completing a management qualification at different levels, resulting in positive feedback and cross Council networking opportunities.

The Council continues to adhere to the principles of the East Midlands Councils Elected Member Development Charter. The Charter provides a set of national standards for authorities to achieve, ensuring elected Members are equipped to have the knowledge and skills to be effective community leaders.

## **Principle F – Managing risks and performance through robust internal control and strong public management**

The Council has invested in putting in place a new clear and coherent framework for managing and monitoring performance. Extensive work was undertaken in 2022/23 to develop a much improved performance system utilising a system known internally as I-Plan. I-Plan is now being used by the authority to report both performance, risk and projects. This has become embedded across the authority during this year and has seen access for both officers and members to access performance data.

A Six Monthly Performance Report is presented to Council which provides a summary of progress and performance against the priorities within the Blaby District Plan. This report encompasses a whole Council approach focused on the three priorities; A Place to Live, A Place to Work, A Place to Visit, and it is recognised that all services contribute to the successful delivery of the Council's Plan.

This report is also presented at Scrutiny Commission meetings. The responsibility for Performance Management sits with the Portfolio Holder for Finance, Assets and Performance. All Cabinet members provide challenge through our reporting channels.

The Council has in place a Risk Management Policy and Strategy to ensure that the management of risk, is embedded within the organisation at both the strategic and operational level with both Members and senior officers having specific roles and responsibilities identified. A Corporate Risk Management Group, headed by the Chief Executive who is supported by the Finance Group Manager who has specific responsibility to co-ordinate the management of risk across the Council. Both Members and officers are trained so that they are equipped to manage risk in a way appropriate to their duties. Risk assessments are a pre-requisite for all capital project appraisals and form an integral element of Project Plans. The Council utilises a software package Iplan to assist with the management and monitoring of both corporate and service risks. Members of the Audit Committee received regular corporate risk monitoring reports.



## Principle G – Implementing good practices in transparency, reporting and audit to deliver effective accountability

### Ensuring the Authority's Financial Management Arrangements Conform with the Governance Requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government

The CIPFA Statement was originally published in March 2009 in respect of the Role of the Chief Financial Officer in public services as a whole and was considered by the Council's Cabinet Executive in July of that year. The following year a further version was produced which was specifically directed towards Chief Financial Officers serving in local government. The five underlying principles however remained the same. The Council's financial management arrangements conform with the governance requirements as set out in the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2016).

During this year, the Executive Director (S151 Officer) held the position of S151 Officer.

### Ensuring the authority's assurance arrangements addresses the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2019)

The Council's internal reporting arrangements are designed to ensure the independence of the internal audit function. Appropriate resources are made available to provide an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It brings a systemic disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes. The Audit Manager reports directly to the Council's Audit and Governance Committee on all matters appertaining to audit outcomes.

### Review of Effectiveness

Blaby District Council undertakes, on an annual basis, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by a) the work of the senior managers within the Council who have responsibility for the development and maintenance of the governance environment, b) the Audit Manager's annual report and c) by comments made by the external auditors and other review agencies and inspectorates.

Part of this process is to carry out an assurance review which identifies examples of assurances in respect of those governance arrangements which are key to mitigate against significant risks to the achievement of the corporate objectives of the Council. Whilst a number of actions were identified through this process they don't relate specifically to governance matters, but illustrate the Council's commitment to continuous improvement. The actions are listed in the table below for completeness. The comprehensive detail of the assurance review completed will be presented as an appendix to the Annual Governance Report which will be considered by Cabinet Executive in June 2024.

Core Principal 1: A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

**Supporting Principle 1 : Behaving with Integrity**

Action – To embed the revised PDA documentation to enhance the process and to ensure PDA's are carried out for all staff.

Action – To continue to reinforce the values detailed within the new Blaby District Plan: honesty, openness and treating people fairly.

Core Principal B: Ensuring openness and comprehensive stakeholder engagement

**Supporting Principle 2 : Engaging comprehensively with institutional**

Action – Update the Communication Strategy following development of New Blaby District Plan.

**Supporting Principle 3 : Engaging stakeholders effectively, including individual citizens and service users**

Action – Build on the outcomes taken from the review of the Communications function, review the Communications Strategy and continue to strengthen the proactive promotion of the Council.

Action - Broaden the response to the bi-annual satisfaction survey carried out in Jan 2024 by engaging with the younger generations in our district to ensure their views are understood.

Core Principal C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

**Supporting Principle 1 : Defining outcomes**

Action – Continue to develop the long term Vision for the District and deliver the Blaby District Plan for future years.

Action – Continue to embed the new business planning, data intelligence and risk management process that has been implemented during 2022/23 utilising the I-Plan system.

**Supporting Principle 2 : Sustainable economic, social and environmental benefits**

Action – Continue to Brief all members, regarding Council finance incorporating Fair Funding, Business Rates and financial implications of government driven waste initiatives.

Core Principal D: Determining the interventions necessary to optimise the achievement of the intended outcomes

**Supporting Principle 2 : Planning interventions**

Action – Embed the new business planning, data intelligence and risk management process utilising the I-Plan system to report KPI's.

**Supporting Principle 3 : Optimising achievement of intended outcomes**

Action – Budget setting and monitoring to be further developed to ensure that budget is tailored and trimmed with services delivered efficiently and effectively.

Core Principal E: Developing the entity's capacity, including the capability of its leadership and the individuals within it

**Supporting Principle 1 : Developing the entity's capacity**

Action- Continue to investigate the use of benchmarking information to enhance the performance framework and support decision making.

Action – Continue to develop workforce, policy updates development and retention/recruitment initiatives, including East Midlands pilot scheme being carried out by EMC.

**Supporting Principle 2 : Developing the capability of the entity's leadership and other individuals**

Action – To develop revised PDA documentation to enhance the process and to ensure PDA's are carried out for all staff.

Action - Continue to progress the programme of training for people managers across the authority including the Solace leadership programme and brilliant manager training.

Core Principal F : Managing risks and performance through robust internal control and strong public financial management

**Supporting Principle 1 : Managing risk**

Action – Utilise the new I-Plan system to record risks and ensure lower level risks are managed across the organisation.

**Supporting Principle 2 : Managing Performance**

Action – continue to monitor the use of the new Corporate performance framework and reporting system to ensure the authority has an overall view of performance. Investigate the use of benchmarking information to enhance the performance framework further.

**Supporting Principle 3 : Robust internal control**

Action – Continuation of progress to work towards compliance of the Council's Audit & Governance Committee with the CIPFA Practical Guidance for Local Authorities and Police (CIPFA, 2022).

**Supporting Principle 5 : Strong public financial management**

Action – Provide training for budget managers to ensure they understand their responsibilities to manage their budget and can re-forecast accurately during the year

There were no actions from previous years that had not been addressed, however some actions will continue to be built upon in 2024/25.

## Review of Compliance with Financial Management Code 2022/23

The Council carried out a review of compliance with the FM Code in advance of 2022/23. It was considered by the Audit and Standards Committee in July 2021 and the action plan arising from the review approved by Cabinet Executive in September. The document was made available to the public. Whilst the Authority was found to be compliant with many aspects of the FM Code, there were a number of areas that were partially compliant. An action plan was developed and all areas addressed to ensure compliance.

## Role of the Council

The extent of the role of full Council in reviewing and monitoring effectiveness of internal control is set out in Article 4 of the Council's constitution. Article 4 provides that the Council is responsible for setting the policy and budgetary framework.

It is the responsibility of the statutory officers to report to Council on any issues concerning the review of the effectiveness of internal control arrangements where such cases fall outside the



delegated power of other decision making bodies of the Council. There have been no issues arising during 2023/24 which have required the full Council to exercise its role.

The Constitution of the Council is subject to a continuous review process and a delegation by exception scheme forms an integral part of the arrangements. The Constitution underwent a revision in 2016/17 and the new version, which was actively reviewed by Members, was approved by Council on 24 May 2016. Amendments to the Constitution are brought before Council throughout the year as part of the continuous review process and annually to ensure it is fit for purpose.

The Council formally reviews its Financial Regulations on a regular basis albeit ongoing updates are implemented as part of the regular reviews of the Constitution.

### Role of Cabinet Executive

The role of the Cabinet Executive is to receive, consider and approve the Annual Governance Statement and to monitor the implementation of any Action Plans arising out of the review of its governance arrangements.

### Role of Audit Committee

A formal Audit Committee, constituted on the basis of the guidance issued by the

Chartered Institute of Public Finance, including the adoption of a “Statement of Purpose”, was established in 2008.

The Audit Committee (The Audit and Corporate Governance Committee) meets on a quarterly basis. It has responsibility for considering the findings of the annual review of the effectiveness of the internal audit function in addition to receiving regular monitoring reports from the Audit Manager. The annual external audit plan is also approved by the Audit Committee.

### Role of Scrutiny Committee

The Council has a well established Scrutiny Commission supported by working panels who are assigned specific projects to be undertaken. The Commission can “call in” a decision which has been made by the Cabinet Executive but not yet implemented, to enable them to consider whether the decision is appropriate.

### Risk Management

The Corporate Risk Group regularly reviews the Risk Management Strategy to ensure its continued relevance to the Council. The reviews also assess performance against the aims and objectives of the Risk Management Strategy.

The Finance Group Manager provides regular progress reports to the Corporate Risk Group and the Senior Leadership Team bringing to their attention any significant risks which have been identified. The Corporate Risk Group/Senior Leadership Team also:

- Reviews the Council's strategic/operational risk registers and associated action plans
- Ensures that the appropriate management action is taken to minimise/eliminate risk

Audit and Corporate Governance Committee review the Strategic Risk Register and mitigating actions regularly. They also have responsibility for reviewing and recommending the Risk Management Strategy at regular intervals.

## Role of Internal Audit

Internal Audit is provided in accordance with the statutory responsibility under Section 151 of the Local Government Act 1972, the Accounts and Audit Regulations and the Public Sector Internal Audit Standards. It is managed on a day to day basis by the Audit Manager who reported to the Executive Director and then the Executive Director of Communities from January 2024 onwards. There is however also an indirect reporting line to the Executive Director (Section 151 Officer) in relation to matters of a technical or professional nature.

Internal Audit objectively examines, evaluates and reports on the adequacy of internal controls and governance as a contribution to the proper, economic and effective use of resources. During 2023/24 this responsibility was carried out following an approved risk based annual audit plan. The Audit Manager produces quarterly progress monitoring reports against the plan to the Audit and Corporate Governance Committee.

The internal reporting process for audit work requires a report of each audit to be submitted to the relevant Group/Corporate Manager and/or Service Manager. The report includes recommendations for improvements that are included within an action plan and require agreement or rejection by the relevant managers. The process also includes regular reviews of recommendations to ensure that they are acted upon. A summary of all audits carried out, including a grading rating which reflects the effectiveness of the controls in place and an analysis of the recommendations is submitted to each quarterly Audit and Corporate Governance Committee meeting. The Senior Leadership Team regularly review the progress made towards the recommendations from internal audits being actioned.

The Public Sector Internal Audit Standards (PSIAS), introduced on 1 April 2013, and revised in April 2016 and again in 2017, require an external assessment of compliance with the Standards to be carried out at least once every five years.

The assessment was carried out in November 2020 and found that the internal audit function at Blaby District Council conforms with the PSIAS and there were no areas of non-compliance identified. The final report was presented to the Audit and Standards Committee on 1 February 2021 along with an action plan containing minor action points which the Audit Manager is implementing to improve overall compliance with the Standards.

The Shared Service Audit Manager provides an independent opinion on the internal control environment to the Audit and Corporate Governance Committee which then feeds into the Annual Governance Statement process. For the 12 months ended 31 March 2024, based upon the work undertaken by Internal Audit during the year and additional information provided by relevant managers on their responses to audit recommendations, the Audit Manager has formed the opinion that she is able to give **reasonable assurance** on the Council's overall internal control arrangements. To be consistent with our Internal Audit opinion definitions, this means that there is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the areas audited. This is a positive assurance opinion overall which will be detailed in the report of the Audit Manager's 'Internal Audit Annual Report 2023/2024' which will be presented to the Audit and Governance Committee on 13th July 2024.

All but two internal audit reports issued during 2023/24 were issued with either substantial or reasonable assurance opinions. Both reports were issued with limited assurance opinions and recommendations made within the audits have already been actioned or plans have been put in place to ensure they are addressed.

It should be noted that no assurance has been able to be obtained in relation to the management of risks and controls within the ICT service area other than evidence of a Public Sector Network

Certificate. The ICT Service is currently provided through a shared partnership and an IT Asset Audit is planned by the LICT Partnership to be carried out in the coming year.

Recognising the importance of utilising digital capability, the Council made the decision in October 2023 to understand, scope and cost a transition away from the shared service arrangement and in February 2024 Council made the decision to give notice to the Partnership and transition to an in-house solution by 31<sup>st</sup> March 2025.

An in-house service will provide BDC a complete level of assurance, influence and decision making to meet its digital aspirations for ongoing transformation of services and accelerate BDC towards achieving the ambitions of the Blaby District Plan adopted in 2023.

### Other Explicit Review/Assurance Mechanisms

The Corporate Services Group Manager, now the Executive Director of Communities (the “Monitoring Officer”) has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Constitution underwent a revision in 2016/17 and the new version, which was actively reviewed by Members, was approved by Council on 24 May 2016.

Statements of Assurance are received from senior officers regarding internal control issues in line with the guidance set out in “Delivering Good Governance in Local Government”.

In November 2021 the Council invited the LGA to carry out a Finance Health Check which gave a view of the robustness of the Council’s financial arrangements. The report, received in December 2021, concluded that the Council is well managed financially and has consistently spent within its budget. The report went on to provide a number of recommendations all of which were either completed or have been incorporated into our financial considerations on an ongoing basis.

The Council has continued the engagement with the LGA Peer Review process; the first review being in 2015 and followed by a further review in 2018.

A more recent Peer Review (now referred to as a Corporate Peer Challenge) was performed in March 2022 and was again very positive with the report summarising that “Blaby District Council (BDC) is a well-run local authority; it has a sound financial position, strong leadership, particularly through its Leader and Chief Executive, and committed staff. There is real ownership by members and officers, and everyone wants to do their best for Blaby as a council, place and for its communities.”

The final report was reported to Council in July 2022 alongside an action plan that has been put in place to address recommendations made for improvement. The LGA Peer Challenge team returned to the Council in December 2022 to review the Council’s progress reporting that “Blaby DC is clearly committed to addressing all the CPC’s recommendations and has made excellent progress in doing so. This is all the more impressive, given that the council, like others, is responding to the ongoing challenging, economic environment.”

### Statement of Leader and Chief Executive

We have been advised on the implications of the result of the review of the effectiveness of the governance framework carried out by members of the Senior Leadership Team and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework.

## Significant governance issues

Whilst there are no significant governance issues to report, nevertheless the Council continues to seek to enhance and strengthen our governance arrangements where improvements can be identified. We will monitor progress made as part of our next annual review.

Signed \_\_\_\_\_  
Leader of the Council  
June 2024

Signed \_\_\_\_\_  
Chief Executive  
June 2024

## **Local Code of Corporate Governance**

### **Introduction**

Each local authority operates through a governance framework. It is an interrelated system that brings together an underlying set of legislative requirements, governance principles and management processes. Traditionally, local government has conformed in whole or in part and in many different ways to the principles of good governance and has had a sound base on which to build. There has been a strong regulatory framework in existence and robust arrangements for monitoring review.

### **Fundamental Principles of Corporate Governance**

The report of the Committee on the Financial Aspects of Corporate Governance (the Cadbury Report) identified three fundamental principles of corporate governance as:

<b>Openness</b>	An open approach is required to ensure all interested parties are confident in the organisation itself. Being open in the disclosure of information leads to effective and timely action and lends itself to necessary scrutiny.
<b>Integrity</b>	This is described as both straightforward dealing and completeness. It should be reflected in the honesty of an organisation's annual report and its portrayal of a balanced view. The integrity of reports depends on the integrity of those who prepare and present them which, in turn, is a reflection of the professional standards within the organisation.
<b>Accountability</b>	This is the process whereby individuals are responsible for their actions. It is achieved by all parties having a clear understanding of those responsibilities and having clearly defined roles through a robust structure.

The Cadbury Report defined these three principles in the context of the private sector, and, more specifically, of public companies, but they are as relevant to public service bodies as they are to private sector entities.

### **Principles of Conduct in Public Life**

Aspects of corporate governance in the public services have been addressed by the Committee on Standards in Public Life (the Nolan Committee) which was established in 1994 to examine concerns about standards of conduct by holders of public office. Standards of conduct are regarded as one of the key dimensions of good governance. The first report, published in May 1995, identified and defined seven general principles of conduct which should underpin public life, and recommend that all public service bodies draw up codes of conduct incorporating these principles. These principles in public life are:

<b>Selflessness</b>	Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
<b>Integrity</b>	Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
<b>Objectivity</b>	In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
<b>Accountability</b>	Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
<b>Openness</b>	Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and actions and restrict information only when the wider public interest clearly demands.
<b>Honesty</b>	Holders of public office have duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
<b>Leadership</b>	Holders of public office should promote and support these principles by leadership and example.

The Relevant Authorities (General Principles) Order 2001 outlined three additional principles to those identified by the Nolan Committee. These three are defined below. As part of the new ethical framework, the Local Government Act 2000 (England and Wales) provided for the development of a model code of conduct covering the behaviour of elected members and gave the Secretary of State and the National Assembly for Wales power to develop a set of general principles of conduct.

<b>Respect for Others</b>	Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.
<b>Duty to uphold the law</b>	Members should uphold the law, and on all occasions, act in accordance with the trust that the public is entitled to place in them.
<b>Stewardship</b>	Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

These ten principles are incorporated into the Council's Constitution.

## Good Governance Standards for Local Government

Delivering Good Governance in Local Government Framework 2016 published by the Chartered Institute of Public Finance & Accountancy (CIPFA) in association with Solace defines the principles that should underpin the governance of each local government organisation.

The concept underpinning the Framework is that it is helping local government in taking responsibility for developing and shaping an informed approach to governance, aimed at achieving the highest standards in a measured and proportionate way. The Framework is intended to assist authorities individually in reviewing and accounting for their own unique approach with the overall aim to ensure that:

- Resources are directed in accordance with agreed policy and according to priorities
- There is sound and inclusive decision making
- There is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities.

## The Governing Body

The governing body of an organisation has overall responsibility for directing and controlling that organisation. In local government the governing body is the full Council. For England and Wales, the Local Government Act 2000 introduced new governing structures for all local councils, clarifying responsibility for making decisions and establishing a scrutiny role. Councils such as Blaby, with populations above 85,000 are required to have 'executive arrangements' whereby the executive comprises elected members.

Executive arrangements must include one or more overview and scrutiny committees through which non-executive councillors can question and challenge the policy and performance of the executive and promote public debate. The Local Government and Public Involvement in Health Act 2007 enables them to challenge the policies and practices of certain bodies. Councils also have the power to promote the economic, social and environmental well-being of their areas and to work with other bodies to develop community strategies.

Elected members are collectively responsible for the governance of the Council. The full Council's responsibilities include:

- Agreeing the Council's constitution comprising the key governance documents including the executive arrangements and making major changes to reflect best practice
- Agreeing the policy framework as defined in Article A or the Constitution
- Agreeing the budget

The Cabinet Executive is responsible for :



- All functions and powers other than those reserved to full Council or other bodies and as stated in part 3 of the Council's constitution
- Proposing the budget
- Implementing the policy framework and key strategies
- Its delegation scheme

The Chief Executive advises Councillors on policy and necessary procedures to drive the aims and objectives of the authority. The Chief Executive leads a Senior Leadership Team which is responsible for advising the executive and scrutiny committees on legislative, financial and other policy considerations to achieve the aims and objectives of the authority and is responsible for implementing Council decisions and for service performance.

### **The Local Code of Corporate Governance**

Set out in this document is the Council's proposed updated Local Code of Corporate Governance which is based on the seven core principles adopted for local government from the report of the Independent Commission on Good Governance in Public Services. The seven principles being:-

Principle A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.

Principle B – Ensuring openness and comprehensive stakeholder engagement.

Principle C – Defining outcomes in terms of sustainable economic, social, and environmental benefits.

Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes.

Principle E – Developing the entity's capacity, including the capability of its leadership and the individuals within it.

Principle F – Managing risks and performance through robust internal control and strong public financial management.

Principle G - Implementing good practices in transparency, reporting, and audit to deliver effective accountability.



## **Principle A - Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

The Council is committed to:

### **Behaving with Integrity**

- Ensuring members and officers behave with integrity and lead as a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.
- Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (The Nolan Principles).
- Leading by example and using these standard operating principles or values as a framework for decision making and other actions.
- Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure they are operating effectively.

### **Demonstrating strong commitment and ethical values**

- Seeking to establish, monitor and maintain the organisation's ethical standards and performance
- Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation's culture and operation
- Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values
- Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with high ethical standards expected by the organisation

### **Respecting the rule of law**

- Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations
- Creating the conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements
- Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders
- Dealing with breaches of legal and regulatory provisions effectively
- Ensuring corruption and misuse of power are dealt with effectively

## **Principle B – Ensuring openness and comprehensive stakeholder engagement**

The Council is committed to:

### **Openness**

- Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness
- Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided
- Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear
- Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/ courses of action

### **Engaging comprehensively with institutional stakeholders**

- Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably
- Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively
- Ensuring that partnerships are based on: trust, a shared commitment to change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit

### **Engaging stakeholders effectively, including individual citizens and service users**

- Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.
- Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement
- Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs
- Implementing effective feedback mechanisms in order to demonstrate how their views have been taken into account
- Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity
- Taking account of the interests of future generations of tax payers and service users

## **Principle C – Defining outcomes in terms of sustainable economic, social, and environmental benefits**

The Council is committed to:

### **Defining outcomes**

- Having a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provides the basis for the organisation's overall strategy, planning and other decisions
- Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer
- Delivering defined outcomes on a sustainable basis within the resources that will be available
- Identifying and managing risks to the achievement of outcomes
- Managing service users expectations effectively with regard to determining priorities and making the best use of the resources available

### **Sustainable economic, social and environmental benefits**

- Considering and balancing the combined economic, social and environmental impact of policies, plans and decisions when taking decisions about service provision
- Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints
- Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs
- Ensuring fair access to services

## **Principle D – Determining the interventions necessary to optimise the achievement of the intended outcomes**

The Council is committed to:

### **Determining interventions**

- Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and including the risks associated with those options. Therefore ensuring best value is achieved however services are provided
- Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts

### **Planning interventions**

- Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets
- Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered
- Considering and monitoring risks facing each partner when working collaboratively including shared risks
- Ensuring arrangements are flexible and agile so that the mechanisms for delivering outputs can be adapted to changing circumstances
- Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured
- Ensuring capacity exists to generate the information required to review service quality regularly
- Preparing budgets in accordance with organisational objectives, strategies and the medium term financial plan Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy

### **Optimising achievement of intended outcomes**

- Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints
- Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term
- Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage
- Ensuring the achievement of 'social value' through service planning and commissioning.

## **Principle E – Developing the entity’s capacity, including the capability of its leadership and the individuals within it**

The Council is committed to:

### **Developing the entity’s capacity**

- Reviewing operations, performance use of assets on a regular basis to ensure their continuing effectiveness
- Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how the authority’s resources are allocated so that outcomes are achieved effectively and efficiently
- Recognising the benefits of partnerships and collaborative working where added value can be achieved
- Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources

### **Developing the capability of the entity’s leadership and other individuals**

- Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained
- Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body
- Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads the authority in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other’s authority
- Developing the capabilities of members and senior management to achieve effective shared leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:
  - ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged
  - ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis
  - ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and
- Ensuring that there are structures in place to encourage public participation
- Taking steps to consider the leadership’s own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections
- Holding staff to account through regular performance reviews which take account of training or development needs Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing

## **Principle F – Managing risks and performance through robust internal control and strong public financial management**

The Council is committed to:

### **Managing risk**

- Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making
- Implementing robust and integrated risk management arrangements and ensuring that they are working effectively
- Ensuring that responsibilities for managing individual risks are clearly allocated

### **Managing performance**

- Monitoring service delivery effectively including planning, specification, execution and independent post implementation review
- Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook
- Ensuring an effective scrutiny or oversight function is in place which encourages constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the organisation's performance and that of any organisation for which it is responsible (OR, for a committee system) Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making
- Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement
- Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (e.g. financial statements )

### **Robust internal control**

- Aligning the risk management strategy and policies on internal control with achieving the objectives
- Evaluating and monitoring the authority's risk management and internal control on a regular basis
- Ensuring effective counter fraud and anti-corruption arrangements are in place
- Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor
- Ensuring an audit committee or equivalent group or function which is independent of the executive and accountable to the governing body: provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment that its recommendations are listened to and acted upon

### **Managing Data**

- Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data
- Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies
- Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring

### **Strong public financial management**

- Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance
- Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls

## **Principle G – Implementing good practices in transparency, reporting, and audit to deliver effective accountability**

The Council is committed to:

### **Implementing good practice in transparency**

- Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate
- Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand

### **Implementing good practice in reporting**

- Reporting at least annually on performance, value for money and the stewardship of its resources
- Ensuring members and senior management own the results
- Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment including an action plan for improvement and evidence to demonstrate good governance (annual governance statement)
- Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate
- Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other similar organisations

### **Assurance and effective accountability**

- Ensuring that recommendations for corrective action made by external audit are acted upon
- Ensuring an effective internal audit service with direct access to members is in place which provides assurance with regard to governance arrangements and recommendations are acted upon
- Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations
- Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement
- Ensuring that when working in partnership, arrangements for accountability are clear and that the need for wider public accountability has been recognised and met



**Annual Governance Statement**

**Assurance Review**

**May 2024**

**Assurance and evidence in support of the Council's annual governance statement  
(Assessment Score 1 – 10 where 10 represents very best value)**

**Core Principal 1: A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law**

<b>Supporting Principle 1 : Behaving with Integrity</b>			
<b>The local code should reflect the requirement of local authorities to:</b>	<b>Examples of evidence:</b>	<b>Assessment Score (1 - 10)</b>	<b>Progress in year and Plans for Improvement</b>
1 Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the organisation.	<ul style="list-style-type: none"> <li>Codes of conduct</li> <li>Individual sign off with regard to compliance with code</li> <li>Induction for new members and staff on standard of behaviour expected</li> <li>Performance appraisals</li> </ul>	9	<p><b>Evidence</b> – induction for new members and staff. Codes of conduct, PDA's.</p> <p><b>Action</b> – To embed the revised PDA documentation to enhance the process and to ensure they are carried out for all staff.</p>
2 Ensuring members take the lead in establishing specific standard operating principles or values for the organisation and its staff and that they are communicated and understood. These should build on the Seven Principles of Public Life (the Nolan Principles)	<ul style="list-style-type: none"> <li>Communicating shared values with members, staff, the community and partners</li> </ul>	9	<p><b>Evidence</b> – Blaby District Plan (2021-24) defines values and was revised in Jan 2021, PDA's and staff recruitment have linkages to values.</p> <p><b>Action</b> – To embed the revised PDA documentation to enhance the process and to ensure they are carried out for all staff.</p> <p><b>Action</b> – To continue to reinforce the values detailed within the new Blaby District Plan: honesty, openness and treating people fairly.</p>
3 Leading by example and using these standard operating principles or values as a framework for decision making and other actions	<ul style="list-style-type: none"> <li>Decision making practices</li> <li>Declarations of interests made at meetings</li> <li>Conduct at meetings</li> <li>Shared values guide decision making</li> <li>Develop and maintain an effective standards committee</li> </ul>	9	<p><b>Evidence</b> – Declarations of interest noted, standards committee.</p>

4 Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively	<ul style="list-style-type: none"> <li>• Anti-fraud and corruption policies are working effectively</li> <li>• Up-to-date register of interests (members and staff)</li> <li>• Up-to-date register of gifts and hospitality</li> <li>• Whistleblowing policies are in place and protect individuals raising concerns</li> <li>• Whistleblowing policy has been made available to members of the public, employees, partners and contractors</li> <li>• Complaints policy and examples of responding to complaints about behaviour</li> <li>• Changes/improvements as a result of complaints received and acted upon</li> <li>• Members and officers code of conduct refers to a requirement to declare interests</li> <li>• Minutes show declarations of interest were sought and appropriate declarations made</li> </ul>	9	<b>Evidence</b> – Anti-fraud & corruption policy (reviewed Feb 2024), register of interests and annual declaration of related parties. Whistleblowing policy (reviewed 2022), which staff are aware of, and have utilised. Complaints policy well established and continually reviewed, improved and reported on.
<b>Supporting Principle 2 : Demonstrating strong commitment to ethical values</b>			
The local code should reflect the requirement of local authorities to:	Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1. Seeking to establish, monitor and maintain the organisation's ethical standards and performance	<ul style="list-style-type: none"> <li>• Scrutiny of ethical decision making</li> <li>• Championing ethical compliance at governing body level</li> </ul>	8	<b>Evidence</b> – Values and induction process for officers and members. Ethos of the Blaby Way documented and communicated to staff and promoted to new members.
2. Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the organisation's culture and operation	<ul style="list-style-type: none"> <li>• Provision of ethical awareness training</li> </ul>	8	<b>Evidence</b> – Values and ethics audit to understand staff understanding of code of conduct.
3. Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values	<ul style="list-style-type: none"> <li>• Appraisal processes take account of values and ethical behaviour</li> <li>• Staff appointments policy</li> <li>• Procurement policy</li> </ul>	9	<b>Evidence</b> – Organisational values included within the Appraisal process. Recruitment process includes elements of Blaby values as part of assessment. Procurement policy includes ethical

			element and is a consideration in award of contracts.
4. Ensuring that external providers of services on behalf of the organisation are required to act with integrity and in compliance with high ethical standards expected by the organisation	<ul style="list-style-type: none"> <li>Agreed values in partnership working: Statement of business ethics communicates commitment to ethical values to external suppliers</li> <li>Ethical values feature in contracts with external service providers</li> <li>Protocols for partnership working</li> </ul>	9	<b>Evidence</b> – Key partnerships now have robust mechanisms in place to define role and scope of partners. E.g. Community safety, Light Bulb project, Everyone Active, Building Control Partnerships and governance arrangements have been strengthened.
<b>Supporting Principle 3 : Respecting the rule of law</b>			
The local code should reflect the requirement of local authorities to:	Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1. Ensuring members and staff demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations	<ul style="list-style-type: none"> <li>Statutory provisions</li> <li>Statutory guidance is followed</li> <li>Constitution</li> </ul>	9	<b>Evidence</b> - Constitution is adhered to and reviewed regularly.
2. Creating the conditions to ensure that the statutory officers, other key post holders and members are able to fulfil their responsibilities in accordance with legislative and regulatory requirements	<ul style="list-style-type: none"> <li>Job description/specifications</li> <li>Compliance with CIPFA's <i>Statement on the Role of the Chief Financial Officer in Local Government</i> (CIPFA, 2015)</li> <li>Terms of reference</li> <li>Committee support</li> </ul>	9	<b>Evidence</b> – Job descriptions and roles of statutory officers is well defined and understood by the organisation. Structure of the SLT ensures statutory officers are included in key decision making etc. Provision of proper officer appointments on an interim basis when appropriate E.g. for interim CE position, S151 and MO positions during organisational change.
3. Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders	<ul style="list-style-type: none"> <li>Record of legal advice provided by officers</li> </ul>	9	<b>Evidence</b> – proper arrangements in place for legal advice and recording of advice.
4. Dealing with breaches of legal and regulatory provisions effectively	<ul style="list-style-type: none"> <li>Monitoring officer provisions</li> <li>Record of legal advice provided by officers</li> <li>Statutory provisions</li> </ul>	9	<b>Evidence</b> – proper arrangements in place for legal advice and recording of advice, monitoring officer referenced to give advice and ensure Council operates within the law at all times.

5. Ensuring corruption and misuse of power are dealt with effectively	<ul style="list-style-type: none"> <li>• Effective anti-fraud and corruption policies and procedures</li> <li>• Local test of assurance (where appropriate)</li> </ul>	9	<b>Evidence</b> – Whistleblowing policy (reviewed 2022), Anti-fraud & corruption policy (reviewed February 2024).
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## Core Principal B: Ensuring openness and comprehensive stakeholder engagement

Supporting Principle 1 : Openness				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring an open culture through demonstrating, documenting and communicating the organisation's commitment to openness	<ul style="list-style-type: none"> <li>• Annual report</li> <li>• Freedom of Information Act publication scheme</li> <li>• Online council tax information</li> <li>• Authority's goals and values</li> <li>• Authority website</li> </ul>	10	<b>Evidence</b> – Blaby District Plan, FOI requests actively responded to online Council Tax information and award winning website.
2.	Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided	<ul style="list-style-type: none"> <li>• Record of decision making and supporting materials</li> </ul>	9	<b>Evidence</b> – Decisions well documented.
3.	Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear	<ul style="list-style-type: none"> <li>• Decision making protocols</li> <li>• Report pro-formas</li> <li>• Record of professional advice in reaching decisions</li> <li>• Meeting reports show details of advice given</li> <li>• Discussion between members and officers on the information needs of members to support decision making</li> <li>• Agreement on the information that will be provided and timescales</li> <li>• Calendar of dates for submitting, publishing and distributing timely reports is adhered to</li> </ul>	10	<b>Evidence</b> – Decisions well documented with supporting information and advice included. Informal Cabinet sessions that involve Members in the decision making process at an early stage. Pre-meeting briefings prior to major decisions being made by Council. E.g. Strategic Sites, ICT Partnership decisions. Forward Plan detailing report publication on a timely basis.

4.	Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/ courses of action	<ul style="list-style-type: none"> <li>Community strategy</li> </ul>	9	<b>Evidence –</b> Informal and formal consultation carried out in accordance with the consultation strategy, using a variety of means. Consultation used to inform decision making and customer and staff satisfaction surveys carried out regularly. High level of service engagement from service users E.g. Bi-annual customer satisfaction survey including budget consultation and priorities within Blaby District Plan. Engagement with public/stakeholders regarding the formation of the new Blaby District Plan.
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Supporting Principle 2 : Engaging comprehensively with institutional stakeholders				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably	<ul style="list-style-type: none"> <li>Communication strategy</li> </ul>	10	<b>Evidence –</b> Communication Strategy followed. Communication Strategy developed for individual projects if appropriate.  <b>Action –</b> Update the Communication Strategy following development of New Blaby District Plan.
2.	Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively	<ul style="list-style-type: none"> <li>Database of stakeholders with whom the authority should engage and for what purpose and a record of an assessment of the effectiveness of any changes.</li> </ul>	9	<b>Evidence –</b> Partnership working across the authority continues to be strong, with recognition of this within the CSE award and Peer Review. Partnership working during the pandemic and again during flood emergency Storm Henk and Local Gas outage emergency working closely with partners in the LRF strengthening relationships.
3.	Ensuring that partnerships are based on: trust, a shared commitment to	<ul style="list-style-type: none"> <li>Partnership framework</li> <li>Partnership protocols</li> </ul>	7	<b>Evidence -</b> Key partnerships have robust mechanisms in place to define role and scope of partners. E.g.

	change, a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit			Community safety, Light Bulb project and Building Control.
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Supporting Principle 3 : Engaging stakeholders effectively, including individual citizens and service users				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Establishing a clear policy on the type of issues that the organisation will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.	<ul style="list-style-type: none"> <li>Record of public consultations</li> <li>Partnership framework</li> </ul>	10	<b>Evidence</b> – Council regularly consult on major changes to service e.g. budget consultation, customer satisfaction survey, refuse & recycling consultation and Council Tax consultations. Council follows a Consultation policy.
2.	Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement	<ul style="list-style-type: none"> <li>Communications strategy</li> </ul>	9	<b>Evidence</b> – Communication strategy followed. Officers understand the need to communicate with members and the community. The frequency of communication with the public, staff and members is frequent with electronic methods being utilised.  <b>Action</b> – Build on the outcomes taken from the review of the Communications function, review the Communications Strategy and continue to strengthen the proactive promotion of the Council.



3.	Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs	<ul style="list-style-type: none"> <li>Communications strategy</li> <li>Joint strategic needs assessment</li> </ul>	9	<p><b>Evidence</b> – Council regularly consult on major changes to service e.g. budget consultation, customer satisfaction survey, refuse &amp; recycling consultation and Council Tax consultations. Council follows a Consultation policy.</p>
4.	Implementing effective feedback mechanisms in order to demonstrate how their views have been taken into account.	<ul style="list-style-type: none"> <li>Communications strategy</li> </ul>	9	<p><b>Evidence</b> – Communication Strategy being followed.</p> <p><b>Action</b> – Update the Communication Strategy following development of New Blaby District Plan.</p>
5.	Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity	<ul style="list-style-type: none"> <li>Processes for dealing with competing demands within the community, for example a consultation</li> </ul>	9	<p><b>Evidence</b> – Consultation process structured to improve inclusion with varying methods used to gather views from different stakeholder groups.</p>
6.	Taking account of the interests of future generations of tax payers and service users	<ul style="list-style-type: none"> <li>Reports</li> <li>Joint strategic needs assessment</li> </ul>	9	<p><b>Evidence</b> – Active engagement with the youth Council with Councillors taking part in debates with Youth Council – enabling them to understand views of future generations. Utilisation of relationships with academies to understand views of the younger generation, with the Youth Conference providing further engagement.</p> <p><b>Action</b> – Broaden the response to the bi-annual satisfaction survey carried out in Jan 2024 by engaging with the younger generations in our district to ensure their views are understood.</p>

## Core Principal C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

Supporting Principle 1 : Defining outcomes				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Having a clear vision which is an agreed formal statement of the organisation's purpose and intended outcomes containing appropriate performance indicators, which provides the basis for the organisation's overall strategy, planning and other decisions	<ul style="list-style-type: none"> <li>Vision used as a basis for corporate and service planning</li> </ul>	8	<p><b>Evidence</b> – Blaby District Plan defines the vision for the Council, including values and priorities. Blaby District Plan developed with SLT and SM's for staff to feed into the priorities and plans along with consultation with residents. Plan and priorities are agreed by Council.</p> <p><b>Action</b> – Continue to develop the long term Vision for the District and deliver the Blaby District Plan for future years.</p>
2.	Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer	<ul style="list-style-type: none"> <li>Community engagement and involvement</li> <li>Corporate and service plans</li> <li>Community strategy</li> </ul>	9	<p><b>Evidence</b> – Priorities of the Blaby District Plan and consultation of stakeholders regarding the key themes within the Plan.</p>
3.	Delivering defined outcomes on a sustainable basis within the resources that will be available	<ul style="list-style-type: none"> <li>Regular reports on progress</li> </ul>	9	<p><b>Evidence</b> – Monitoring and reporting of progress of initiatives with regular updates to members regarding the financial landscape. The adoption and resourcing of Project Management across the Council now helps to ensure delivery of outcomes with monitoring of progress of projects being done through programme board. Formal governance process in place for management of projects.</p>
4.	Identifying and managing risks to the achievement of outcomes	<ul style="list-style-type: none"> <li>Performance trends are established and reported upon</li> <li>Risk management protocols</li> </ul>	8	<p><b>Evidence</b> – regular performance and risk management reporting.</p> <p><b>Action</b> – Continue to embed the new business planning, data intelligence and</p>

				risk management process that has been implemented during 2022/23 utilising the I-Plan system.
5.	Managing service users expectations effectively with regard to determining priorities and making the best use of the resources available	<ul style="list-style-type: none"> <li>An agreed set of quality standard measures for each service element and included in service plans</li> <li>Processes for dealing with competing demands within the community</li> </ul>	9	<b>Evidence</b> - Budget survey and consultation with customers to help set priorities. Service plans developed with key performance indicators developed and proactive at communicating with customers re changes to service.

Supporting Principle 2 : Sustainable economic, social and environmental benefits				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Considering and balancing the combined economic, social and environmental impact of policies, plans and decisions when taking decisions about service provision	<ul style="list-style-type: none"> <li>Capital investment is structured to achieve appropriate life spans and adaptability for future use or that resources (eg land) are spent on optimising social, economic and environmental wellbeing: <ul style="list-style-type: none"> <li>Capital programme</li> <li>Capital investment strategy</li> </ul> </li> </ul>	9	<b>Evidence</b> – Capital programme aligned to corporate priorities and expanded to be 5 year plan. Use of assets considered to achieve the best return/outcomes for residents e.g. E.g. Decisions made regarding strategic sites to consider their potential future use to provide housing tenure needed to help address the housing needs.
2.	Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the organisation's intended outcomes and short-term factors such as the political cycle or financial constraints	<ul style="list-style-type: none"> <li>Discussion between members and officers on the information needs of members to support decision making</li> <li>Record of decision making and supporting materials</li> </ul>	9	<p><b>Evidence</b> – MTFS information giving an up to date long term view. Member briefings to support and inform members before significant decisions are made. Budget Briefing included potential financial impact &amp; risks that the Fair Funding Review and Business Rate Review may pose for the Council.</p> <p><b>Action</b> – Continue to Brief all members, regarding Council finance incorporating Fair Funding, Business Rates and financial implications of government driven waste initiatives.</p>

3.	Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs	<ul style="list-style-type: none"> <li>Record of decision making and supporting materials</li> <li>Protocols for consultation</li> </ul>	9	<b>Evidence</b> – Consultation strategy and recording of decision making.
4.	Ensuring fair access to services	<ul style="list-style-type: none"> <li>Protocols ensure fair access and statutory guidance is followed</li> </ul>	9	<b>Evidence</b> – Statement of community involvement for planning. Community Network Meetings with Voluntary & Community Sector.

## Core Principal D: Determining the interventions necessary to optimise the achievement of the intended outcomes

Supporting Principle 1 : Determining interventions				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and including the risks associated with those options. Therefore ensuring best value is achieved however services are provided	<ul style="list-style-type: none"> <li>• Discussion between members and officers on the information needs of members to support decision making</li> <li>• Decision making protocols</li> <li>• Option appraisals</li> <li>• Agreement of information that will be provided and timescales</li> </ul>	9	<b>Evidence</b> – All reports detail options considered and risks associated with decisions. Members given a pre-meeting briefing where significant decisions are to be taken.
2.	Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts	<ul style="list-style-type: none"> <li>• Financial strategy</li> </ul>	9	<b>Evidence</b> – Consultation exercises undertaken where service changes are proposed to be brought in. Long term financial view considered within the formulation of the Blaby District Plan. MTFS updated annually.

Supporting Principle 2 : Planning interventions				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets	<ul style="list-style-type: none"> <li>Calendar of dates for developing and submitting plans and reports that are adhered to</li> </ul>	10	<b>Evidence</b> – calendar dates agreed in advance, reports published in a timely manner.
2.	Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered	<ul style="list-style-type: none"> <li>Communication strategy</li> </ul>	10	<b>Evidence</b> – Communication strategy followed.
3.	Considering and monitoring risks facing each partner when working collaboratively including shared risks	<ul style="list-style-type: none"> <li>Partnership framework</li> <li>Risk management protocol</li> </ul>	8	<b>Evidence</b> – Risk registers kept as part of the project management structure and are kept for major partnership arrangements such as Lightbulb.
4.	Ensuring arrangements are flexible and agile so that the mechanisms for delivering outputs can be adapted to changing circumstances	<ul style="list-style-type: none"> <li>Planning protocols</li> </ul>	9	<b>Evidence</b> – Speak to Group leaders – flexible constitution and delegated responsibility.
5.	Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured	<ul style="list-style-type: none"> <li>KPIs have been established and approved for each service element and included in the service plan and are reported upon regularly</li> </ul>	8	<p><b>Evidence</b> – KPI's reported in I-Plan, new reporting tool for KPI's developed in I-Plan, rolled out to organisation in April 23 and continually being refined.</p> <p><b>Action</b> – Embed the new business planning, data intelligence and risk management process utilising the I-Plan system to report KPI's.</p>
6.	Ensuring capacity exists to generate the information required to review service quality regularly	<ul style="list-style-type: none"> <li>Reports include detailed performance results and highlight areas where corrective action is necessary</li> </ul>	8	<p><b>Evidence</b> – Where applicable performance is included to give context for decisions to be made.</p> <p><b>Action</b> – Embed the new business planning, data intelligence and risk management process utilising the I-Plan system to report KPI's.</p>
7.	Preparing budgets in accordance with organisational objectives, strategies and the medium term financial plan	<ul style="list-style-type: none"> <li>Evidence that budgets, plans and objectives are aligned</li> </ul>	9	<b>Evidence</b> – Budgets aligned to plans to deliver the corporate priorities identified in the Blaby District Plan. Service

				Planning now aligned with Budget Planning process to ensure resources are in place,
8.	Informing medium and long term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy	<ul style="list-style-type: none"> <li>Budget guidance and protocols</li> <li>Medium term financial plan</li> <li>Corporate plans</li> </ul>	9	<b>Evidence</b> – MTFS, information provided with budget setting information and Commercial Strategy and action plan developed. Plans to close financial gap worked on with SLT and Cabinet members.

Supporting Principle 3 : Optimising achievement of intended outcomes				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints	<ul style="list-style-type: none"> <li>Feedback surveys and exit/decommissioning strategies</li> <li>Changes as a result</li> </ul>	9	<b>Evidence</b> – MTFS and budget formulated with strategic view of service priorities and involvement of SLT/Members.
2.	Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term	<ul style="list-style-type: none"> <li>Budgeting guidance and protocols</li> </ul>	9	<p><b>Evidence</b> – Budgets owned by services with well defined budget guidance and support.</p> <p><b>Action</b> – Budget setting and monitoring to be further developed to ensure that budget is tailored and trimmed with services delivered efficiently and effectively.</p>
3.	Ensuring the medium term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage	<ul style="list-style-type: none"> <li>Financial strategy</li> </ul>	10	<b>Evidence</b> – Financial summary of MTFS updated regularly as information is received that changes the funding/settlement picture significantly. Members provided with the financial context in detail during budget scrutiny meetings.

4.	Ensuring the achievement of 'social value' through service planning and commissioning.	<ul style="list-style-type: none"> <li>Service plans demonstrate consideration of 'social value'</li> <li>Achievement of 'social value' is monitored and reported upon</li> </ul>	9	<b>Evidence</b> – Social Value considered when procuring services and within decisions E.g. Huncote Leisure Centre reopening/future use of grounds. Social Value agenda being developed through partnerships.
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### Core Principal E: Developing the entity's capacity, including the capability of its leadership and the individuals within it

Supporting Principle 1 : Developing the entity's capacity				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Reviewing operations, performance use of assets on a regular basis to ensure their continuing effectiveness	<ul style="list-style-type: none"> <li>Regular reviews of activities, outputs and planned outcomes</li> </ul>	9	<b>Evidence</b> – Regular reviews of structures, ways of working and performance as part of the Council Transformation Strategy.
2.	Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how the authority's resources are allocated so that outcomes are achieved effectively and efficiently	<ul style="list-style-type: none"> <li>Utilisation of research and benchmarking exercise</li> </ul>	9	<p><b>Evidence</b> – Data included to inform decisions made.</p> <p><b>Action-</b> Continue to investigate the use of benchmarking information to enhance the performance framework and support decision making.</p>
3.	Recognising the benefits of partnerships and collaborative working where added value can be achieved	<ul style="list-style-type: none"> <li>Effective operation of partnerships which deliver agreed outcomes</li> </ul>	9	<b>Evidence</b> – Recognised for partnership working in CSE, Peer Review and in feedback from partners.
4.	Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources	<ul style="list-style-type: none"> <li>Workforce plan</li> <li>Organisational development plan</li> </ul>	7	<p><b>Evidence</b> – People Strategy, regular structural reviews and resource planning. Workforce health initiative brought in with officer mental health &amp; wellbeing being a particular priority.</p> <p><b>Action</b> – Continue to develop workforce, policy updates and development and retention/recruitment initiatives, including East Mids pilot scheme being carried out by EMC.</p>



Supporting Principle 2 : Developing the capability of the entity's leadership and other individuals				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained	<ul style="list-style-type: none"> <li>Job descriptions</li> <li>Chief executive and leader pairings have considered how best to establish and maintain effective communication</li> </ul>	10	<b>Evidence</b> – Regular information sharing meetings between the Leader and the CE. Frequent meetings with SLT/Cabinet to share information and discuss proposals for new projects or service changes.
2.	Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body	<ul style="list-style-type: none"> <li>Scheme of delegation reviewed at least annually in the light of legal and organisational changes</li> <li>Standing orders and financial regulations which are reviewed on a regular basis.</li> </ul>	9	<b>Evidence</b> – Regular review of scheme of delegation and financial regulations.
3.	Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads the authority in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority	<ul style="list-style-type: none"> <li>Clear statement of respective roles and responsibilities and how they will be put into practice</li> </ul>	9	<b>Evidence</b> – Clear roles and responsibilities with CE's objectives set and monitored by Members.
4.	<p>Developing the capabilities of members and senior management to achieve effective shared leadership and to enable the organisation to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by:</p> <ul style="list-style-type: none"> <li>ensuring members and staff have access to appropriate induction tailored to their role and that ongoing training and development matching individual and organisational requirements is available and encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Access to update courses/ information briefings on new legislation</li> <li>Induction programme</li> <li>Personal development plans for members and officers</li> </ul>	9	<p><b>Evidence</b> – Continuation of member training with active member development steering group. Succession planning illustrated with senior positions being filled internally and opportunities sought for expansion/diversity of roles.</p> <p>Full induction process and ongoing member training</p> <p><b>Evidence</b> – PDA's for Officers and reviews for Members.</p> <p><b>Action</b> - To embed the revised PDA documentation to enhance the process and to ensure they are carried out for all staff.</p>

	<ul style="list-style-type: none"> <li>ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis</li> <li>ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external</li> </ul>	<p>For example, for members this may include the ability to:</p> <ul style="list-style-type: none"> <li>scrutinise and challenge</li> <li>recognise when outside expert advice is required</li> <li>promote trust</li> <li>work in partnership</li> <li>lead the organisation</li> <li>act as a community leader</li> </ul> <ul style="list-style-type: none"> <li>Efficient systems and technology used for effective support</li> <li>Arrangements for succession planning</li> </ul>		<p><b>Evidence</b> – Training for members in preparation for Scrutiny Budget Meetings and specific training for Audit and Governance Committee Members and for those of the Planning Committee. Training provided for use of technology in communication (social media), use of electronic devices and the promotion of communication via electronic means for Members.</p>
5.	Ensuring that there are structures in place to encourage public participation	<ul style="list-style-type: none"> <li>Residents' panels</li> <li>Stakeholder forum terms of reference</li> <li>Strategic partnership frameworks</li> </ul>	9	<p><b>Evidence</b> – Voluntary and Community sector Qtrly meetings, resident lists to be utilised for future input for service changes etc. Use of social media/electronic means to get to wider public audience to gain views and inform residents. Using links with Youth Council and academies to obtain views of young residents.</p>
6.	Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections	<ul style="list-style-type: none"> <li>Reviewing individual member performance on a regular basis taking account of their attendance and considering any training or development needs</li> <li>Peer reviews</li> </ul>	9	<p><b>Evidence</b> – Members performance monitored, Cabinet held to account by the Leader of the Council. Regular Peer reviews.</p>
7.	Holding staff to account through regular performance reviews which take account of training or development needs	<ul style="list-style-type: none"> <li>Training and development plan</li> <li>Staff development plans linked to appraisals</li> <li>Implementing appropriate human resource policies and ensuring that they are working effectively</li> </ul>	8	<p><b>Evidence</b> – Staff PDA's, utilisation of capability procedures to manage performance. Training for people managers with some undergoing ILM management development training.</p> <p><b>Action</b> -. Continue to progress the programme of training for people managers across the authority including the Solace leadership</p>

				programme and brilliant manager training.
8.	Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing	<ul style="list-style-type: none"> <li>Human resource policies</li> </ul>	10	<b>Evidence</b> – People strategy and development of Workforce health initiative. Staff supported through exercise opportunities; external counselling provision and wellbeing opportunities such as mindfulness, menopause group, etc. Managers training regarding staff wellbeing conversations brought in to assist with mental health awareness, and the virtual nature of working. Peer Review feedback on Mental Health provision very positive.

## Core Principal F : Managing risks and performance through robust internal control and strong public financial management

Supporting Principle 1 : Managing risk				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making	<ul style="list-style-type: none"> <li>Risk management protocol</li> </ul>	9	<b>Evidence</b> – Corporate Risk Management system in place with regular monitoring of corporate risks. Lower level risk management system reviewed and implemented to make risk monitoring more effective. <b>Action</b> – Utilise the new I-Plan system to record risks and ensure lower level risks are managed across the organisation.
2.	Implementing robust and integrated risk management arrangements and ensuring that they are working effectively	<ul style="list-style-type: none"> <li>Risk management strategy/ policy formally approved and adopted and reviewed and updated on a regular basis</li> </ul>	9	<b>Evidence</b> – Risk Management Strategy in place and updated in 2023.
3.	Ensuring that responsibilities for managing individual risks are clearly allocated	<ul style="list-style-type: none"> <li>Risk management protocol</li> </ul>	9	<b>Evidence</b> – Risk Management system in place with regular monitoring of corporate risks.

Supporting Principle 2 : Managing Performance				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Monitoring service delivery effectively including planning, specification, execution and independent post implementation review.	<ul style="list-style-type: none"> <li>Performance map showing all key activities have performance measures</li> <li>Benchmarking information</li> <li>Cost performance (using inputs and outputs)</li> <li>Calendar of dates for submitting, publishing and distributing timely reports that are adhered to</li> </ul>	8	<b>Evidence</b> – Performance data held on In-Plan. Calendar of dates published and reporting dates adhered to. Performance against the Blaby District Plan now monitored through project management process and programme board.  <b>Action</b> – Continue to monitor the use of the new Corporate performance framework and reporting system to

				ensure the authority has an overall view of performance. Investigate the use of benchmarking information to enhance the performance framework further.
2.	Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the organisation's financial, social and environmental position and outlook	<ul style="list-style-type: none"> <li>• Discussion between members and officers on the information needs of members to support decision making</li> <li>• Publication of agendas and minutes of meetings</li> <li>• Agreement on the information that will be needed and timescales</li> </ul>	9	<b>Evidence –</b> Information shared at informal cabinet, pre-meeting briefings, budget scrutiny sessions, scrutiny working groups.
3.	Ensuring an effective scrutiny or oversight function is in place which encourages constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the organisation's performance and that of any organisation for which it is responsible (OR, for a committee system) Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making	<ul style="list-style-type: none"> <li>• The role and responsibility for scrutiny has been established and is clear</li> <li>• Agenda and minutes of scrutiny meetings</li> <li>• Evidence of improvements as a result of scrutiny</li> <li>• Terms of reference</li> <li>• Training for members</li> <li>• Membership</li> </ul>	9	<b>Evidence –</b> Scrutiny role established. Active Scrutiny working groups. Agendas and minutes published. Training ongoing.
4.	Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement	<ul style="list-style-type: none"> <li>• Calendar of dates for submitting, publishing and distributing timely reports that are adhered to</li> </ul>	10	<b>Evidence –</b> Calendar of dates published and reporting dates adhered to
5.	Ensuring there is consistency between specification stages (such as budgets) and post implementation reporting (eg financial statements )	<ul style="list-style-type: none"> <li>• Financial standards, guidance</li> <li>• Financial regulations and standing orders</li> </ul>	10	<b>Evidence –</b> Alignment of all financial reporting and processes.

Supporting Principle 3 : Robust internal control				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Aligning the risk management strategy and policies on internal control with achieving the objectives	<ul style="list-style-type: none"> <li>• Risk management strategy</li> <li>• Audit plan</li> <li>• Audit reports</li> </ul>	10	<b>Evidence</b> – Risk management strategy, audit plan and regular audit reports.
2.	Evaluating and monitoring the authority's risk management and internal control on a regular basis	<ul style="list-style-type: none"> <li>• Risk management strategy/ policy has been formally approved and adopted and is reviewed and updated on a regular basis</li> </ul>	10	<b>Evidence</b> – Risk management strategy, reported regularly to Audit & Governance Committee, risks reviewed regularly both corporately and by Audit & Governance Committee.
3.	Ensuring effective counter fraud and anti-corruption arrangements are in place	<ul style="list-style-type: none"> <li>• Compliance with the Code of Practice on Managing the Risk of Fraud and Corruption (CIPFA, 2014)</li> </ul>	9	<b>Evidence</b> – compliance with the code. Anti-fraud and anti-corruption, prosecution and sanction policy reviewed in July 2020.
4.	Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor	<ul style="list-style-type: none"> <li>• Annual governance statement</li> <li>• Effective internal audit service is resourced and maintained</li> </ul>	10	<b>Evidence</b> – Annual governance statement, internal audit arrangements externally reviewed in 2020 and found to be compliant. Internal audit actively involved in service improvement.
5.	Ensuring an audit committee or equivalent group or function which is independent of the executive and accountable to the governing body: provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment that its recommendations are listened to and acted upon	<ul style="list-style-type: none"> <li>• Audit committee complies with best practice. See Audit Committees: Practical Guidance for Local Authorities and Police (CIPFA, 2013)</li> <li>• Terms of reference</li> <li>• Membership</li> <li>• Training</li> </ul>	8	<p><b>Evidence</b> – Audit &amp; Governance Committee compliance. Compliance with CIPFA Guidance for Local Authorities and Police being worked towards. E.g. review of Terms of Reference, Training and appointment of independent member.</p> <p><b>Action</b> – Continuation of progress to work towards compliance of the Council's Audit &amp; Governance Committee with the CIPFA Practical Guidance for Local Authorities and Police (CIPFA, 2022).</p>

<b>Supporting Principle 4 : Managing Data</b>				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data	<ul style="list-style-type: none"> <li>Data management framework and procedures</li> <li>Designated data protection officer</li> <li>Data protection policies and procedures</li> </ul>	10	<b>Evidence</b> – Policies in place for data management and data protection. Designated data protection officer.
2.	Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies	<ul style="list-style-type: none"> <li>Data sharing agreement</li> <li>Data sharing register</li> <li>Data processing agreements</li> </ul>	10	<b>Evidence</b> – Data sharing agreements in place and data processing agreements where necessary.
3.	Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring	<ul style="list-style-type: none"> <li>Data quality procedures and reports</li> <li>Data validation procedures</li> </ul>	9	<b>Evidence</b> – Data challenged and audited as part of internal audit processes and decision making.

<b>Supporting Principle 5 : Strong public financial management</b>				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring financial management supports both long term achievement of outcomes and short-term financial and operational performance	<ul style="list-style-type: none"> <li>Financial management supports the delivery of services and transformational change as well as securing good stewardship</li> </ul>	9	<p><b>Evidence</b> – Finance officers actively involved giving business support to services, with both budget monitoring and production of business case financial information.</p> <p><b>Action</b> – Provide training for budget managers to ensure they understand their responsibilities to manage their budget and can re-forecast accurately during the year.</p>
2.	Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls	<ul style="list-style-type: none"> <li>Budget monitoring reports</li> </ul>	9	<b>Evidence</b> – regular budget monitoring and updates to Cabinet during the year.

## Core Principal G : Implementing good practices in transparency, reporting, and audit to deliver effective accountability

Supporting Principle 1 : Implementing good practice in transparency				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Writing and communicating reports for the public and other stakeholders in an understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate	<ul style="list-style-type: none"> <li>Website</li> <li>Annual report</li> </ul>	10	<b>Evidence</b> – Website user friendly, regular distribution of electronic newsletters, reports written in 'plain English'.
2.	Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand	<ul style="list-style-type: none"> <li>Website</li> <li>Annual report</li> </ul>	10	<b>Evidence</b> – Website user friendly, regular distribution of electronic newsletters, reports written in 'plain English'.

Supporting Principle 2 : Implementing good practices in reporting				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Reporting at least annually on performance, value for money and the stewardship of its resources	<ul style="list-style-type: none"> <li>Formal annual report which includes key points raised by external scrutineers and service users' feedback on service delivery</li> <li>Annual financial statements</li> </ul>	10	<b>Evidence</b> – Annual financial statements and reports to Audit & Governance Committee, Cabinet and Council. Regular customer satisfaction survey with published results.
2.	Ensuring members and senior management own the results	<ul style="list-style-type: none"> <li>Appropriate approvals</li> </ul>	9	<b>Evidence</b> – Members and SLT review reports and provide approval.



3.	Ensuring robust arrangements for assessing the extent to which the principles contained in the Framework have been applied and publishing the results on this assessment including an action plan for improvement and evidence to demonstrate good governance (annual governance statement)	<ul style="list-style-type: none"> <li>Annual governance statement</li> </ul>	10	<b>Evidence</b> – Annual governance statement, depth of assurance information.
4.	Ensuring that the Framework is applied to jointly managed or shared service organisations as appropriate	<ul style="list-style-type: none"> <li>Annual governance statement</li> </ul>	10	<b>Evidence</b> – Annual governance statement, application of policies where Blaby works in partnership with other organisations.
5.	Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other similar organisations	<ul style="list-style-type: none"> <li>Format follows best practice</li> </ul>	9	<b>Evidence</b> – Best practice followed and feedback from Peer Review put into practice.

Supporting Principle 3 : Assurance and effective accountability				
The local code should reflect the requirement of local authorities to:		Examples of evidence:	Assessment Score (1 - 10)	Progress in year and Plans for Improvement
1.	Ensuring that recommendations for corrective action made by external audit are acted upon	<ul style="list-style-type: none"> <li>Recommendations have informed positive improvement</li> <li>Compliance with CIPFA's Statement on the Role of the Head of Internal Audit (2019)</li> <li>Compliance with Public Sector Internal Audit Standards</li> </ul>	10	<b>Evidence</b> – Recommendations from external audit acted upon. Compliance of Internal Audit arrangements.
2.	Ensuring an effective internal audit service with direct access to members is in place which provides assurance with regard to	<ul style="list-style-type: none"> <li>Recommendations have informed positive improvement</li> </ul>	10	<b>Evidence</b> – Recommendations from internal audit acted upon with internal audit being actively referenced to assist

	governance arrangements and recommendations are acted upon	<ul style="list-style-type: none"> <li>Compliance with CIPFA's Statement on the Role of the Head of Internal Audit (2019)</li> </ul> Compliance with Public Sector Internal Audit Standards		with service improvements. Compliance of Internal Audit arrangements.
3.	Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations	<ul style="list-style-type: none"> <li>Recommendations have informed positive improvement</li> </ul>	9	<b>Evidence</b> – Peer review action plan. CSE feedback, LGA Finance Health check action plan, external inspection of internal audit recommendations and continued improvement.
4.	Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement	<ul style="list-style-type: none"> <li>Annual governance statement</li> </ul>	8	<b>Evidence</b> – Strong partnership working with governance arrangements in place E.g. Light bulb, Building control Partnership. Areas of weakness identified and improvements made.  <b>Action:</b> Implementation of decision to extract the Council from the ICT partnership to provide a complete level of assurance.
5.	Ensuring that when working in partnership, arrangements for accountability are clear and that the need for wider public accountability has been recognised and met	<ul style="list-style-type: none"> <li>Community strategy</li> </ul>	9	<b>Evidence</b> – Work with the voluntary sector and LCC to feed into Community Strategy.

## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>IFRS 16 Leasing Policy</b> This is not a Key Decision and is on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Maggie Wright - Finance, People &amp; Performance (Deputy Leader)</b>
<b>Report Author</b>	Finance Group Manager
<b>Strategic Themes</b>	Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 The report seeks approval of a new policy covering lease arrangements, following the introduction of a new accounting standard, IFRS 16, effective from 1<sup>st</sup> April 2024.

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 That the leasing policy at Appendix A is approved.

#### 3. Reason for Decisions Recommended

- 3.1 To ensure that the Council only enters a lease arrangement where it offers best value for money, and after having fully explored all alternative procurement options.

#### 4. Matters to consider

- 4.1 Background  
From 1st April 2024, a new International Financial Reporting Standard, IFRS 16, came into effect for Local Authorities. IFRS 16 introduces a new 'Right of Use' asset class to the balance sheet from 2024/25 onwards and recognises the corresponding lease liability. This applies to all leases - property, land, vehicles, plant, and equipment.

IFRS 16 was primarily intended to bring more transparency to leases in companies' financial statements. By reducing the number of leases that are off balance sheet and allowing users of financial statements to make more informed comparisons between companies in particular sectors, this should lead to greater transparency. However, despite not having the same comparative and investment requirements as the private sector, IFRS 16 has also been rolled out to the public sector. This means that whilst finance

leases are already accounted for as an asset and corresponding lease liability, from 1st April 2024 any operating leasing commitments must also be accounted for on the balance sheet (aside from some exemptions). Most existing operating leases will come on to the balance sheet.

Any new and existing operating leases now create a new debt in the Council's accounts over the life of the lease. This has financial implications for the Council's Treasury Management Strategy, its Capital Programme, and its Financial Statements. Under IFRS 16, all leases are now classified as capital expenditure, and must be included in the Capital Programme (requiring either Full Council or a delegated approval).

The standard also considers 'Embedded Leases' which exist if there is an explicit or implicit asset identified in the contract and the customer controls the use of the asset, to continue the service. An example of this is where an authority contracts out its refuse service, but the vehicle used by the contractor bear the authority's livery.

IFRS 16 only covers leases where the Council is the lessee, not those where we lease assets to other parties.

#### 4.2 Proposal(s)

When a lease contract is signed, this commits the Council to a debt liability in exchange for the control of an asset for a fixed period. It is, therefore, important that the correct 'value for money' procedures are undertaken, and the correct approvals are in place for the value of the lease agreement.

Under the new standard a lease will require a budget in the Capital Programme for the total value of the leased asset and, therefore, contracts previously paid through revenue will now need to be included in the Capital Programme at their total cost over the life of the scheme and funded through the creation of a debt, which is equivalent to the total lease liability.

This is a significant change to the current approach, and it may be that the Council has some lease agreements that have not had such an approval in place in the past. This is a fairly low risk, but it may be that these agreements have not been correctly assessed for cost and perhaps do not represent the best value for money to the Council.

To support this change, the new Lease Policy at Appendix A is proposed to ensure that all new lease agreements are properly captured and account for correctly. It is important that the Council does not enter a new leasing contract without appropriate authorisation and evaluation. The policy seeks to ensure that leasing information required is captured at the point of procurement which will assist in gathering the data required and consideration of the total cost of this approach.

The Council can set a de-minimis threshold to exclude smaller leases from the technical accounting requirements. For Blaby, it is proposed that this will

be £10,000 in line with our existing de minimis limit for capital expenditure. However, it will still be necessary to include a disclosure of the value of leases falling under this policy within the Statement of Accounts. The standard specifies that vehicles are not intended to be included in any low value exemption but that currently doesn't affect Blaby.

The standard also makes provision to exclude any leases than run for less than 12 months or that have less than 12 months remaining on 1st April 2024. There is a requirement to disclose the value and number of leases that fall into this category as part of the Statement of Accounts.

#### 4.3 Relevant Consultations

Senior Leadership Team.

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

- 5.1 No costs directly arising from this report, but the policy seeks to ensure that value for money is a prime consideration of any decision to lease.

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

#### 6.1

Current Risk	Actions to reduce the risks
That new or future lease arrangements may not provide the most cost-effective solution for procuring an asset.	The policy will ensure that all procurement options, including leasing, are considered and are subject to full cost appraisal.

### 7. Other options considered

- 7.1 Not to introduce a lease policy. This is not considered appropriate as it may lead to the Council leading to a greater cost than necessary over the life of the asset procured.

### 8. Environmental impact

- 8.1 No direct implications arising from this report, but the environmental impact of any procurement of assets must be considered as part of the cost benefit appraisal, whether by lease or an alternative method.

### 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 – Lease Policy

**11. Background paper(s)**

11.1 None.

**12. Report author's contact details**

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## Blaby District Council Policy

### Lease Policy

<b>Original Publish Date</b>	[00/00/00]	<b>Review Frequency</b>	Every 3 Years	<b>Current Version Publish Date</b>	[00/00/00]
<b>Approved By*</b>	Cabinet	<b>Approval Date*</b>	[00/00/00]	<b>Version Number</b>	[001]
<b>Author Job Title</b>	Finance Group Manager	<b>Service Area</b>	Finance Services	<b>Document Register Reference</b>	Input by iPlan Team

\*Approved by and 'approval date' are in relation to the most recent version.

Review History			
Version*	Reviewed By (Job Title)	Review Completion Date	Brief Description of Changes (add 'no changes required' if applicable)
001	Finance Group Manager		New policy.

\*Version number remains the same if no significant changes are made upon review.

# Document Definition / Approval & Review

## Defining the document type and how it is approved and reviewed

Blaby District Council policies **‘outline a set of rules or principles that govern how the council (or services within the council) will operate’**.

Key published documents are approved for publication in line with the approval matrix illustrated in the [Key Published Document Procedure](#).

Unless agreed by exception, key published documents must be reviewed at least **every 3 years** from the date of approval.

Significant updates/changes must also seek reapproval in line with the approval matrix.

## Scope

### To what and to whom this policy applies

This policy applies to all assets that are held by Blaby District Council under lease agreements.

This includes, but is not limited to the following categories:

Vehicles, equipment, property, land, technology, plant, furniture, fixtures and fittings, leisure equipment.

It also covers embedded leases that may be contained within managed service contracts.

## Terms & Definitions

Definition of any acronyms, jargon, or terms that might have multiple meanings.

Term	Definition
IFRS16	An International Financial Reporting Standard that governs the accounting treatment of lease transactions.
IRR	Internal Rate of Return. A measure of the profitability of potential investments.
NPV	Net Present Value. The current value of future cash inflows and outflows in today’s terms.



### Section 1 Introduction – The purpose and reason for the policy.

The purpose of this policy is to ensure that the Council only enters into a lease agreement after having first considered all alternative procurement options, and with the full knowledge that it offers the best value for money.

Under IFRS 16, a lease is defined as a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time. A contract can be (or may contain) a lease only if the underlying asset is 'identified'. Having the right to control the use of an identified asset means having the right to direct, and obtain all the economic benefits from, the use of that asset. These rights must be in place for a period of time and/or a specified amount of use.

IFRS16 prescribes that there are two types of leases; non-residual based, and residual based.

- **Non-residual based:** there is no assumed residual value, repayments cover all the principal with interest, there are no return conditions and there is an entitlement to any sales proceeds.
- **Residual based:** there is an assumed residual value, repayments are the principle with interest (excluding the residual value amount), there are return conditions and there is no entitlement to sales proceeds.

The accounting treatment of leases is determined by the identification of an asset within the contract, the value of the asset and the length of the use. Finance Services must be consulted at the earliest possible stage when lease agreements are being actively considered by any Services.

### Section 2 – The Leasing Decision

The decision to lease should not be taken in isolation; it should involve a cost benefit appraisal of the other potential options open to the Council. Prior approval should be obtained from the Executive Director (Section 151), Executive Director (Communities), or Executive Director (Place), as appropriate, before entering into any property or non-property lease agreement.

The lead officer responsible for the lease should contact their nominated Business Accountant for advice and request that the leasing option is evaluated against outright purchase and the use of prudential borrowing to ascertain which provides the best value to the Council.

A legal view should be sought in respect of the proposed terms and conditions included in the potential lease agreement as hidden or ambiguous clauses (for example, a requirement to take out a certain insurance policy) can result in additional costs to the Council. The Executive Director (Communities) or Solicitor & Deputy Monitoring Officer should be contacted for advice on this matter.

The following are specific matters that must be considered prior to entering into a lease arrangement:

- **Financing:** With leases a third-party entity, separate from the lessor, may be responsible for the financing of the lease agreement. Officers need to be aware of this so that any financing costs are built into the overall appraisal.
- **Insurance:** All leased assets should be insured against theft, loss or damage and it is often much cheaper for the Council (through the Insurance Officer, Finance Services) to obtain cover themselves rather than to take up a policy offered by the lessor. Such considerations will need to be examined as part of the cost-benefit analysis undertaken by Finance Services, which should consider cost against the level of cover required. (Some lessors require lessees to insure the leased assets in joint names).
- **Setting Off of Payments:** A lease may allow the lessor to set off any payments due to the Council in respect of separate goods/contracts with the same lessor. This is not permitted, and this type of agreement must not be accepted.
- **Early Settlement:** Terminating a leasing agreement before its expiry date can result in a range of financial penalties against the Council. Before a lease is terminated prematurely, an estimate of the costs involved should be obtained from the lessor. These costs should be compared to the costs of maintaining the lease for the remainder of the lease agreement to ensure the termination of the lease is cost effective. This should then be discussed with Finance Services before a final decision is agreed with the lessor.

- **Duration of the Lease and Termination Provisions:** Often there is a requirement to give notice rather than the lease terminating automatically on a specified date at the end of an initially agreed period. Care should be taken to ensure that a lease is terminated at the end of the primary leasing period.
- **Secondary Rentals:** Secondary rentals occur after the initial fixed primary period when a reduced rental may apply if the lessee wishes to continue to utilise the asset. While this may bring obvious benefits it should be noted that increased costs might arise from continuing to use equipment that is obsolete and in continuing need of repair. In some contracts, the secondary rental period continues automatically if the lessee fails to give the correct notice to end the lease agreement to the lessor.
- **The End of the Lease Period:** This would include any requirements for the condition of the equipment/goods at the end of the lease and whether any claim will be made against the Council if the equipment/goods do not meet the required standard. If there is a requirement to purchase the asset at the end of the lease term, the purchase price will be negotiated with the lessor by Finance Services on the Council's behalf.
- **Retention of an asset at the end of the lease period:** At the end of the lease period the Council may wish to retain the asset. This may be possible and if so the value of the asset should be identified before the purchase is agreed. In some cases, the residual value of the asset will be agreed when the contract is being put in place. Prior to the agreement to purchase any leased asset Finance Services should be contacted to discuss any financial implications resulting from the purchase of the assets.
- **Specialist Leasing Companies:** If a specialist lease advising company was used to arrange the lease, they should be contacted to negotiate the residual costs of the assets.

### Section 3 – The Procurement Process

Officers are reminded that the procedures laid down in the contract procedure rules must be followed in all cases of the leasing of assets. These can be found in Part 11 of the Council's Constitution on iBlaby.

If officers wish to consider, as part of the procurement, leasing as a viable option they must ensure that tenders/quotations specifically request suppliers to provide the leasing options available, including but not limited to:

- rental payment and payment dates,
- rental review dates,
- break options,
- indexation details
- dismantling costs,
- capital cost/fair value of asset,
- residual value,
- interest rate implicit in the lease,
- initial payments.

For all non-property contracts being considered for leasing where the “right of use” asset is estimated to have a purchase price of over £10,000 an appraisal should take place through Finance Services to evaluate whether leasing offers the best value for money.

Finance Services will appraise and evaluate the lease by calculating the Net Present Value (NPV). All payments and income have a “time value of money”. This means that payments and income made in the future are worth less than if they were paid today because of inflation and other economic impacts. Net present value is a formula used to calculate the current value, in today's money, of all future cashflows.

$$\text{Net Present Value (NPV)} = \sum_{t=1}^n \left( \frac{\text{Rental Payments}}{(1 + \text{discount rate})^{\text{time period}}} \right)$$

The cost of the lease will be compared against the NPV of all the future borrowing costs to determine whether leasing or borrowing is the most cost-effective option.

## Section 4 – Financial Information and Record Keeping

Accounting rules require certain information to be disclosed in the notes to the annual Statement of Accounts in respect of leased assets. To enable these obligations to be met a database, containing the following information, will be maintained by Finance Services:

- Contract reference number.
- Full details of the lessor.
- Asset type leased and description of the asset including asset number or unique identification details.
- Start and end date of the lease.
- The minimum term and the full lease term (the minimum term + any extension periods).
- The rental payment amounts, with payment profile and payment dates.
- Rent review dates, break options, indexation details of payments.
- Maintenance costs, dismantling costs, and residual values.
- Capital cost/fair value of the asset.
- The interest rate implicit in the lease (IRR).
- Any initial payments.
- Payment reference number from the Financial Management System.
- Location of the asset and evidence of an annual inspection.

Officers are required to provide Finance Services with the above details once a lease has been completed. Officers are reminded that they must comply with the Financial Regulations when leasing assets, particularly in respect of Orders for Work, Goods and Services and the Payment of Accounts. The original lease document should be retained and must be available for inspection at all times. A copy should be forwarded to Finance Services so that it can be stored in the central database.

All leasing contracts with a value of £10,000 or over should be in writing and in a form approved by the Executive Director (Section 151), Executive Director (Communities), or Executive Director (Place) on behalf of the Council.

On receipt of an invoice in respect of lease payments responsible officers should cross check this to the schedule of expected payments any discrepancies should be queried with the lessor immediately.

## Section 5 – Equalities Impact Assessment

Not applicable.

## Section 6 – Carbon Neutral / Net Zero Benefits

Not applicable.

## Section 7 – Exceptions (if applicable)

Not applicable.

## Appendices

None.

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## Blaby District Council

### Cabinet Executive

**Date of Meeting** 24 June 2024

**Title of Report** **Air Quality Annual Status Report 2024**

This is a Key Decision and is on the Forward Plan.

**Lead Member** **Cllr. Les Phillimore - Housing, Community Safety and Environmental Services**

**Report Author** Environmental Services Manager

**Strategic Themes** All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

#### **1. What is this report about?**

- 1.1 To seek approval of the Annual Status Report 2024 for submission to Defra and publication.

#### **2. Recommendations to Cabinet Executive**

- 2.1 To approve the Annual Status Report 2024 for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication.
- 2.2 To undertake consultation prior to revocation of Air Quality Management Area (AQMA) 3 (M1 corridor between Thorpe Astley and Leicester Forest East).
- 2.3 To delegate authority to the Environmental Health, Housing & Community Services Group Manager, in conjunction with the Portfolio Holder, to make minor amendments to the Annual Status Report 2024 prior to submission and publication.

### **3. Reasons for Decisions Recommended**

- 3.1 It is appropriate for Members to be informed of the air quality monitoring data for the District in 2023.
- 3.2 Air quality monitoring has demonstrated that levels of Nitrogen Dioxide in AQMA 3 are below the Air Quality Objective. Consultation is needed with appropriate parties to comply with relevant legislation and guidance.
- 3.3 This is to ensure any final amendments to the ASR report can be made in time for the statutory deadline for submission to Defra by 30<sup>th</sup> June 2024.

### **4. Matters to consider**

#### **4.1 Background**

##### **4.1.1 Air Quality Management**

The Local Air Quality Management (LAQM) regime is established by the Environment Act 1995, as amended by the Environment Act 2021, and requires local authorities to assess air quality in their area. Where nationally set Air Quality Objectives (AQOs) are not achieved, local authorities are required to declare Air Quality Management Areas (AQMAs). For each AQMA, an Air Quality Action Plan (AQAP) must be produced, describing the measures aimed to reduce pollutant concentrations.

The AQMAs in Blaby District are currently as follows:

- AQMA 1 – A5460 Narborough Road South
- AQMA 2 – M1 corridor in Enderby and Narborough
- AQMA 3 – M1 corridor between Thorpe Astley and Leicester Forest East
- AQMA 4B – Enderby Road, Whetstone
- AQMA 6 – Mill Hill, Enderby

- 4.1.2 The ASR 2023 recommended the revocation of AQMAs 1,2 and 4b due to data indicating pollutant levels well below the Air Quality Objectives. The ASR 2023 also recommended the declaration of a new AQMA in Braunstone Town (AQMA 7) due to an exceedance of the AQO in 2022. Defra approved the ASR 2023 in late February 2024, which meant that the consultation on our proposals to revoke and declare the AQMAs was delayed. This consultation is now underway. Several parish councils have requested additional time to consider the proposals and so a report will be brought to the Cabinet Executive in autumn 2024 when we will seek approval of new areas as well as any revocations.

Air quality monitoring is the main method for assessment of the current levels of air pollutants, against nationally set Air Quality Objectives. Each year an Annual Status Report (ASR) is completed and submitted to Defra, summarising the air quality monitoring results for the area.

The ASR is prepared using a template, published by Defra, to be submitted by 30<sup>th</sup> June each year. It has a public facing executive summary followed by a more technical main report. There are appendices which include detailed air quality monitoring results, quality assurance techniques and maps presenting data, for areas where monitoring takes place.

Monitoring of Nitrogen Dioxide (NO<sub>2</sub>) and particulate matter (PM<sub>2.5</sub> and PM<sub>10</sub>) has continued throughout 2023. The Council currently have 5 continuous monitoring stations, 27 diffusion tubes, and 15 low-cost monitors (Zephyrs®). Scheduled calibrations on the five Continuous Monitoring Stations (CMS) were maintained throughout the year, the diffusion tubes were changed in accordance with the national Diffusion Tube Calendar, and the Zephyrs® were also correctly maintained.

#### 4.1.3 Overview of Results

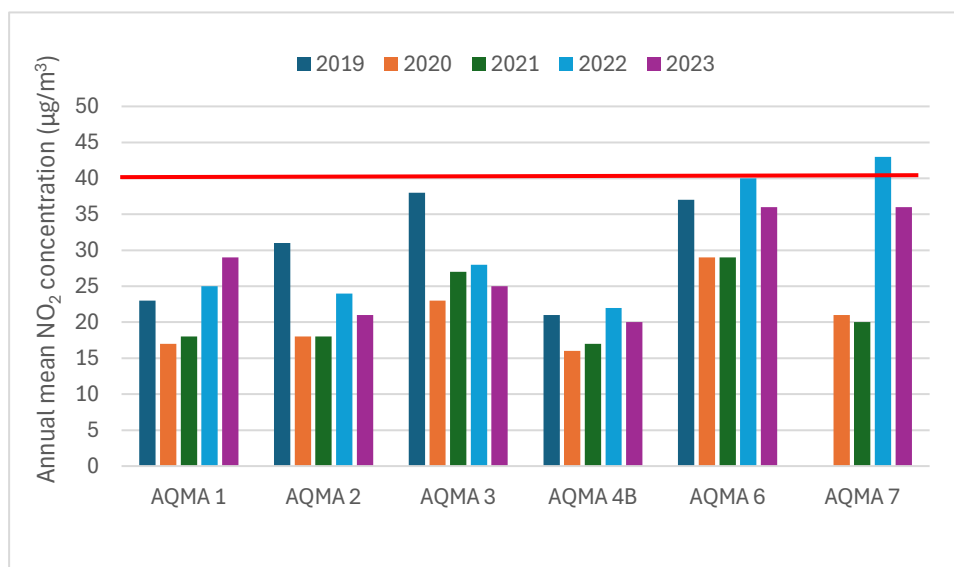
The results of all monitoring undertaken in 2023 are shown in Appendix D of the ASR. The maps include all data obtained over the last five years, where relevant, to enable comparison and allow for assessment of the future of an AQMA.

All data has been ratified and subject to the relevant corrections in accordance with Defra guidance. The results indicate that there are no exceedances of the AQOs for any of the monitoring locations in 2023 once distance corrected.

The decision was made in the 2023 ASR to keep AQMA3 for a further year due to the significant levels of development in and around the area going forward, and there being some potential for levels of NO<sub>2</sub> to increase. The vast majority of monitoring results for 2023 show a further reduction in levels of NO<sub>2</sub>. In accordance with current Defra guidance, we are therefore proposing to revoke this AQMA. Protection against further increases are provided through policies in the Local Plan. Monitoring will also continue.

The table and graph shown below report the highest observed NO<sub>2</sub> concentrations (once distance corrected) in the five AQMAs over the last five years and the proposed AQMA 7 for the last 4 years. Results indicated an overall decrease across Blaby district compared to 2022. The AQO is shown on the graph by a red line.

	2019	2020	2021	2022	2023
AQMA 1	23	17	18	25	29
AQMA 2	31	18	18	24	21
AQMA 3	38	23	27	28	25
AQMA 4B	21	16	17	22	20
AQMA 6	37	29	29	<b>40</b>	36
AQMA 7 (proposed)	-	21	20	<b>43</b>	36



All monitoring locations across the district are reviewed annually to ensure that best use is being made of our monitoring resources.

The Council is continuing to work on several projects funded by Defra air quality grants. These include the 'Particulates Matter' project, which focuses on improving knowledge and information to residents on PM<sub>2.5</sub>, and the 'Lets Go Electric Project' enabling the first Electric Vehicles to be purchased in the Councils commitment to Net Zero and cleaner air.



## 4.2 Proposals

- 4.2.1 Members to approve the Annual Status Report 2024 for submission to the Department for Environment, Food & Rural Affairs (Defra) and publication.
- 4.2.2 To undertake consultation prior to potential revocation of AQMA 3 (M1 corridor between Thorpe Astley and Leicester Forest East).
- 4.2.3 That delegated authority is given to the Group Manager of Environmental Health, Housing & Community Services, in conjunction with the Portfolio Holder, to make minor amendments to the ASR 2024 prior to submission and publication.

## 4.3 Relevant Consultations

The ASR has been sent to Public Health and Highways colleagues at Leicestershire County Council.

## 4.4 Significant Issues

No significant issues have been identified relating to Human Rights, legal Implications, Human Resources, Equalities, or Public Health Inequalities. The data in this report demonstrates that the council is committed to monitoring and undertaking action to improve air quality in its area, which has a positive impact on climate change.

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

- 5.1 The direct costs associated with the ASR are met from existing approved budgets. There have been small savings from the reduction of monitoring as part of a review. The direct costs of declaring an AQMA are included in the approved budgets.

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

### 6.1

Current Risk	Actions to reduce the risks
Not to submit the ASR to Defra for appraisal by 30 June 2024	Submission of the ASR is a statutory requirement. It has been completed in a timely fashion to enable it to be submitted an amended deadline agreed with Defra, which allowed consideration of the ASR by this meeting.
Not to revoke AQMA 3	To comply with the provisions of the Environment Act 1995 (as amended) to revoke the AQMAs as soon as sufficient data has been collected.

## **7. Other options considered**

- 7.1 Completion and submission of the ASR is a statutory requirement and therefore there are no other options.
- 7.2 Revocations and declarations of AQMAs have to comply with the provisions of the Environment Act 1995 (as amended) and associated Defra guidance, therefore there are no other options.

## **8. Environmental impact**

- 8.1 A positive environmental impact can be noted from the monitoring of air quality across the district affording an understanding of how different areas are impacted and action plan measures which can be implemented. Additionally, there are benefits from increasing knowledge and raising awareness for the general public.

## **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 – Annual Status Report 2024

## **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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## 2024 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995  
Local Air Quality Management, as amended by the  
Environment Act 2021

Date: June 2024

Information	Blaby District Council Details
Local Authority Officer	Anna Farish
Department	Environmental Services
Address	Council Offices, Desford Road, Narborough, Leicester LE19 2EP
Telephone	0116 275 0555
E-mail	<a href="mailto:environmental.services@blaby.gov.uk">environmental.services@blaby.gov.uk</a>
Report Reference Number	ASR 2024
Date	June 2024

# Executive Summary: Air Quality in Our Area

## Air Quality in Blaby District

Breathing in polluted air affects our health and costs the NHS and our society billions of pounds each year. Air pollution is recognised as a contributing factor in the onset of heart disease and cancer and can cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in hospital admissions and mortality. In the UK, it is estimated that the reduction in healthy life expectancy caused by air pollution is equivalent to 29,000 to 43,000 deaths a year<sup>1</sup>.

Air pollution particularly affects the most vulnerable in society, children, the elderly, and those with existing heart and lung conditions. Additionally, people living in less affluent areas are most exposed to dangerous levels of air pollution<sup>2</sup>.

Table ES 1 provides a brief explanation of the key pollutants relevant to Local Air Quality Management and the kind of activities they might arise from.

Table ES 1 - Description of Key Pollutants

Pollutant	Description
Nitrogen Dioxide (NO <sub>2</sub> )	Nitrogen dioxide is a gas which is generally emitted from high-temperature combustion processes such as road transport or energy generation.
Sulphur Dioxide (SO <sub>2</sub> )	Sulphur dioxide (SO <sub>2</sub> ) is a corrosive gas which is predominantly produced from the combustion of coal or crude oil.
Particulate Matter (PM <sub>10</sub> and PM <sub>2.5</sub> )	Particulate matter is everything in the air that is not a gas. Particles can come from natural sources such as pollen, as well as human made sources such as smoke from fires, emissions from industry and dust from tyres and brakes. PM <sub>10</sub> refers to particles under 10 micrometres. Fine particulate matter or PM <sub>2.5</sub> are particles under 2.5 micrometres.

<sup>1</sup> UK Health Security Agency. Chemical Hazards and Poisons Report, Issue 28, 2022.

<sup>2</sup> Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

The main pollutants of concern in the Blaby District, as in most areas of the UK, are associated with road traffic, in particular Nitrogen Dioxide (NO<sub>2</sub>) and fine particulate matter (PM) at locations close to busy, congested roads where people may live or work. Previous review and assessments have identified areas of concern, known as Air Quality Management Areas (AQMA's). Currently there are five designated AQMAs in the district, all of which were declared in relation to exceedances of the national Air Quality annual mean Objective for NO<sub>2</sub>. The boundaries of the five AQMAs can be viewed in the maps presented in Appendix D Figures 1-5.

The AQMAs are currently as follows:

- AQMA 1: A5460 Narborough Road South
- AQMA 2: M1 corridor in Enderby and Narborough
- AQMA 3: M1 corridor between Thorpe Astley and Leicester Forest East
- AQMA 4b: Enderby Road, Whetstone
- AQMA 6: Mill Hill, Enderby

[Link to Blaby District Council website: Air Quality](#)

The trend for 2023 is encouraging and air pollutant concentrations experienced an overall decrease across the Blaby District in comparison to 2022 and all existing AQMAs have remained below the Air Quality Objective (AQO) limit of 40µg/m<sup>3</sup> for 2023. These figures support our proposed revocations from last year's Annual Status Report. The areas planned for revocation are AQMA 1, AQMA 2 and AQMA 4b following advice from Defra as there have been at least five years of continuous levels without exceedances of the AQO.

Due to an inaccurate distance correction and an administrative issue with the national portal that lists the AQMAs, the 2023 ASR was initially not accepted by Defra. However, these two issues were successfully addressed and Defra accepted the 2023 ASR in late February 2024. The Council subsequently initiated consulting on the proposed revocations and a report is due to be considered by our Cabinet Executive in Autumn 2024. In any event, monitoring will continue to ensure compliance.

The decision was made in the 2023 ASR to keep AQMA3 for a further year due to the significant levels of development in and around the area going forward, and there being the potential for levels of NO<sub>2</sub> to increase. The vast majority of monitoring results for 2023 have shown a further reduction in levels of NO<sub>2</sub>. Therefore, in accordance with current

Defra guidance, we are proposing to revoke this AQMA. Protection against further increases are provided through policies in the Local Plan and monitoring will continue.

Throughout 2023 The Environmental Services team were subjected to limited resources as to two full time members of staff left to progress their careers within the Council and the addition of unplanned time-consuming site survey work relating to landfill gas. This resulted in a reduction of the capacity for air quality actions to be implemented by the Team.

AQMA 6 is a high traffic area and although levels of NO<sub>2</sub> decreased in 2023 and fell below the AQO, we need to ensure this continues and therefore the AQMA will remain in place as advised by DEFRA.

In 2022, An exceedance of the AQO was recorded around the junction of Lubbesthorpe Road and Narborough Road South in Braunstone Town for NO<sub>2</sub> with a measurement of 43 µg/m<sup>3</sup>\* (\*distance corrected), which reduced to 36µg/m<sup>3</sup>\* in 2023. In last year's Annual Status Report, the council proposed to declare a new AQMA. This proposal is to be taken forward, as there is still a risk of the AQO being exceeded. The new AQMA will be known as AQMA 7 and a map showing the outline of the proposed area can be seen in Appendix D Figure 6.

Blaby District Council have made an ongoing commitment to continue the monitoring and management of air quality, taking action to reduce levels of airborne pollutants. The council has five Air Quality Monitoring Stations (AQMS) that are continuous monitors measuring NO<sub>2</sub>, two of these also monitor Particulate Matter (PM). There are 27 diffusion tubes that measure NO<sub>2</sub> across the district and these are exchanged monthly. In 2022 and 2023 the council installed several mobile monitors (Zephyrs) that record real time data for NO<sub>2</sub> and PM. Illustrations below show examples of the Councils monitoring devices and Maps illustrating the locations of the monitors can be seen in Appendix D: Figures 1-16.



### **Actions to Improve Air Quality**

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan<sup>3</sup> sets out actions that will drive continued improvements to air quality and meet the new national interim and long-term targets for fine particulate matter (PM<sub>2.5</sub>), the pollutant most harmful to human health. The Air Quality Strategy<sup>4</sup> provides more information on local authorities' responsibilities to work towards these new targets and reduce fine particulate matter in their areas.

The Road to Zero<sup>5</sup> details the Government's approach to reduce exhaust emissions from road transport through a number of mechanisms, in balance with the needs of the local community. This is extremely important given that cars are the most popular mode of personal travel and the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

The Council has been involved in several schemes aimed at reducing emissions and improving air quality within the district:

- Blaby District Council has been encouraging residents to use green energy rather than more pollutant energy sources such as log burners. There is the Council-backed Big Community Switch which helps households find better green energy deals. It focuses on 100% renewable energy and helps householders cut their carbon emissions.
- In June 2023 the Council actively took part in Clean Air Day with a 'Walk to School' initiative. This encouraged children and parents across the district to leave the car at home and walk to school to raise awareness of the benefits of clean air. The

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<sup>3</sup> Defra. Environmental Improvement Plan 2023, January 2023

<sup>4</sup> Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

<sup>5</sup> DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018



Council's Environmental Services Team organised four walks and were joined by officers from 'Active Blaby', Leicestershire County Council's 'Choose How You Move' and their mascot 'Theo the Fox'. The Air Quality Officer delivered four 'preschool' walks with primary school children and their teachers / parents to raise awareness about travelling to school in an eco-friendly manner. Resources from Global Action Plan such as wordsearch, design your own superhero, and PowerPoints were also provided to all schools within the district to help raise awareness. This work also formed some legacy work from the previous 'Countdown to Clean Air' Air Quality Project.

- Blaby District Council has been taking several measures to reduce its own impact on air quality. The Council has reduced greenhouse gas emissions by 30% in the last year contributing to the reduction in air pollution within the district. This reduction is largely due to switching all refuse vehicles to hydrogenated vegetable oil (HVO), a greener substitute to fossil fuels. The Council is committed to reducing emissions further and has plans to transition the whole fleet to electric over time. In 2023 the Council was awarded over £500,000 via an air quality grant from DEFRA entitled 'Let's Go Electric' which will be spent on an electric conversion kit for an existing refuse vehicle, and the purchase of the Council's first fully electric road sweeper. There are also plans for a fully electric refuse vehicle, and the installation of over 300 Solar panels on the roof of our Whetstone depot to help provide green energy to power these vehicles.
- In 2023 Blaby District Council installed four Electric Vehicle chargers to provide access to EV charging for staff and visitors to the main offices in Narborough. This is aimed to help influence Council Officers to consider purchasing an EV in the future and forms part of the Net Zero Action Plan helping Blaby to lead the way in reducing emissions and improving air quality. A further two chargers are planned in the future as and when they are required.
- Blaby District Council along with 6 other Leicestershire districts have been awarded a government grant to provide electric vehicle (EV) solar charging hubs. The project is being delivered by Harborough District Council and includes plans to install 12 EV chargers and a solar canopy at Enderby Leisure Centre for public use within Blaby District.
- There have been improvements to public transport such as a new bus route from New Lubbethorpe to Fosse Park encouraging residents to leave their cars at home. The route is part of the Novus Leicester network which is funded by the

Drummond Trust. Commuter journeys by car from New Lubbethorpe have reportedly<sup>6</sup> fallen by 20% since its launch in Summer 2022.

- A multi-agency scheme is underway to improve walking and cycling routes in the district, encouraging residents to leave their cars at home. One of the first sections opened in June 2023 from Braunstone Town to Meridian Leisure Park. The scheme involves multiple partners in addition to Blaby District Council, such as Leicestershire County Council, Leicester City Council, Sustrans, Meridian Leisure Park, Braunstone Town Council and Lubbethorpe Parish Council.
- The Council have been awarded a grant from DEFRA to investigate and inform the public on levels of Particulate Matter (PM) within the district. Mobile Air Quality monitors (Zephyrs®) have been installed throughout the Blaby district to monitor levels of PM and the Council will be launching a 'live' portal which links to the Zephyrs® in 2024. A map with the current locations of the Zephyrs can be seen in Appendix D: figure 16, however this is subject to change depending on levels of PM measured. This will enable residents to make informed decisions about where and what times to avoid, especially those more vulnerable with existing health concerns. It will also enable those who contribute to pollutants, such as car users, to make informed choices for using alternative means of transport. Whilst the Council are in the early stages of data collection, measurements so far have shown the highest recorded levels of PM have been in the rural area of Fosse Meadows giving an average annual<sup>7</sup> reading of  $11.68\mu\text{g}/\text{m}^3$ , followed by Narborough Road South of  $8.32\mu\text{g}/\text{m}^3$ . Due to the higher levels recorded at Fosse Meadows, further investigation of the possible sources are required, and the Council have installed another Zephyr® to the nearest residential village of Sharnford. We will use this additional Zephyr® to closely monitor and investigate any trends that may occur to assist in future action plans on air quality.
- Blaby District Council approved the Hackney Carriage and Private Hire Licensing Policy for 2022- 2027 to incentivise the use of Ultra Low Emissions Vehicles (ULEV) and Electric Vehicles (EV). The licensing department offers a reduction in fees (50% for EV's and 25% for ULEV's) for Operators who License a vehicle under any

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<sup>6</sup> New Lubbethorpe – News: Further improvements to New Lubbethorpe public transport service

<sup>7</sup> Data based on 6 months readings- data has not been annualised or distance corrected.

of these categories. In 2023, Blaby licensed its first fully electric Private Hire Vehicles.

- The Council have joined in with an innovative new scheme known as Solar Together Leicestershire, which is a group-buying scheme offering high quality solar photovoltaic (PV) panels and battery storage. This scheme encourages residents to look at alternative zero emission energy sources.
- The Council's Development Services team consult Environmental Services on planning applications that are in or close to AQMAs, on busy road corridors, or are otherwise associated with significant traffic generation. Larger developments can sometimes take over a year to process, such as the proposed The Enderby Hub. The most significant consultations that were received in 2023, together with an update on those mentioned in the 2023 ASR are listed on page 44. Controls on dust and other airborne emissions are often imposed through the use of Construction and Demolition Method Statements and Construction Environmental Management Plans (CEMPs).
- There are also several ongoing proposed developments around Blaby District. Air Quality monitoring is being conducted to understand background levels in the vicinity of these development sites. These include the Lubbesthorpe development, Croft Quarry extension, a potential new housing development close to Stoney Stanton and the proposed Hinckley National Rail Freight Interchange.

Blaby District Council continues to work closely with the following partners:

- All Leicestershire District & Borough Authorities
- Leicester City Council
- Leicestershire County Council (various sections including Highways and Transportation, Public Health and Sustainable Travel)
- National Highways
- The Environment Agency
- The UK Health Security Agency (UKHSA)

Blaby District Council has an active role in the Air Quality and Health Partnership Steering Group working closely with Public Health and Environment and Transportation implementing an Action Plan based on the outcomes of the Joint Strategic Needs Assessment (JSNA) to tackle poor air quality and related health issues. This action plan informs the Councils air quality and climate change work and supports a joint delivery alongside the Council's Air Quality Action Plan (AQAP) and Air Quality Grant work.

Blaby District Council is a member of the East Midlands Air Quality Network and also is an active participant in the Leicester, Leicestershire, and Rutland Air Quality Forum which brings together a partnership of different organisations and expertise in matters of air quality.

Both of these bodies improve the sharing of information, offering a space for networking and aiding in consistency of approach.

In addition to operating its own air quality monitoring stations, BDC manages Leicestershire County Council's Air Quality Monitoring Station: Continuous Monitor 4 (CM4) (Blaby 4) - located in AQMA 3, Leicester Forest East.

### **Conclusions and Priorities**

In 2023, there were no exceedances\* (\*once distance corrected) of the Air Quality Objectives for NO<sub>2</sub> recorded in the Blaby District. Going forward there will be two AQMAs where air pollutants will be closely monitored and action plans will be implemented to ensure these pollution levels remain below the Air Quality Objective (AQO). These areas are as follows:

- AQMA 6: Mill Hill, Enderby
- AQMA 7: Lubbethorpe Road, Braunstone Town

Whilst the Council are positive about being able to revoke four of the existing AQMA's due to ongoing compliance of NO<sub>2</sub> levels, it is acknowledged that the health impacts of air pollution exposure can occur even below the objectives. The Council will continue to closely monitor levels appropriately throughout the district as a whole and continually seek to improve the Air Quality in the district.

Particulate Matter (PM) is an emerging area of interest and will be a focus for the Council in 2024. The Council will continue to measure levels and identify potential sources of PM with an aim to reduce exposure. The Council continues to work closely with Public Health Leicestershire and other partnership agencies to develop a better understanding of the health implications. The 'Particulates Matter' Air Quality Grant project is instrumental in making progress on this.

### Local Engagement and How to get Involved

There has been an increased awareness of environmental matters in recent years and with this has come an increase in interest from residents as to what they can do to help minimise the effects of pollution in the local area.

The Council plays a pivotal role in addressing air quality issues, but the effectiveness of measures will be determined by the level of their adoption through behavioural change. There are many ways in which members of the public can act to reduce their impact on local air quality.

- Riding bicycles, walking, or scooting to work and school.
- Using public transport rather than private vehicles or taxi. You can book an on-demand bus service connecting the rural areas of South-West Leicestershire known as the Fox Connect. [FoxConnect website](#)
- Turning vehicles off when you are stationary.
- Consider changing to a lower emission or electric vehicle. There may be government grants available to assist the cost of doing so.
- Compost your garden waste or sign up to Blaby District Council garden waste collection service: [Garden Waste Collections – Blaby District Council](#)
- Use renewable energy to heat your home, such as solar panels. Solar together can make the buying process easier: [Solar Together Leicestershire | Leicestershire County Council](#)
- If you must use a log burner, make sure it is serviced regularly and always use appropriate fuel for your appliance. Make sure that all fuel is fully dry before burning it as this will improve combustion, increase the heat produced and reduce pollution.
- Reduce household energy bills and reduce pollution by turning down the thermostat in your home by one or two degrees when the outside temperature allows.
- Improving your home's insulation may help to reduce heating bills. You may be eligible for a grant to improve insulation: [Energy efficiency grants | Leicestershire County Council](#)

### Local Responsibilities and Commitment

This ASR was prepared by the Environmental Services Department of Blaby District Council with the support and agreement of the following officers and departments:

- Anna Farish- Environmental Services Manager
- David Gould- Senior Environmental Health Officer -Environmental Services

- Catherine Redshaw- Air Quality Projects Officer- Environmental Services
- Sammie Turton- Technical Officer- Environmental Services
- BDC Planning Policy Team
- BDC Development Services Team
- Leicestershire County Council- Public Health
- Leicestershire County Council- Environment and Transport

This ASR has been approved by:

- Environmental Health, Housing and Community Services Group Manager
- Strategic Director
- Portfolio Holder and Blaby District Council's Cabinet Executive

This ASR has been signed off by a Director of Public Health.



Mike Sandys

If you have any comments on this ASR, please send them to Environmental Services at:

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Telephone: 0116 275 0555

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# 1 Local Air Quality Management

This report provides an overview of air quality in Blaby District during 2023. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Blaby District Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMA) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved, maintained and provide dates by which measures will be carried out.

A summary of AQMAs declared by Blaby District Council can be found in Table 2.1. The table presents a description of the five AQMAs that are currently designated within Blaby District. Appendix D: Maps of Monitoring Locations and AQMAs provides maps of AQMAs and also the air quality monitoring locations in relation to the AQMAs. The air quality objectives pertinent to the current AQMA designations are as follows:

- NO<sub>2</sub> annual mean 40µg/m<sup>3</sup>

The Council propose to declare a new AQMA in Lubbethorpe Road, Braunstone Town area due to previous exceedances of the NO<sub>2</sub> annual mean air quality objective of 40µg/m<sup>3</sup> (see Monitoring results in Appendix A). This AQMA will be known as AQMA 7.

Monitoring results from 2023 support our proposed revocations from last year's Annual Status Report. The Council proposes to revoke three AQMAs due to ongoing compliance with the Air Quality Strategy Objective (AQO) limit of 40µg/m<sup>3</sup>, these being:

- AQMA 1: A5460 Narborough Road South
- AQMA 2: M1 corridor in Enderby and Narborough
- AQMA 4b: Enderby Road, Whetstone

Due to an inaccurate distance correction and an administrative issue with the national portal that lists the AQMAs the 2023 ASR was initially not accepted by Defra. However, these two issues were successfully addressed and Defra accepted the 2023 ASR in late February 2024. The Council subsequently initiated consulting on the proposed revocations and a report is due to be considered by our Cabinet Executive in autumn 2024. In any event, monitoring will continue to ensure compliance.

The decision was made in the 2023 ASR to keep AQMA3 for a further year due to the significant levels of development in and around the area going forward, and there being the potential for levels of NO<sub>2</sub> to increase. The vast majority of monitoring results for 2023 have shown a further reduction in levels of NO<sub>2</sub>. Therefore, in accordance with current Defra guidance, we are proposing to revoke this AQMA. Protection against further increases are provided through policies in the Local Plan and monitoring will continue

.

**Table 2.1 – Declared Air Quality Management Areas**

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
AQMA 1: A5460 Narborough Road South	Declared September 2000; Amended January 2018	NO2 Annual Mean	Residential properties along a small section of Narborough Road South to the extent of Blaby District.	NO	50 µg/m3	28.6 µg/m3	6	Air Quality Action Plan 2021-2025	Air Quality Action Plan 2021-2025 (blaby.gov.uk)
AQMA 2: M1 corridor in Enderby and Narborough	Declared September 2000; Amended 2020	NO2 Annual Mean	Residential properties adjacent to the M1, between around 1.5km and 3km south of Junction 21	YES	50 µg/m3	20.7 µg/m3	6	Air Quality Action Plan 2021-2025	Air Quality Action Plan 2021-2025 (blaby.gov.uk)
AQMA 3: M1 corridor between Thorpe Astley and Kirby Muxloe	Declared September 2000; Amended April 2005; Amended 2020	NO2 Annual Mean	Residential properties adjacent to the M1 and A47 between Thorpe Astley and Leicester Forest East	YES	60 µg/m3	23.6 µg/m3	5	Air Quality Action Plan 2021-2025	Air Quality Action Plan 2021-2025 (blaby.gov.uk)
AQMA 4B: Enderby Road, Whetstone	Declared April 2005; Amended 2020	NO2 Annual Mean	Residential properties along Enderby Road, Whetstone	NO	50 µg/m3	19.8 µg/m3	6	Air Quality Action Plan 2021-2025	Air Quality Action Plan 2021-2025 (blaby.gov.uk)

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
AQMA 6: Mill Hill, Enderby	Declared January 2018	NO2 Annual Mean	Residential properties along Hall Walk and Mill Hill, Enderby	NO	43 µg/m3	35.6 µg/m3	1	Air Quality Action Plan 2021-2025	Air Quality Action Plan 2021-2025 (blaby.gov.uk)

☒ Blaby District Council confirm the information on UK-Air regarding their AQMA(s) is up to date.

☒ Blaby District Council confirm that all current AQAPs have been submitted to Defra.

## 2.2 Progress and Impact of Measures to address Air Quality in Blaby District Council

The 2023 had to be resubmitted to address 2 issues that were identified by Defra (points 1 and 2 below). Following this resubmission, Defra's appraisal of last year's ASR concluded:

'On the basis of the evidence provided by the local authority the conclusions reached in the report are **accepted** for all sources and pollutants, on the proviso that the grammatical and formatting errors in the report are corrected prior to publication on the council's website. ASRs are public facing documents that serve to keep local communities informed of the steps being taken by their local authority to improve air quality, and as such it is important that they are accessible and easy to read. Following the completion of this report, Blaby District Council should submit an Annual Status Report in 2024.'

Their appraisal also included a 'Commentary' as follows:

**1. Automatic monitoring station CM6, Braunstone Town is 7 metres away from relevant exposure and is currently over the NO<sub>2</sub> annual mean AQO. However, distance correction for this site has not been carried out. The report will need to be updated following distance correction for this location.** *Distance correction has now been undertaken on CM6 as the monitor is not located at relevant exposure. Details of this distance correction have been included in Table C.4.*

**2. AQMA 4b is missing from the portal. This will need to be added to the portal so that all the details in the portal and in Table 2.1 match.** *AQMA 4b is now included within the Portal.*

The following comments are designed to help inform future reports:

1. The Council has decided to revoke AQMAs 1, 2 and 4b in 2023. This is welcomed as these AQMAs have achieved compliance for 5 years or more for NO<sub>2</sub> annual mean AQO.
2. There is a good discussion of annual mean concentration trends across the district and the AQMAs. Observed trends are also presented clearly, this is encouraged.
3. Following last year's appraisal, the Council has addressed the issues raised and made necessary changes to the report. This is encouraged.
4. The ASR has been signed off by the Director of Public Health. This is welcomed. Collaboration and consultation with those who have responsibility for Public Health is expected to increase support for measures to improve air quality, with co-benefits for all.
5. The Council is currently undertaking 'Particulate Matters' project and it focuses on PM<sub>2.5</sub> using low-cost monitors within the district. Progress and results from this project should be included in next year's report.

RESPONSE: information from the project is included in this ASR

6. It may be beneficial to include a north arrow and scale bar on the figures for completeness. The current base mapping also makes it difficult to identify the monitoring locations as there are additional points on the map. A different base mapping may be beneficial.

RESPONSE: The maps have been reviewed and improved

Blaby District Council has taken forward several direct measures during the current reporting year of 2023 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. 26 measures are included within Table 2.2, with the type of measure and the progress Blaby District Council have made during the reporting year of 2023 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

As mentioned earlier, Blaby District Council is currently consulting on the revocation of 3 existing AQMAs and the declaration of a new AQMA. The changes in AQMAs are expected to be completed by summer 2024. A new Air Quality Action Plan will be produced as soon as possible afterwards, with work on this being undertaken with the agencies listed on pages vi and vii.

The Environmental Services team have been subject to limited resources in 2023 due to two full time members of staff leaving to progress their careers within the Council, along with additional time-consuming unexpected site survey work relating to landfill gas. This has led to less air quality actions being implemented throughout the year.



Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
7 - AQMA 3	Gather information from local sources and interrogate air quality monitoring data to inform actions and support bids for funding. To include reconsideration of source apportionment	Transport Planning and Infrastructure	Other	2019	2030	Local Authority Environmental Health, Local Authority Transport Dept, County Council.	DfT, County Council, Private sector	NO	Partially Funded	> £10 million	Planning	Significantly reduce levels of HGVs, X µg/m3 reduction, achievement of annual mean air quality objective	Traffic count, measured concentration at X	A feasibility study has been completed and report shared with xxx Transport Strategy Members	Phase 1 delivered through private sector development. Further funding required
16 - AQMA 6	Increased air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	2020	2023	BDC	BDC/DEFRA	YES	Partially Funded	£10k - 50k	Implementation	N/A	Additional Monitors installed	Further monitors to be installed as part of Particulates Matters Air Quality Grant Project	Review of Diffusion Tubes completed and resulted in rationalisation of monitoring locations
22 - Wider measures	Behavioural change project with schools	Promoting Travel Alternatives	School Travel Plans	2020	To be determined	BDC	BDC/DEFRA	YES	Funded	£10k - 50k	Implementation	N/A	Completion of project	<p>* Delivering Air Quality and Active Travel educational session and assemblies to schools.</p> <p>* Creation and delivery of engaging activities for schools – linking in initiatives such as Clean Air Day and Great Big Green Week to showcase the multitude of positive benefits.</p> <p>* Beat the Street Programme – which encouraged students to use alternative and more environmentally friendly methods of travel. Small Games were held across the North of Blaby District which includes Enderby and Glenfield. These games seen 11 primary schools take part as well as several community groups/businesses.</p>	Changes in staffing and workstreams affected the progress made in 2022. Elements of the Project are being taken forward into 2023 beyond the formal project end date. For example, Clean Air Day 2023 and work with the schools sport partnership.

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
															A total of 33 boxes were installed, 3053 players took part, and 24,314 miles were covered on bike, scooter, or foot, which increased active travel over a four-week period between May and June 2022 and subsequently had the potential to improve Air Quality.
1 - AQMA 1 A5460 Narborough Road South	Gather information from local sources and interrogate air quality monitoring data to inform actions and support bids for funding.	Traffic Management	Urban Traffic Control (UTC), Congestion management, traffic reduction	Summer 2021	September 2023	BDC, Leicestershire County Council, Leicester City Council	BDC and Defra AQ Grant	YES	Partially Funded	< £10k	Completed	N/A	Clearer picture of traffic flows and effects on air quality	Data gathered throughout the year using a variety of sources	Data from 2022 indicates that AQMA 1 will be undeclared
2 - AQMA 1 A5460 Narborough Road South	Integrate traffic management (for example, SCOOT) with air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	To be identified	NO	Not Funded		Aborted	N/A	Systems integrated	This work is dependent upon the outcome of Measure 1	Measure no longer required
3 - AQMA1 A5460 Narborough Road South	Improve driver for example, signs and active signs	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	To be identified	NO	Not Funded		Completed	N/A	Signs installed	Current signs already active in park and ride locations such as Fosse Park and Narborough Road South	
4 - AQMA 2 M1 corridor in Enderby and Narborough	Gather information from local sources and interrogate air quality monitoring data to inform actions and support bids for funding. To include reconsideration of source apportionment	Traffic Management	UTC, Congestion management, traffic reduction	Summer 2021	Sep-23	BDC	BDC	NO	Not Funded	< £10k	Completed	N/A	Clearer picture of traffic flows and effects on air quality	Data gathered throughout the year using a variety of sources	Data from 2022 indicates that AQMA 2 will be undeclared
5 - AQMA 2 M1 corridor in Enderby and Narborough	Integrate traffic management (for example, SCOOT) with air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	To be determined	Leicestershire County Council	To be identified	NO	Not Funded		Aborted	N/A	Systems integrated	Presentation completed by LCC showing research and future considerations	measure no longer required

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
6 - AQMA 2 M1 corridor in Enderby and Narborough	Improve driver information about air quality for example, signs and active signs	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	To be determined	Leicestershire County Council	To be identified	NO	Not Funded		Completed	N/A	Signs installed	Current signs already active in park and ride locations such as Fosse Park and Narborough Road South	
8 - AQMA 3 M1 corridor between Thorpe Astley and Leicester Forest East	Deliver Braunstone Crossroads junction improvement	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	To be determined	Leicestershire County Council /Developers	LCC/S106 money	NO	Funded		Planning	N/A	Junction improved	Awaiting date for implementation when development commences	
9 - AQMA 3 M1 corridor between Thorpe Astley and Leicester Forest East	Integrate traffic management (for example, SCOOT) with air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	Leicestershire County Council	NO	Not Funded		Planning	N/A	Systems integrated	This work is dependent upon the outcome of Measure 7	
10 - AQMA 3 M1 corridor between Thorpe Astley and Leicester Forest East	Improve driver information about air quality for example, signs and active signs	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	Leicestershire County Council	NO	Not Funded		Implementation	N/A	Signs installed	Park and ride signs in area have been amended to represent appropriate wording.	
11 - AQMA 4B Enderby Road, Whetstone	Gather information from local sources and interrogate air quality monitoring data to inform actions and support bids for funding.	Traffic Management	UTC, Congestion management, traffic reduction	Summer 2021	Sep-23	BDC	BDC	NO	Not Funded	< £10k	Completed	N/A	Clearer picture of traffic flows and effects on air quality	Data from 2022 and observations supports undeclaration of this AQMA	
12 - AQMA 4B Enderby Road, Whetstone	Integrate traffic management (for example, SCOOT) with air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	Leicestershire County Council	NO	Not Funded		Aborted	N/A	Systems integrated	. This work is dependent upon the outcome of Measure 11	measure no longer needed
13 - AQMA 4B Enderby Road, Whetstone	Improve driver information about air quality for example, signs and active signs	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	Leicestershire County Council	NO	Not Funded		Completed	N/A	Signs installed	LCC considering appropriate wording on new signage and effect it will have on drivers.	Careful consideration not to overload drivers with too much signage information

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
14 - AQMA 4B Enderby Road, Whetstone	Increased air quality monitoring on Enderby Road, Whetstone	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	To be determined	BDC	Section 106 from Cork Lane housing development.	NO	Not Funded		Planning		Additional Monitor (s) installed	Signed Section 106 agreement in place. However, conditions remain undischarged to facilitate commencement of development and release of funds	Siting specific and relevant location for additional monitors to record the best data was complex in order to represent façade data
15 - AQMA 6 Mill Hill, Enderby	Gather information from local sources and interrogate air quality monitoring data to inform actions and support bids for funding.	Traffic Management	UTC, Congestion management, traffic reduction	Summer 2021	Sep-21	BDC	BDC	NO	Not Funded	< £10k	Completed	N/A	Clearer picture of traffic flows and effects on air quality	Air Quality improvement officers undertook site observations and have compared with this monitored data, this information has been used to apply for further air quality grant funding.	
17 - AQMA 6 Mill Hill, Enderby	Integrate traffic management (for example, SCOOT) with air quality monitoring	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	To be determined	Leicestershire County Council	Leicestershire County Council	NO	Not Funded		Planning	N/A	Systems integrated	This work is dependent upon the outcome of Measure 16	Ongoing implementation over coming years
18 - AQMA 6 Mill Hill, Enderby	Improve driver information about air quality for example, signs and active signs	Traffic Management	UTC, Congestion management, traffic reduction	To be determined	2025	Leicestershire County Council	Leicestershire County Council	NO	Funded		Implementation	N/A	Signs installed	LCC considering appropriate wording on new signs and affect it will have on drivers. Current signs already active in park ride signs such as nearby Fosse Park	Careful consideration not to overload drivers with too much signage information
19 - AQMA 6 Mill Hill, Enderby	Delivery of Enderby Relief Road	Traffic Management	Strategic highway improvements, Re-prioritising Road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	To be determined	2025	Leicestershire County Council /Developers	Leicestershire County Council /S106 money	NO	Funded	> £10 million	Planning	N/A	Relief Road operational	Relevant planning application currently being processed	
20 - Wider measures	Secure investment through The LLEP and Transforming	Promoting Travel Alternatives	Promotion of walking	2021 onwards	2025	BDC	BDC/DEFRA	YES	Funded		Implementation	N/A	Project completed	Liaison continued with work undertaken by the Health and Leisure Team	.

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
	Cities funding to improve our walking and cycling routes. To develop key routes across the district. To work with colleagues in Leicester City, Leicestershire County Council and Sustrans on improvements to our cycle routes. Promotion of our walking and cycling routes to increase usage and a change in residents' behaviour. Implementation of a Walk and ride Connectivity strategy.														
21 - Wider measures	Behavioural change project with businesses in vicinity of AQMA	Promoting Travel Alternatives	Workplace Travel Planning	Autumn 2020 onwards	To be determined	BDC	BDC/DEFRA	YES	Funded	£10k - 50k	Completed	N/A	Completion of project	.	
23 - Wider measures	Develop a partnership to create a charging network across the district (public and private car parks, petrol stations, on street)	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	September 2020	To be determined	BDC	BDC	NO	Funded		Completed	N/A	Completion of Project	Further project work being coordinated with Leicestershire County Council	

Measure No.	Measure	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
24 - Wider measures	Engage with the taxi drivers to encourage the switch to electric vehicles.	Promoting Low Emission Transport	Taxi emission incentives	2021	2022	BDC	BDC	NO	Not Funded		Completed	N/A	Completion of project	BDC approved The Hackney Carriage and Private Hire Licensing Policy for 2022 – 2027 to incentivise the use of Ultra Low Emission Vehicles (ULEV's) and Electric Vehicles (EV).	This action will be revisited in 2022 (ASR 2023) with drivers continuing to be engaged
25 - Wider measures	Improve air quality information on BDC website	Public Information	Via the Internet	Summer 2021	End of July 2021	BDC	BDC	NO	Not Funded		Completed	N/A	Improved webpage	Web page made easier to access information and reports. All the latest information and reports are now made available through BDC's website.	
26 - Wider measures	Use the Pan Regional Transport Model (PRTM) to build an Air quality model to be able to assess proposed physical mitigation measures and provide the evidence to bid for funding	Traffic Management	UTC, Congestion management, traffic reduction	2021	To be determined	LCC	LCC	NO	Not Funded		Aborted	N/A	Clearer picture of traffic flows and effects on air quality	The main focus of the modelling was to be AQMA 6. However, monitoring has indicated that the situation may be simpler than originally envisaged and therefore this measure is no longer required.	



## 2.3 PM<sub>2.5</sub> – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG22 (Chapter 8) and the Air Quality Strategy<sup>8</sup>, local authorities are expected to work towards reducing emissions and/or concentrations of fine particulate matter (PM<sub>2.5</sub>). There is clear evidence that PM<sub>2.5</sub> (particulate matter smaller than 2.5 micrometres) has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

Blaby District Council is taking the following measures to address PM<sub>2.5</sub>:

There are two continuous monitors (CM) and fifteen Zephyr® Low-cost monitoring devices that record concentrations of PM in the Blaby District. CM1 is located in Enderby and monitors PM<sub>10</sub>, a correction factor is then used to give a PM<sub>2.5</sub> concentration. CM5 is located in AQMA 6, also in Enderby and directly monitors PM<sub>2.5</sub>. The Zephyrs® were purchased with a DEFRA grant throughout 2022 and 2023 and whilst we understand they are not yet recognised as Reference Methods; they are used across the district to identify areas of concern for further investigation. Maps of CMs and Zephyr® locations can be seen in Appendix D: figure 1-16. The Council will be launching a 'live' portal which links to the Zephyrs® in 2024. This will enable residents to make informed decisions about where and what times to avoid, especially those more vulnerable with existing health concerns. It will also provide advice to road users about reducing their impacts. The Council will investigate the findings and build it into the Air Quality action plan going forward.

### Control of sources:

Emissions to atmosphere generated by Permitted Processes are regulated by the Council. There are a number of Processes in the district which may give rise to PM<sub>2.5</sub> such as Croft Quarry, Concrete Batching, and Mobile Crushing Plants. BDC currently regulates a total of 33 processes across the district.

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<sup>8</sup> Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

The Environmental Services Team provide expert advice and consultation comments to the Development Services Team in relation to planning applications and where appropriate, the Team recommend controls over dust from construction and demolition sites, generally through demolition and construction management plans, and Construction Environmental Management Plans (CEMPs). New sources that have a potential to contribute to levels of PM<sub>2.5</sub> are also assessed with actions implemented to control emissions.

The section of the District termed as the Principle Urban Area (PUA) is covered by Smoke Control Areas (SCAs). BDC has a number of SCA's that are enforced where reports of visible smoke occur. The Environment Act 2021 provides legislation to further tackle smoke from domestic chimneys and work is progressing within the Authority to produce a policy for action under this legislation. Enforcement action is taken by the Environmental Health Team. In 2023, action was taken for a smoking commercial chimney, in conjunction with the Environment Agency. A warning letter was also issued for a smoking domestic chimney. In addition, 72 complaints were received in regard to domestic and commercial bonfires and were dealt with by the Environmental Health Team.

### **3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance**

This section sets out the monitoring undertaken within 2023 by Blaby District Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2019 and 2023 to allow monitoring trends to be identified and discussed.



## 3.1 Summary of Monitoring Undertaken

### 3.1.1 Automatic Monitoring Sites

Blaby District Council undertook automatic (continuous) monitoring at five sites during 2023. Table A.1 in Appendix A shows the details of the automatic monitoring sites. NB. Local authorities do not have to report annually on the following pollutants: 1,3 butadiene, benzene, carbon monoxide and lead, unless local circumstances indicate there is a problem. The [Air Quality - Monitoring in Blaby District | Tableau Public](#) page presents automatic monitoring results for BDC, with automatic monitoring results also available through the UK-Air website:

[UK Air Blaby District Council- Defra, UK](#)

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C.

### 3.1.2 Non-Automatic Monitoring Sites

Blaby District Council undertook non- automatic (i.e. passive) monitoring of NO<sub>2</sub> at twenty-seven sites during 2023, using diffusion tubes. Table A.2 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D, Figures 1-15. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

As part of our 'Particulates Matter' air quality grant project, fifteen Zephyrs are being used around the district to investigate Particulate matter levels. The majority of Zephyrs are at fixed points, the locations of which can be viewed in Appendix D, figure 16. One is used for mobile or short-term measurements.

## 3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

### 3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO<sub>2</sub> annual mean concentrations for the past five years with the air quality objective of 40µg/m<sup>3</sup>. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2023 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.5 in Appendix A compares the ratified continuous monitored NO<sub>2</sub> hourly mean concentrations for the past five years with the air quality objective of 200µg/m<sup>3</sup>, not to be exceeded more than 18 times per year.

A summary of air quality trends across 2023 is given below, with maps included in Appendix D. The number of diffusion tubes was reviewed in June 2023, with some being removed. The results for the removed tubes were annualised, and the results are marked with an \*.

#### AQMA 1 – A5460 Narborough Road South (Figure 1)

Diffusion tube data concentrations have remained consistently low over the last five years. Although DT25 did show a small increase over the 6 month period, it still remains below the Air Quality Objective. Based on this dataset the AQMA is in the process of being revoked.

**AQMA 2 – M1 Corridor in Enderby and Narborough (Figure 2)**

Diffusion tube data concentrations in this area reduced again in 2023 compared to the previous year and have remained consistently low over the last five years. Based on this dataset the AQMA is in the process of being revoked.

**AQMA 3 – M1 Corridor between Thorpe Astley and Leicester Forest East (Figure 3)**

The A47 (Hinckley Road) is located within this AQMA and is extensively used throughout the day, with higher levels of traffic present in particular during peak rush hour times. CM4 has shown a reduction in concentrations in 2023 compared to 2022, along with all the diffusion tubes apart from one.

The decision was made in the 2023 ASR to keep AQMA3 for a further year due to the significant levels of development in and around the area going forward, and there being some potential for levels of NO<sub>2</sub> to increase. The vast majority of monitoring results for 2023 show a further reduction in levels of NO<sub>2</sub>. In accordance with current Defra guidance, we are therefore proposing to revoke this AQMA. Protection against further increases are provided through policies in the Local Plan. Monitoring will also continue.

**AQMA 4B – Enderby Road, Whetstone (Figure 4)**

Monitoring has continued within this AQMA using DT20. Concentrations showed a small decrease compared to 2022 and remain below the AQO. Based on this dataset the AQMA is in the process of being revoked. However, to maintain an understanding of the area monitoring will continue through the use of DT20.

**AQMA – 6 Mill Hill, Enderby (Figure 5a)**

A total of 10 diffusion tubes were used to monitor this area in 2023, all but one being located in the declared AQMA. All of the tubes had lower results compared to the previous year, with no exceedances of the AQO.

CM5 also showed a small decrease in concentration and remained below the AQO with no requirement for annualisation.

Our monitoring arrangements will remain in place during 2024, with the results being included in the ASR 2025.

**Enderby (Figure 5b)**

3 diffusion tubes were retained from the previous, more intensive monitoring of concentrations over a wider area (DTs 110,111 and 112). The 2023 result for DT112 was lower than for 2022, but was relatively high, and could potentially be owed to the steep hill and idling during busy times. However, as there are no relevant receptors the AQO is not directly applicable.

DT84 and DT120 are located outside of the AQMA and are within the central part of Enderby Village. Both monitoring sites show no exceedances of the AQO and had results for 2023 which were similar to the previous year.

**Other Areas Monitored****Braunstone Town (Proposed AQMA 7) (Figure 6)**

CM6 located on Lubbethorpe Road reported a lower annual result for 2023. However, due to the exceedances of the AQO in preceding years, the declaration of a new AQMA (AQMA 7) is being pursued. The diffusion tubes located in this area all gave results for 2023 that were well within the AQO. Monthly concentrations for CM6 can be found under Figure A.1 in [Appendix A](#).

**Sharnford Hill, Sharnford (Figure 13)**

Monitoring in Sharnford gave a slightly increased result for 2023 compared to 2022, with no exceedance of the AQO.

**Glenfield Village (Figure 8)**

CM7 located in Glenfield has shown no exceedance of the AQO, although there was a small increase for 2023 compared to 2022. The 5 diffusion tubes all showed a slight decrease in results and remained within the AQO for 2023.

**Glen Parva (Figure 9)**

Both diffusion tubes remain below the AQO with exactly the same result for 2023 as for 2022. Monitoring will continue due to the potential of nearby developments.

**Stoney Stanton Village (Figure 7)**

Monitoring continued in 2023 using a total of 7 diffusion tubes; there were no exceedances of the AQO, with several tubes showing a slight reduction compared to 2022.

Monitoring will continue within this area to understand long term patterns and to obtain background data due to the potential of nearby developments.

**Sapcote Village (Figure 10a)**

In trend with the previous five years, Sapcote Village shows no exceedance of the AQO, there being a slight decrease in 2023 compared to the previous year. Monitoring will continue using DT31 due to the potential impact of nearby developments.

**Elmesthorpe Railway Bridge (Figure 11)**

Concentrations have shown a slight decrease for 2023, remaining at a low concentration.

Monitoring will continue to ensure background levels are obtained to assess the impact of surrounding proposed developments, such as the Hinckley National Rail Freight Interchange.

**Thorpe Astley (Figure 15)**

The concentration for DT99 reduced slightly for 2023 compared to the previous year, remaining well within the AQO.

**Kirby Muxloe (Figure 12)**

Monitoring in Kirby Muxloe continued in 2023, and the concentration at DT77 showed an increase for 2023 compared to 2022, however remaining well below the AQO.

**Aston Firs, near Sapcote (Figure 10b)**

Monitoring shows a small decrease from 2022 and remains well below AQO.

Monitoring will continue to understand background trends, in relation to larger scale developments within the area.

### **Main Street, Kilby (Figure 14)**

The result for 2023 was the same as for 2022 at Kilby, remaining low, consistent with the previous three years of monitoring.

### **Summary**

An assessment of monitoring locations is conducted annually and takes into consideration areas of local concern, potential or nearby developments and busy main roads.

Concentrations of NO<sub>2</sub> in the district have been generally consistent with levels recorded in 2022, with no exceedances across the monitoring network. The diffusion tube in Kirby Muxloe was the exception, as discussed above.

### **3.2.2 Particulate Matter (PM<sub>10</sub>)**

Table A.6 in Appendix A: Monitoring Results compares the ratified and adjusted monitored PM<sub>10</sub> annual mean concentrations for the past five years with the air quality objective of 40µg/m<sup>3</sup>.

Table A.7 in Appendix A compares the ratified continuous monitored PM<sub>10</sub> daily mean concentrations for the past five years with the air quality objective of 50µg/m<sup>3</sup>, not to be exceeded more than 35 times per year.

Concentrations of PM<sub>10</sub> have shown a small increase in comparison to 2022, from 11.7 µg/m<sup>3</sup> to 13 µg/m<sup>3</sup>. No exceedances of PM<sub>10</sub> have been recorded in 2023 of the annual and daily NAQOs.

### **3.2.3 Particulate Matter (PM<sub>2.5</sub>)**

Table A.8 in Appendix A presents the ratified and adjusted monitored PM<sub>2.5</sub> annual mean concentrations for the past five years.

CM5 directly measures concentrations of PM<sub>2.5</sub>. For CM1 a conversion calculation is used to calculate PM<sub>2.5</sub> from PM<sub>10</sub> further details are provided in the [QA/QC section](#). PM<sub>2.5</sub> levels decreased slightly at CM1, but at CM5 there was a significant increase (from 5.2 to 9.1). Monitoring will continue at both sites 2024, with further monitoring being undertaken as part of the Particulates Matter Air Quality Grant Project, described in Section 2.3 above.

## Appendix A: Monitoring Results

**Table A.1 – Details of Automatic Monitoring Sites**

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Inlet Height (m)
CM1	Blaby 1 (Packhorse Drive, Enderby)	Roadside	454482	298573	NO <sub>2</sub> ; PM <sub>10</sub>	NO	Chemiluminescent; Gravimetric (TEOM)	12.6	0.65	3
CM4	Blaby 4 (Hinckley Road, LFE)	Roadside	454020	303473	NO <sub>2</sub>	YES; AQMA 3	Chemiluminescent	22	3.6	1.5
CM5	Blaby 2 (Mill Hill, Enderby)	Roadside	453602	299558	NO <sub>2</sub> ; PM <sub>2.5</sub>	YES; AQMA 6	Chemiluminescent; Gravimetric (TEOM)	4	1	1.5
CM6	Blaby 5 (Lubbesthorpe Road, Braunstone Town)	Roadside	455722	300782	NO <sub>2</sub>	NO	Chemiluminescent	5.8	2.7	1.5
CM7	Blaby 3 (Stamford Street, Glenfield)	Roadside	453934	305999	NO <sub>2</sub>	NO	Chemiluminescent	5	2.4	1.5

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable



**Table A.2 – Details of Non-Automatic Monitoring Sites**

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
1	Kingsway	Roadside	455970	301146	NO2	No	11.0	1.5	No	2.2
4	Hall Walk, Moores Lane, Enderby	Roadside	453596	299557	NO2	Yes, AQMA 6	0.0	1.5	No	1.8
15	1 Newbridge Road, Glen Parva	Roadside	456785	298543	NO2	No	0.0	7.8	No	2.8
16	The Cottage, Ratby Lane	Roadside	453216	304275	NO2	Yes, AQMA 3	15.0	5.4	No	1.8
20	159 Enderby Rd, Whetstone	Other	455819	297955	NO2	Yes, AQMA 4B	0.0	4.7	No	1.7
25	7 Narborough Road South	Roadside	456468	301901	NO2	Yes, AQMA 1	0.0	7.0	No	1.8
31	5 Hinckley Road, Sapcote	Roadside	448862	293437	NO2	No	0.0	1.9	No	1.8
35	2 Narborough Rd. South	Roadside	456505	301889	NO2	No	0.0	13.2	No	1.9
41	9 Mill Hill Road, Enderby	Roadside	453468	299735	NO2	Yes, AQMA 6	0.0	3.8	No	1.7
43	2 Blaby Rd, Enderby	Roadside	454267	299124	NO2	No	1.4	1.4	No	1.8
44	1 Mill Hill Rd, Enderby	Roadside	448847	293462	NO2	Yes, AQMA 6	1.2	1.6	No	1.8
48	98 Leicester Rd, Enderby	Roadside	454518	298140	NO2	Yes, AQMA 2	0.0	8.7	No	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
49	10 Hall Walk, Enderby	Roadside	453439	299740	NO2	Yes, AQMA 6	0.0	13.0	No	2.0
51	257 Willow Way, LFE	Roadside	453780	299360	NO2	No	0.0	11.3	No	1.9
54	71 Hinckley Rd, LFE	Roadside	453591	303420	NO2	Yes, AQMA 3	0.0	32.9	No	1.5
56	Avalon, 9 Hinckley Rd, LFE	Roadside	454519	298148	NO2	Yes, AQMA 3	0.0	20.0	No	1.8
57	6 Ratby Lane, LFE	Roadside	454090	303600	NO2	No	12.1	2.4	No	1.7
65	11 Stamford Street, Glenfield	Roadside	453889	306038	NO2	No	0.0	1.9	No	1.5
68	45 Mill Hill, Enderby	Roadside	453592	303415	NO2	Yes, AQMA 6	0.0	5.6	No	1.8
69	Station Road, Elmhurst	Roadside	447033	295876	NO2	No	49.3	1.2	No	1.8
73	New Road, Stoney Stanton	Roadside	449050	294720	NO2	No	11.1	2.3	No	1.8
74	Broughton Road, Stoney Stanton	Roadside	449112	294708	NO2	No	3.3	2.7	No	1.8
75	Blue Bell, Long Street, Stoney Stanton	Roadside	449072	294799	NO2	No	1.4	1.2	No	1.8
77	The Chestnuts, Kirby Muxloe	Roadside	453281	299846	NO2	No	0.0	12.2	No	1.8
78	Aston Firs, Sapcote	Roadside	446336	293883	NO2	No	17.0	37.5	No	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
80	Former Blaby 1 site, Packhorse Dr	Roadside	449036	294720	NO2	No	12.8	0.7	No	1.8
82	Corner of King St/Mill Lane, Enderby	Roadside	449080	294785	NO2	No	0.5	1.0	No	1.8
83	Sharnford Hill, Sharnford	Roadside	452309	304870	NO2	No	2.9	1.4	No	1.8
84	Parking sign nr Station Rd CP, Glenfield	Roadside	453915	306128	NO2	No	6.7	1.2	No	1.8
88	42 Main Street, Kilby	Roadside	462114	295369	NO2	No	0.0	2.0	No	1.8
89, 90, 91	Blaby 5 triplicate 3 of 3	Roadside	455722	300782	NO2	No	16.2	2.6	Yes	1.7
93	Former Blaby 3 site, LFE Opp Sainsburys	Roadside	453140	303311	NO2	No	29.3	3.9	No	1.8
94	Lamppost opp Blaby 3, Stamford Street	Roadside	454930	302529	NO2	No	2.7	1.5	No	1.9
95	5 Main Street, Glenfield	Roadside	454178	302627	NO2	No	1.9	1.9	No	1.9
96	Estate Agents, roundabout Broughton Rd	Roadside	449085	294703	NO2	No	0.5	1.1	No	1.8
97	Scout hut, Broughton Rd, Stoney Stanton	Roadside	455695	300824	NO2	No	15.8	1.6	No	1.8

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
98	3 Station Rd, opposite Foxbank Ind Est	Roadside	453957	302912	NO2	No	2.8	3.0	No	1.8
99	5 Murby Way, Thorpe Astley (former DT70)	Roadside	453219	303310	NO2	No	6.1	2.0	No	1.8
100	Windsor Avenue, Glen Parva	Roadside	458294	298317	NO2	No	5.5	1.2	No	1.9
101	21 Long Street, Stoney Stanton	Roadside	449094	294690	NO2	No	0.0	0.5	No	1.8
102	28 Stamford Street, Glenfield	Other	453960	305928	NO2	No	0.0	3.0	No	1.7
110	Lamppost 83 nr NEXT L'thorpe sign, Enderby	Roadside	452958	300105	NO2	No	484.0	0.3	No	1.8
111	Lamppost 82 nr NEXT L'thorpe sign, Enderby	Roadside	452992	300094	NO2	No	484.0	0.3	No	1.8
112	Lamppost 78 opp Granite Close, Enderby	Roadside	453126	300009	NO2	No	295.0	0.2	No	1.8
114	Lamppost 71, Enderby	Roadside	453324	299850	NO2	No	38.5	1.0	No	1.8
115	20 Mill Hill, Enderby	Roadside	453467	299735	NO2	Yes, AQMA 6	0.0	0.4	No	1.7
117	Lamppost by walkway, Enderby	Roadside	453496	299696	NO2	Yes, AQMA 6	13.5	0.6	No	1.9

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube Co-located with a Continuous Analyser?	Tube Height (m)
118	Lamppost 57, village centre sign, Enderby	Roadside	453635	299518	NO2	Yes, AQMA 6	22.4	0.5	No	1.8
119	Lamppost 62, nr Moores Lane, Enderby	Roadside	453637	299539	NO2	Yes, AQMA 6	24.0	0.6	No	1.8
121	16 Lubbesthorpe Road - Side Gate (Braunstone Town)	Other	455700	300765	NO2	No	0.0	13.3	No	1.8
122	Lamppost outside 20 Lubbesthorpe Road (Braunstone Town)	Roadside	455684	300777	NO2	No	8.8	1.6	No	1.8

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

**Table A.3 – Annual Mean NO<sub>2</sub> Monitoring Results: Automatic Monitoring (µg/m<sup>3</sup>)**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
CM1	454482	298573	Roadside	70.77	70.77	30.9	16	24.3	21.8	16.1
CM4	453492	303315	Roadside	89.5	89.5	38.4	23.3	26.9	23.3	18.9
CM5	453594	299549	Roadside	88.03	88.03	30.9	22.9	18.9	24.9	19.1
CM6	455722	300782	Roadside	96.8	96.8	-	21	19.8	<b>47.8 (43)</b>	<b>40.2 (35.7)</b>
CM7	453934	305999	Roadside	88.04	88.04	-	21.1	20.2	19.1	23.7

☒ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22

☒ Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction.

☒ Where exceedances of the NO<sub>2</sub> annual mean objective occur at locations not representative of relevant exposure, the fall-off with distance concentration has been calculated and reported concentration provided in brackets for 2023. The value for 2022 has also been inserted for comparison, although this was not a Defra requirement for the ASR 2023.

#### Notes:

The annual mean concentrations are presented as µg/m<sup>3</sup>.

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the ‘data capture for the full calendar year’.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%). The relevant data capture for CM1 was 70.77% due to software issues in the logger at this monitoring station. These issues are being addressed.

**Table A.4 – Annual Mean NO<sub>2</sub> Monitoring Results: Non-Automatic Monitoring (µg/m<sup>3</sup>)**

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
1	455970	301146	Roadside	100	100.0	25.1	20.5	20.0	24.7	18.8
4	453596	299557	Roadside	100	100.0	36.9	29.4	29.3	<b>40.3</b>	35.6
15	456785	298543	Roadside	100	50.0	16.4	13.5	14.3	17.0	17.1
16	453216	304275	Roadside	100	100.0	27.9	22.2	21.8	28.1	24.4
20	455819	297955	Other	100	100.0	20.6	15.8	17.2	21.7	19.8
25	456468	301901	Roadside	100	50.0	23.0	17.0	18.1	22.0	28.6
31	448862	293437	Roadside	100	100.0	15.4	11.5	11.6	16.2	14.8
35	456505	301889	Roadside	100	50.0	22.0	17.0	17.0	22.5	17.7
41	453468	299735	Roadside	100	100.0	26.3	20.2	21.0	27.8	24.5
43	454267	299124	Roadside	100	50.0	25.2	18.3	19.2	22.3	21.3
44	448847	293462	Roadside	100	50.0	24.2	18.7	20.1	21.3	18.3
48	454518	298140	Roadside	100	100.0	25.0	18.2	18.3	23.8	20.7

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
49	453439	299740	Roadside	100	50.0	18.0	13.2	13.0	15.2	13.2
51	453780	299360	Roadside	100	50.0	18.0	13.0	13.1	17.2	14.3
54	453591	303420	Roadside	92.3	92.3	26.6	22.1	20.7	22.6	23.6
56	454519	298148	Roadside	100	50.0	21.0	15.9	15.8	17.0	16.4
57	454090	303600	Roadside	100	100.0	30.0	22.0	24.0	28.3	25.9
65	453889	306038	Roadside	100	100.0	32.9	26.0	25.6	30.9	25.6
68	453592	303415	Roadside	100	50.0	23.8	18.4	19.2	23.4	22.4
69	447033	295876	Roadside	100	50.0	16.7	12.9	14.5	15.3	13.8
73	449050	294720	Roadside	100	100.0	29.0	25.1	24.0	29.7	22.0
74	449112	294708	Roadside	100	100.0	25.5	20.4	21.1	22.8	23.3
75	449072	294799	Roadside	83.3	42.3	21.1	17.4	18.0	18.2	16.1
77	453281	299846	Roadside	100	50.0	17.5	15.1	14.5	17.0	22.9
78	446336	293883	Roadside	100	100.0	31.5	19.3	19.6	23.2	18.9
80	449036	294720	Roadside	100	50.0		15.8	15.7	16.5	14.8



Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
82	449080	294785	Roadside	100	50.0		17.5	17.1	20.4	19.8
83	452309	304870	Roadside	100	50.0		18.4	17.8	19.9	21.4
84	453915	306128	Roadside	82.7	82.7		20.7	22.0	27.7	24.0
88	462114	295369	Roadside	100	50.0		13.0	13.9	18.5	18.9
89, 90, 91	455722	300782	Roadside	100	100.0			19.9	25.7	22.2
93	453140	303311	Roadside	100	50.0			20.0	23.5	19.9
94	454930	302529	Roadside	66.7	34.6			15.3	18.8	17.0
95	454178	302627	Roadside	100	50.0			16.1	20.2	17.9
96	449085	294703	Roadside	92.3	92.3			25.0	29.8	28.0
97	455695	300824	Roadside	100	50.0			21.8	25.5	23.2
98	453957	302912	Roadside	100	50.0			15.4	17.9	15.7
99	453219	303310	Roadside	100	50.0			17.3	19.4	16.7
100	458294	298317	Roadside	100	100.0			10.7	12.8	12.5
101	449094	294690	Roadside	100	50.0				18.6	16.9

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
102	453960	305928	Other	100	50.0				19.3	17.4
110	452958	300105	Roadside	100	100.0				24.2	22.9
111	452992	300094	Roadside	100	50.0				24.8	20.0
112	453126	300009	Roadside	100	100.0				36.8	34.1
114	453324	299850	Roadside	100	100.0				33.4	28.9
115	453467	299735	Roadside	100	100.0				33.5	28.6
117	453496	299696	Roadside	100	100.0				34.6	27.9
118	453635	299518	Roadside	92.3	92.3				<b>43.0</b>	<b>40.3</b>
119	453637	299539	Roadside	100	100.0				33.0	27.2
121	455700	300765	Other	100	50.0					18.3
122	455684	300777	Roadside	83.3	42.3					17.9

☒ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

☒ Diffusion tube data has been bias adjusted.

☒ Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

Notes:

The annual mean concentrations are presented as  $\mu\text{g}/\text{m}^3$ .

Exceedances of the  $\text{NO}_2$  annual mean objective of  $40\mu\text{g}/\text{m}^3$  are shown in **bold**.

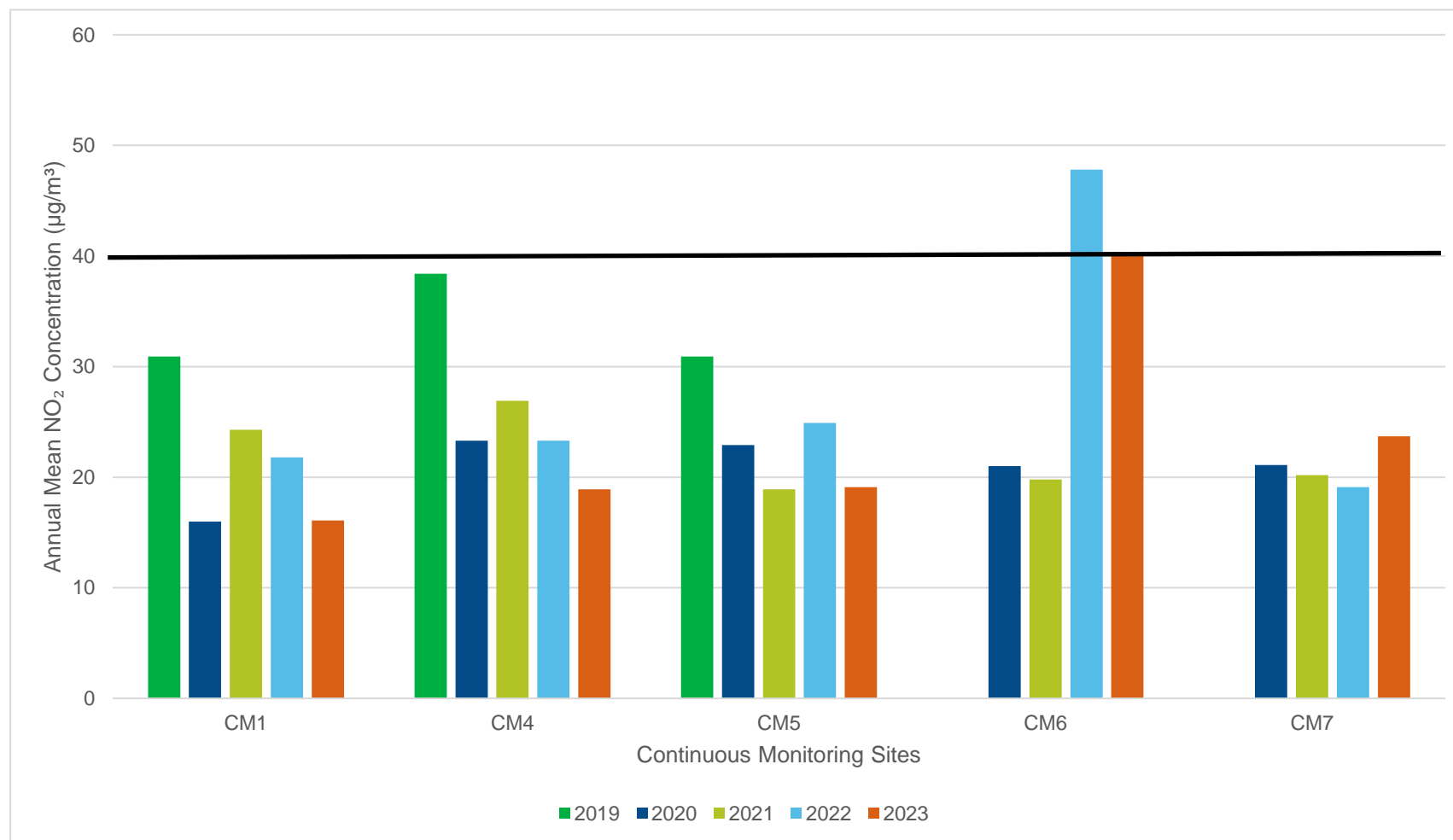
$\text{NO}_2$  annual means exceeding  $60\mu\text{g}/\text{m}^3$ , indicating a potential exceedance of the  $\text{NO}_2$  1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the ‘data capture for the full calendar year’.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

**Figure A.1 – Trends in Annual Mean NO<sub>2</sub> Concentrations****Notes:**

Results are not distance corrected.

The black line represents the annual mean objective for NO<sub>2</sub>

**Table A.5 – 1-Hour Mean NO<sub>2</sub> Monitoring Results, Number of 1-Hour Means > 200µg/m<sup>3</sup>**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
CM1	454482	298573	Roadside	71.13	71.13	0	0	0	0	0 (90.4)
CM4	453492	303315	Roadside	90.09	90.09	0	0	0	0	0
CM5	453594	299549	Roadside	87.9	87.9	0	0	0	0	0
CM6	455722	300782	Roadside	98.55	98.55	-	0	0	0	0
CM7	453934	305999	Roadside	87.04	87.04	-	0	0	0	0

**Notes:**

Results are presented as the number of 1-hour periods where concentrations greater than 200µg/m<sup>3</sup> have been recorded.

Exceedances of the NO<sub>2</sub> 1-hour mean objective (200µg/m<sup>3</sup> not to be exceeded more than 18 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the 'data capture for the full calendar year'.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%). The relevant data capture for CM1 was 71.13 % due to software issues in the logger at this monitoring station. These issues are being addressed.

There have been no exceedances of 200µg/m<sup>3</sup> for the 1-Hour mean NO<sub>2</sub> Monitoring results.

**Table A.6 – Annual Mean PM<sub>10</sub> Monitoring Results (µg/m<sup>3</sup>)**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
CM1	454482	298573	Roadside	78.34	78.34	11.8	11.5	10.8	11.7	13

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.**

**Notes:**

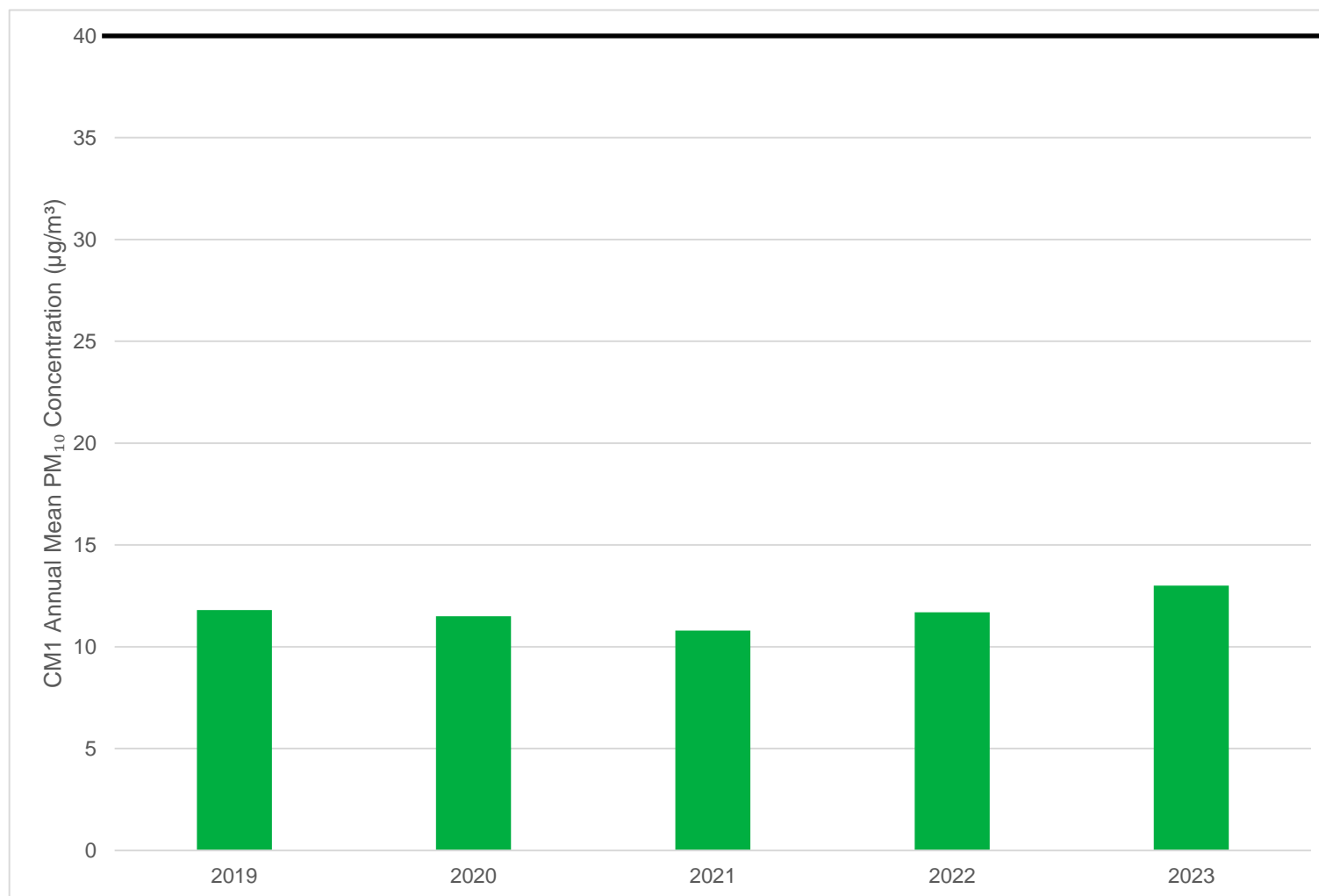
The annual mean concentrations are presented as µg/m<sup>3</sup>.

Exceedances of the PM<sub>10</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the ‘data capture for the full calendar year’.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%). The relevant data capture for CM1 was 78.34% due to software issues in the logger at this monitoring station. These issues are being addressed.

**Figure A.2 – Trends in Annual Mean PM<sub>10</sub> Concentrations****Notes:**

The black line represents the national annual concentration air quality objective for PM<sub>10</sub>.

**Table A.7 – 24-Hour Mean PM<sub>10</sub> Monitoring Results, Number of PM<sub>10</sub> 24-Hour Means > 50µg/m<sup>3</sup>**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
CM1	454482	298573	Roadside	70.96	70.96	0	0	0	0	0 (14.5)

**Notes:**

Results are presented as the number of 24-hour periods where daily mean concentrations greater than 50µg/m<sup>3</sup> have been recorded.

Exceedances of the PM<sub>10</sub> 24-hour mean objective (50µg/m<sup>3</sup> not to be exceeded more than 35 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the 'data capture for the full calendar year'.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%). The relevant data capture for CM1 was 70.96% due to software issues in the logger at this monitoring station. These issues are being addressed.

**Notes:**

There have been no exceedances of 50µg/m<sup>3</sup> for the 24-Hour mean PM<sub>10</sub> results.



**Table A.8 – Annual Mean PM<sub>2.5</sub> Monitoring Results (µg/m<sup>3</sup>)**

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2023 (%) <sup>(2)</sup>	2019	2020	2021	2022	2023
CM1	454482	298573	Roadside	78.34	78.34	8.3	8.1	7.6	8.2	7.1
CM5	453594	299549	Roadside	98.91	98.91	16.9	8.4	8.4	5.2	9.1

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.**

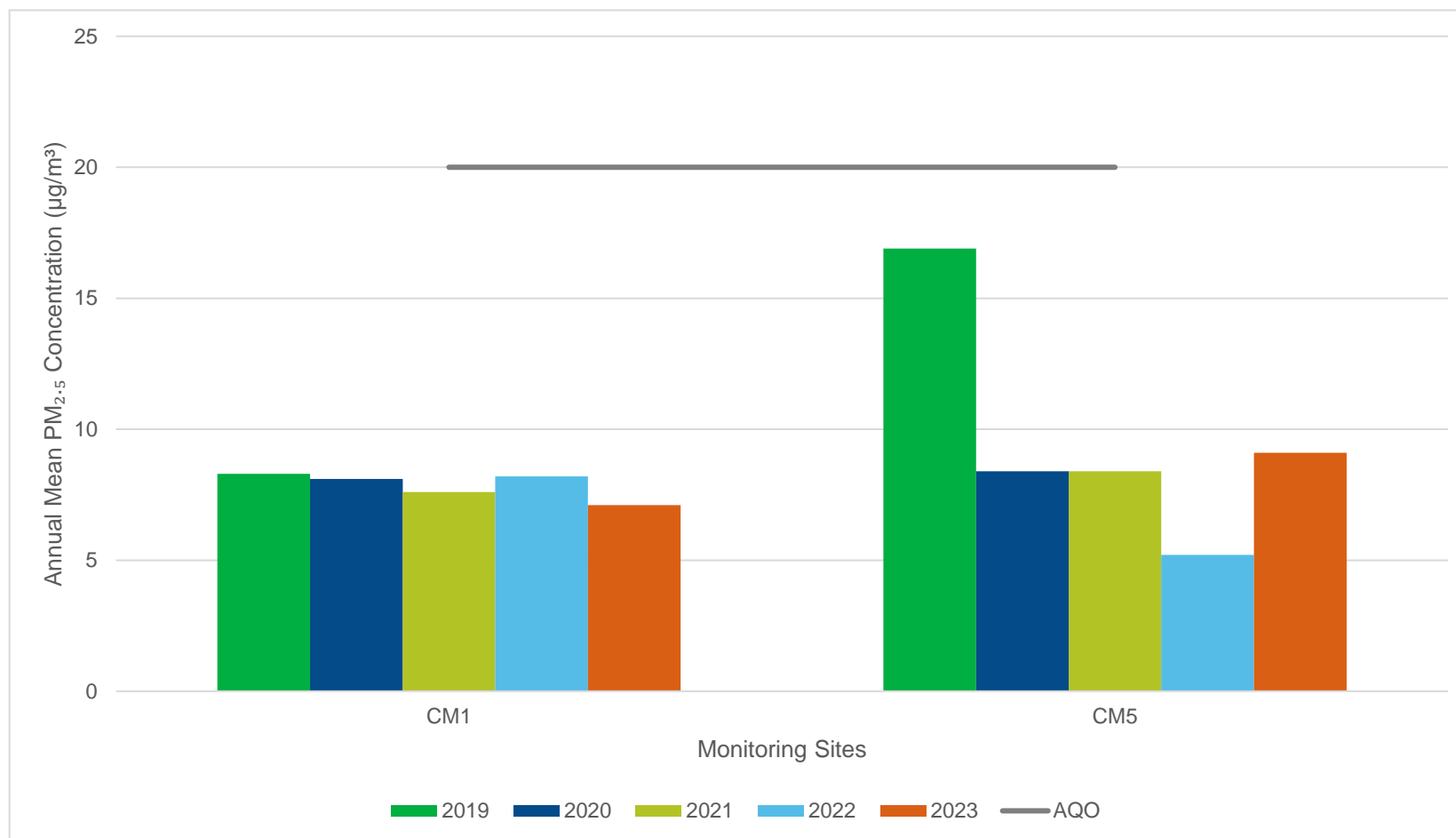
**Notes:**

The annual mean concentrations are presented as µg/m<sup>3</sup>.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year. Monitoring was carried out for the complete year, so the value is the same as the ‘data capture for the full calendar year’.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%). The relevant data capture for CM1 was 78.34% due to software issues in the logger at this monitoring station. These issues are being addressed.

**Figure A.3 – Trends in Annual Mean PM<sub>2.5</sub> Concentrations**

## Appendix B: Full Monthly Diffusion Tube Results for 2023

**Table B.1 – NO<sub>2</sub> 2023 Diffusion Tube Results (µg/m<sup>3</sup>)**

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing )	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.77	Annual Mean: Distance Corrected to Nearest Exposure	Comment
1	455970	301146	26.5	10.4	28.8	25.8	21.6	20.7	20.2	24.0	28.0	28.7	26.4	31.2	24.4	18.8	-	
4	453606	299557	54.9	36.8	50.6	43.3	46.8	45.0	43.4	45.1	49.9	46.8	49.7	41.9	46.2	35.6	-	
15	456785	298543	24.7	21.6	22.8	26.4	22.1	18.4	-	-	-	-	-	-	22.7	17.1	-	
16	456786	298547	39.6	32.1	30.7	30.9	28.3	21.5	31.7	29.5	31.2	34.7	33.9	36.2	31.7	24.4	-	
20	453488	303637	34.0	31.8	26.8	27.7	24.0	19.8	17.8	21.5	26.4	23.9	30.9	24.2	25.7	19.8	-	
25	455819	297954	45.6	37.1	42.6	35.6	36.9	30.4	-	-	-	-	-	-	38.0	28.6	-	
31	455817	297937	24.3	22.2	17.8	18.6	18.2	13.9	11.2	15.3	18.2	21.2	29.9	20.5	19.3	14.8	-	
35	448481	293549	29.4	26.8	24.7	18.0	25.1	17.1	-	-	-	-	-	-	23.5	17.7	-	
41	454554	294803	38.1	36.1	34.8	31.9	37.8	30.4	18.1	27.1	37.3	35.0	29.0	26.3	31.8	24.5	-	
43	454267	299124	33.3	33.5	28.6	19.4	28.1	26.5	-	-	-	-	-	-	28.2	21.3	-	
44	448847	293462	17.3	19.0	15.4	30.1	32.4	31.3	-	-	-	-	-	-	24.3	18.3	-	
48	453468	299737	29.9	31.9	24.4	25.7	23.8	20.9	25.1	27.4	28.9	24.6	30.6	28.8	26.8	20.7	-	
49	453439	299740	25.5	15.8	17.2	16.5	16.0	14.3	-	-	-	-	-	-	17.6	13.2	-	
51	453780	299360	25.5	22.5	17.2	18.1	15.0	15.6	-	-	-	-	-	-	19.0	14.3	-	
54	453706	299455	-	46.4	36.6	34.6	21.3	18.5	21.9	23.4	28.3	33.7	37.9	35.0	30.7	23.6	-	
56	454519	298148	26.2	24.6	24.2	21.6	18.0	16.2	-	-	-	-	-	-	21.8	16.4	-	
57	453565	299609	36.3	40.8	36.3	37.0	31.5	31.9	23.6	26.5	36.1	34.8	38.6	30.2	33.6	25.9	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing )	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.77	Annual Mean: Distance Corrected to Nearest Exposure	Comment
65	452234	302753	48.6	13.3	37.8	32.4	31.0	27.8	30.7	35.0	39.8	41.1	37.7	23.8	33.3	25.6	-	
68	453592	303415	31.4	33.6	26.7	31.9	26.7	28.0	-	-	-	-	-	-	29.7	22.4	-	
69	454079	303535	22.9	18.2	12.0	21.2	19.4	16.1	-	-	-	-	-	-	18.3	13.8	-	
73	454096	303599	31.5	29.5	32.6	30.4	24.7	24.3	30.0	6.9	36.9	34.0	39.5	23.2	28.6	22.0	-	
74	453788	306077	40.4	39.3	32.1	27.1	26.9	20.8	22.9	27.6	26.6	34.6	36.7	28.5	30.3	23.3	-	
75	449072	294799	22.1	-	22.4	22.8	17.7	14.9	-	-	-	-	-	-	20.0	16.1	-	
77	453281	299846	34.3	30.0	31.2	28.0	28.9	29.7	-	-	-	-	-	-	30.4	22.9	-	
78	447032	295877	29.3	23.4	25.0	27.6	21.7	23.6	17.0	21.5	26.6	32.4	23.4	23.3	24.6	18.9	-	
80	449036	294720	25.6	23.7	20.1	19.3	16.0	13.5	-	-	-	-	-	-	19.7	14.8	-	
82	449080	294785	37.1	31.4	26.4	24.8	22.5	15.4	-	-	-	-	-	-	26.3	19.8	-	
83	452309	304870	28.8	29.8	28.4	26.5	28.2	28.8	-	-	-	-	-	-	28.4	21.4	-	
84	446218	293831	38.9	-	35.2	32.6	33.2	-	20.4	30.6	34.2	32.5	37.6	16.7	31.2	24.0	-	
88	462114	295369	29.3	28.8	24.2	24.7	22.7	20.8	-	-	-	-	-	-	25.1	18.9	-	
89	453705	299187	33.8	23.5	29.6	31.7	26.6	24.0	18.5	25.5	36.1	31.2	30.4	31.5	-	-	-	Triplicate Site with 89, 90 and 91 - Annual data provided for 91 only
90	448277	291869	39.2	37.2	30.3	28.2	26.9	23.7	-	-	-	-	-	-	-	-	-	Triplicate Site with 89, 90 and 91 - Annual data provided for 91 only
91	453914	306109	32.1	22.4	29.4	30.5	26.6	23.8	-	-	-	-	-	-	28.9	22.2	-	Triplicate Site with 89, 90 and 91 - Annual data provided for 91 only
93	453813	306106	36.0	26.8	21.8	28.6	22.6	22.7	-	-	-	-	-	-	26.4	19.9	-	
94	454930	302529	24.1	-	21.2	-	23.0	17.4	-	-	-	-	-	-	21.4	17.0	-	
95	454178	302627	32.3	28.4	22.8	22.8	19.7	16.5	-	-	-	-	-	-	23.8	17.9	-	
96	462115	295374	42.3	44.9	36.6	33.9	30.2	26.4	32.4	35.3	44.8	34.4	39.3	-	36.4	28.0	-	
97	455695	300824	44.2	13.2	33.6	35.8	31.0	27.4	-	-	-	-	-	-	30.9	23.2	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing )	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted 0.77	Annual Mean: Distance Corrected to Nearest Exposure	Comment
98	453957	302912	25.9	26.2	20.6	19.9	16.8	15.6	-	-	-	-	-	-	20.8	15.7	-	
99	453219	303310	29.4	27.7	19.5	22.6	18.1	15.9	-	-	-	-	-	-	22.2	16.7	-	
100	453933	305973	24.9	24.3	16.3	12.3	13.5	10.5	9.6	11.1	14.7	16.5	24.3	17.0	16.3	12.5	-	
101	449094	294690	24.2	16.2	24.0	24.5	25.6	20.2	-	-	-	-	-	-	22.5	16.9	-	
102	453960	305928	24.9	21.0	22.4	25.1	24.9	20.2	-	-	-	-	-	-	23.1	17.4	-	
110	452986	300097	36.7	24.4	33.3	27.9	25.9	23.3	22.8	26.6	32.6	38.5	32.2	32.2	29.7	22.9	-	
111	452992	300094	33.3	23.8	21.2	29.7	27.7	23.8	-	-	-	-	-	-	26.6	20.0	-	
112	453113	300009	56.0	52.6	46.2	42.0	42.1	38.2	42.0	41.7	45.3	44.7	45.9	35.5	44.4	34.1	-	
114	453292	299876	41.2	36.8	34.5	42.9	43.6	31.6	25.6	35.8	40.5	38.0	42.3	37.4	37.5	28.9	-	
115	453432	299745	41.8	40.3	36.8	38.0	37.9	26.6	32.1	33.7	43.0	44.4	40.6	31.1	37.2	28.6	-	
117	454122	305701	42.7	33.6	44.7	39.3	37.0	30.4	30.7	30.4	35.9	37.7	40.3	31.6	36.2	27.9	-	
118	453673	299475	57.0	61.3	53.0	64.3	-	54.0	36.0	48.2	51.7	45.6	50.6	53.4	52.3	<b>40.3</b>	21.3	
119	453850	299288	46.9	35.2	28.5	31.9	39.5	35.4	14.5	32.6	43.2	43.1	44.9	28.4	35.3	27.2	-	
121	455700	300765	-	-	-	-	-	-	17.9	21.9	23.3	25.6	26.5	24.1	23.2	18.3	-	
122	455684	300777	-	-	-	-	-	-	18.3	21.2	23.9	25.9	26.2	-	23.1	17.9	-	

- ☒ All erroneous data has been removed from the NO<sub>2</sub> diffusion tube dataset presented in Table B.1.
- ☒ Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.
- ☐ Local bias adjustment factor used.
- ☒ National bias adjustment factor used.
- ☒ Where applicable, data has been distance corrected for relevant exposure in the final column.
- ☒ Blaby District Council confirm that all 2023 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

## Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

In June 2023, the Council decided to reduce the number of diffusion tubes across the district owing to several years of low readings. There remains a higher concentration of diffusion tubes in Enderby and Braunstone Town to monitor both AQMA6 and the pending AQMA7. The remaining tubes are spread throughout the district to monitor areas previously in AQMAs to ensure continuous compliance and to monitor areas of local concern.

### New or Changed Sources Identified Within Blaby District Council During 2023

Blaby District Council has not identified any new sources relating to air quality within the reporting year of 2023.

### New significant planning consultations received during 2023 and update on planning proposals mentioned in the 2023 ASR

- Lubbesthorpe Development – This is a sustainable urban extension to the west of the M1 consisting of 4,250 homes and associated facilities. Phase one began in 2016 and is nearing completion. The remaining phases are expected to be completed in the 2030s;
- Extension to Croft Quarry (planning permission approved on 12/01/2022 by Leicestershire County Council). A number of conditions have been discharged, with several outstanding;
- Land north of A47 Hinckley Road, Kirby Muxloe – This is a proposal for 885 dwellings and outline planning permission has now been granted;
- Enderby Hub – This is a proposed commercial development consisting of four warehouse buildings and one training and education centre. The original outline planning application was refused, an application for a revised scheme is currently under consideration.
- Hinckley National Rail Freight Interchange Development – This is a National Infrastructure Application and is being determined by the Planning Inspectorate with a decision expected in the Summer of 2024.

Updates on the status and potential impact of these developments will be reported on in the next ASR.

### **Additional Air Quality Works Undertaken by Blaby District Council During 2023**

Blaby District Council has not completed any additional works within the reporting year of 2023.

### **QA/QC of Diffusion Tube Monitoring**

The chosen diffusion tube supplier of the Council for 2023 was SOCOTEC, using the 50% TEA in acetone method of preparation.

The monitoring has been completed in adherence with the 2023 Diffusion Tube Monitoring Calendar ( $\pm 2$  days) and none were exposed for prolonged periods. Samplers were stored in accordance with the guidance and promptly posted for laboratory analysis.

### **Diffusion Tube Annualisation**

Annualisation is required where a data capture is less than 75% (but more than 25%) to ensure the results are representative of an annual mean concentration. Several diffusion tubes required annualisation in 2023, due to the reduction in monitoring part way through the year, meaning they had a data capture of 40-50%.

The four background sites used to calculate the annualisation were:

- Coventry Allesley
- Coventry Binley Road
- Leicester A594 Roadside
- Leicester University

These stations were chosen because they had the necessary data capture and fit the requirements of a background site as per the guidance. These background sites were also used to annualise CM1.

Table C.1 shows the four annualisation factors calculated from the background stations and the annualised averages.

**Table C.1 – Annualisation Summary (concentrations presented in  $\mu\text{g}/\text{m}^3$ )**

Site ID	Annualisati on Factor Coventry Allesley	Annualisati on Factor Coventry Binley Road	Annualisati on Factor Leicester Road A594 Roadside	Annualisati on Factor Leicester University	Average Annualisati on Factor	Raw Data Annual Mean	Annualised Annual Mean
CM1	0.999	0.999	0.999	0.999	0.999	19.3	19.3
DT15	0.9573	1.0019	0.9804	0.9727	0.9781	22.7	22.2
DT25	0.9573	1.0019	0.9804	0.9727	0.9781	38.0	37.2
DT35	0.9573	1.0019	0.9804	0.9727	0.9781	23.5	23.0
DT43	0.9573	1.0019	0.9804	0.9727	0.9781	28.2	27.6
DT44	0.9573	1.0019	0.9804	0.9727	0.9781	24.3	23.7
DT49	0.9573	1.0019	0.9804	0.9727	0.9781	17.6	17.2
DT51	0.9573	1.0019	0.9804	0.9727	0.9781	19.0	18.6
DT56	0.9573	1.0019	0.9804	0.9727	0.9781	21.8	21.3
DT68	0.9573	1.0019	0.9804	0.9727	0.9781	29.7	29.1
DT69	0.9573	1.0019	0.9804	0.9727	0.9781	18.3	17.9
DT75	1.0180	1.0543	1.0463	1.0574	1.0440	20.0	20.9
DT77	0.9573	1.0019	0.9804	0.9727	0.9781	30.4	29.7
DT80	0.9573	1.0019	0.9804	0.9727	0.9781	19.7	19.3
DT82	0.9573	1.0019	0.9804	0.9727	0.9781	26.3	25.7
DT83	0.9573	1.0019	0.9804	0.9727	0.9781	28.4	27.8
DT88	0.9573	1.0019	0.9804	0.9727	0.9781	25.1	24.5
DT93	0.9573	1.0019	0.9804	0.9727	0.9781	26.4	25.8
DT94	1.0064	1.0512	1.0386	1.0227	1.0297	21.4	22.1
DT95	0.9573	1.0019	0.9804	0.9727	0.9781	23.8	23.2
DT97	0.9573	1.0019	0.9804	0.9727	0.9781	30.9	30.2
DT98	0.9573	1.0019	0.9804	0.9727	0.9781	20.8	20.4
DT99	0.9573	1.0019	0.9804	0.9727	0.9781	22.2	21.7



Site ID	Annualisati on Factor Coventry Allesley	Annualisati on Factor Coventry Binley Road	Annualisati on Factor Leicester Road A594 Roadside	Annualisati on Factor Leicester University	Average Annualisati on Factor	Raw Data Annual Mean	Annualised Annual Mean
DT101	0.9573	1.0019	0.9804	0.9727	0.9781	22.5	22.0
DT102	0.9573	1.0019	0.9804	0.9727	0.9781	23.1	22.6
DT111	0.9573	1.0019	0.9804	0.9727	0.9781	26.6	26.0
DT120	1.0451	0.9981	1.0223	1.0295	1.0237	23.2	23.8
DT121	1.0313	0.9883	1.0105	1.0040	1.0085	23.1	23.3

### Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2023 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO<sub>x</sub>/NO<sub>2</sub> continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

As part of the diffusion tube review in 2023, the Council decided not to continue with the triplicate at CM6. Despite having the triplicate at CM6 since 2021, the national bias factor has been chosen over a local bias factor every year. The local bias factor calculated previously was not found to be representative and so each year, after consideration of the TG22 guidance and advice from the LAQM helpdesk, the national bias adjustment factor was applied. Upon advice from the LAQM helpdesk this year, the local bias adjustment factor was not calculated for the CM6 triplicate site, as it was only a triplicate site until June.

**Therefore, the national bias adjustment factor of 0.77 was applied to the diffusion tube results.** This was selected from the 03/24 DEFRA Diffusion Tube Bias Adjustment Factors Spreadsheet, with SOCOTEC Didcot as the supplier. A total of 22 studies were used to calculate the factor.

A summary of bias adjustment factors used by Blaby District Council over the past five years is presented in Table C.2.

With the consideration and regard of Box 7.13 of TG22, the following analysis has been conducted:

- Tube exposure time (one week, two weeks, one month) – **monthly changes**
- Length of the monitoring study – **calendar year**
- QA/QC of the chemiluminescence analyser – **served 6 monthly, calibrations fortnightly**

**Table C.2 – Bias Adjustment Factor**

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2023	National	03/24	0.77
2022	National	03/23	0.76
2021	National	03/22	0.77
2020	National	09/21	0.77
2019	National	09/20	0.78

### **NO<sub>2</sub> Fall-off with Distance from the Road**

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO<sub>2</sub> concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO<sub>2</sub> fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO<sub>2</sub> concentrations corrected for distance are presented in Table B.1.

One diffusion tube (DT118) required distance correction in 2023. Prior to distance correction, DT118 recorded a concentration of 40.3 µg/m<sup>3</sup>. After distance correction, this reduced to 21.3 µg/m<sup>3</sup>. Distance correction was calculated using the Diffusion Tube Data Processing Tool, details of which are presented below in Table C.4.

**Table C.3 – Non-Automatic NO<sub>2</sub> Fall off With Distance Calculations (concentrations presented in µg/m<sup>3</sup>)**

Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised and Bias Adjusted)	Background Concentration	Concentration Predicted at Receptor	Comments
DT118	0.5	22.9	40.3	12.2	21.3	This receptor is more than 20m further from the kerb than the monitor, therefore this result should be treated with caution.

### QA/QC of Automatic Monitoring

The Environmental Services Team carry out Local Site Operator (LSO) duties on each automatic monitoring sites monthly and the stations are serviced every 6 months.

The data is manually ratified by the Environmental Services Team following the calibrations to remove any clearly faulty data. A linear two-point regression is then applied to the data linking the calibrations and adjusting any analyser offset.

### PM<sub>10</sub> and PM<sub>2.5</sub> Monitoring Adjustment

PM<sub>10</sub> data has had a 1.3 scaling factor applied to it to account for the difference to the reference method.

PM<sub>2.5</sub> concentrations are directly monitored by CM5. The PM<sub>10</sub> concentrations from CM1 have been used to derive the PM<sub>2.5</sub> concentrations using DEFRA's latest guidance. The steps used to calculate this are shown below.

The annual mean PM<sub>10</sub> concentration for CM5 subtracted by the nationally derived correction factor:

$$13.0 - 5.9 = 7.1 \text{ µg/m}^3$$

## Automatic Monitoring Annualisation

Where less than 75% (but more than 25%) of the data set is available, the automatics monitoring stations have been annualised as per the Technical Guidance. This was only necessary for CM1. The following background stations were used:

- Coventry Allesley
- Coventry Binley Road
- Leicester A594 Roadside
- Leicester University

These stations were chosen because they had the necessary data capture and fit the requirements of a background site as per the TG22 guidance. Advice was also received from the LAQM helpdesk, to ensure the annualisation had been done correctly. Details of the annualisation can be found in Table C.1.

## NO<sub>2</sub> Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO<sub>2</sub> concentration at the nearest location relevant for exposure has been estimated using the NO<sub>2</sub> fall-off with distance calculator available on the LAQM Support website. Where appropriate, automatic annual mean NO<sub>2</sub> concentrations corrected for distance are presented in Table A.3.

This was necessary for CM6 which recorded a concentration for 2023 of 40.2 µg/m<sup>3</sup>. Once distance-corrected, this reduced to 35.7 µg/m<sup>3</sup>. Details of this can be seen in Table C.4.

**Table C.4 – Automatic NO<sub>2</sub> Fall off With Distance Calculations (concentrations presented in µg/m<sup>3</sup>)**

Site ID	Distance (m): Monitoring Site to Kerb	Distance (m): Receptor to Kerb	Monitored Concentration (Annualised)	Background Concentration	Concentration Predicted at Receptor	Comments
CM6	2.7	5.8	17.1	40.2	35.7	

## Appendix D: Maps of Monitoring Locations and AQMAs

An assessment of 2023 results in the context of past data has been carried out for the following areas:

**Figure D.1:** AQMA 1 - A5460 Narborough Road South

**Figure D.2:** AQMA 2 - M1 corridor in Enderby and Narborough

**Figure D.3:** AQMA 3 – M1 corridor between Thorpe Astley and Leicester Forest East

**Figure D.4:** AQMA 4B – Enderby Road, Whetstone

**Figure D.5a:** AQMA 6 – Mill Hill, Enderby

**Figure D.5b & D.5c:** Enderby outside of AQMA 6

**Figure D.6:** AQMA 7 (Proposed) – Lubbesthorpe Road, Braunstone Town

**Figure D.7:** Stoney Stanton village

**Figure D.8:** Glenfield village

**Figure D.9:** Glen Parva

**Figure D.10a:** Sapcote and Aston Firs - Sapcote

**Figure D.10b:** Sapcote and Aston Firs – Aston Firs

**Figure D.11:** Elmesthorpe village

**Figure D.12:** Kirby Muxloe village

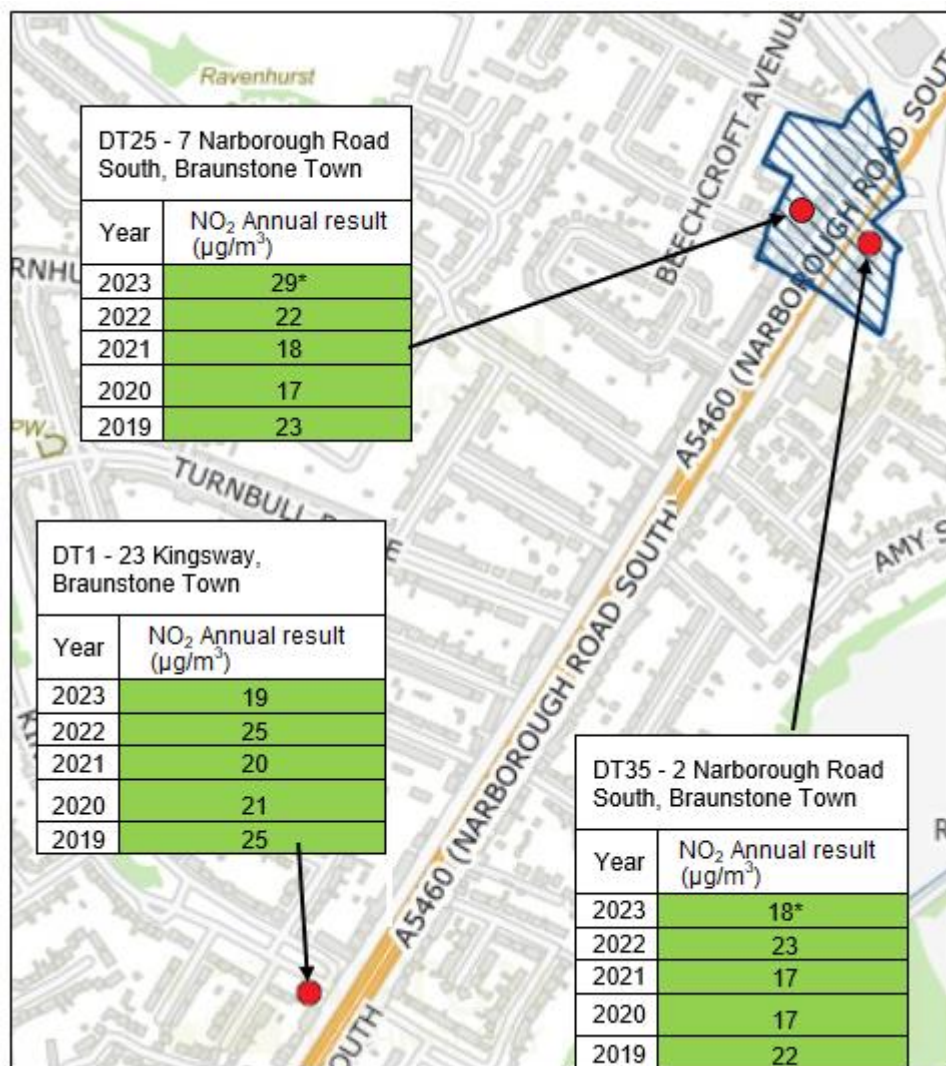
**Figure D.13:** Sharnford village

**Figure D.14:** Kilby

**Figure D.15:** Thorpe Astley

**Figure D.16:** Locations of Zephyr® monitors in Blaby District

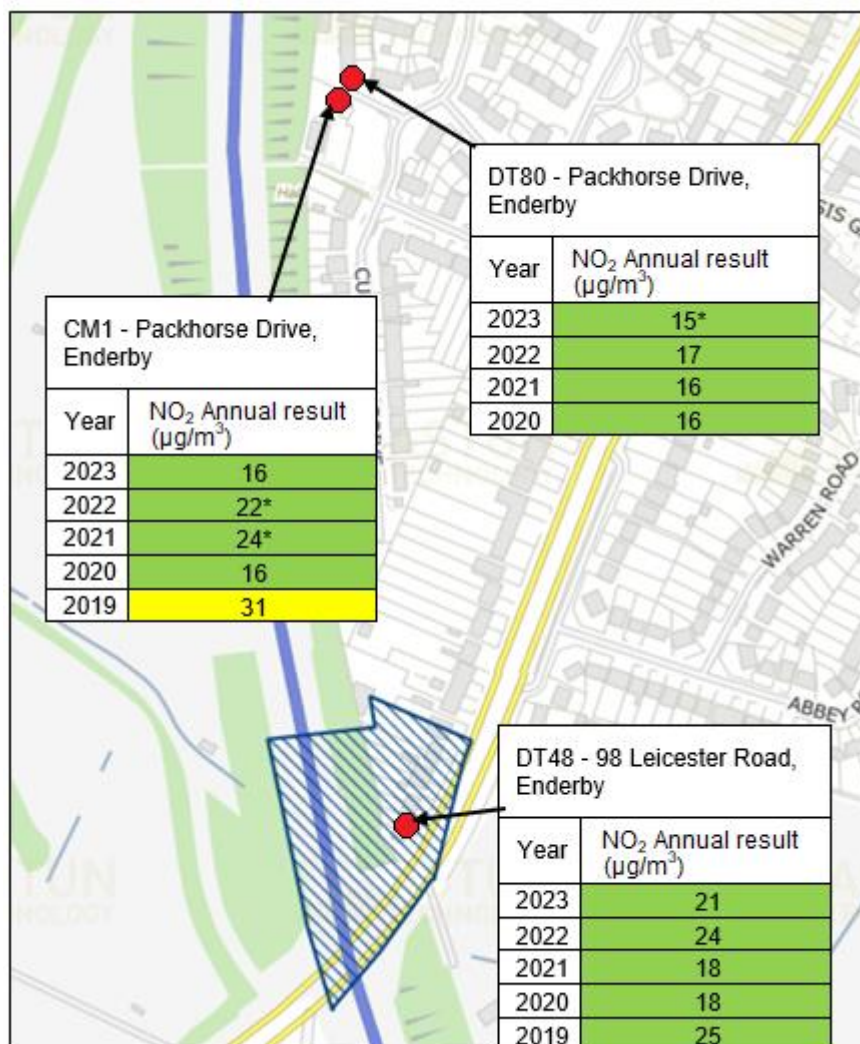
## AQMA 1 – A5460 Narborough Road South



**Figure 1:** Map showing the locations and results of diffusion tubes in AQMA 1, including Narborough Road South and parts of Braunstone Town. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

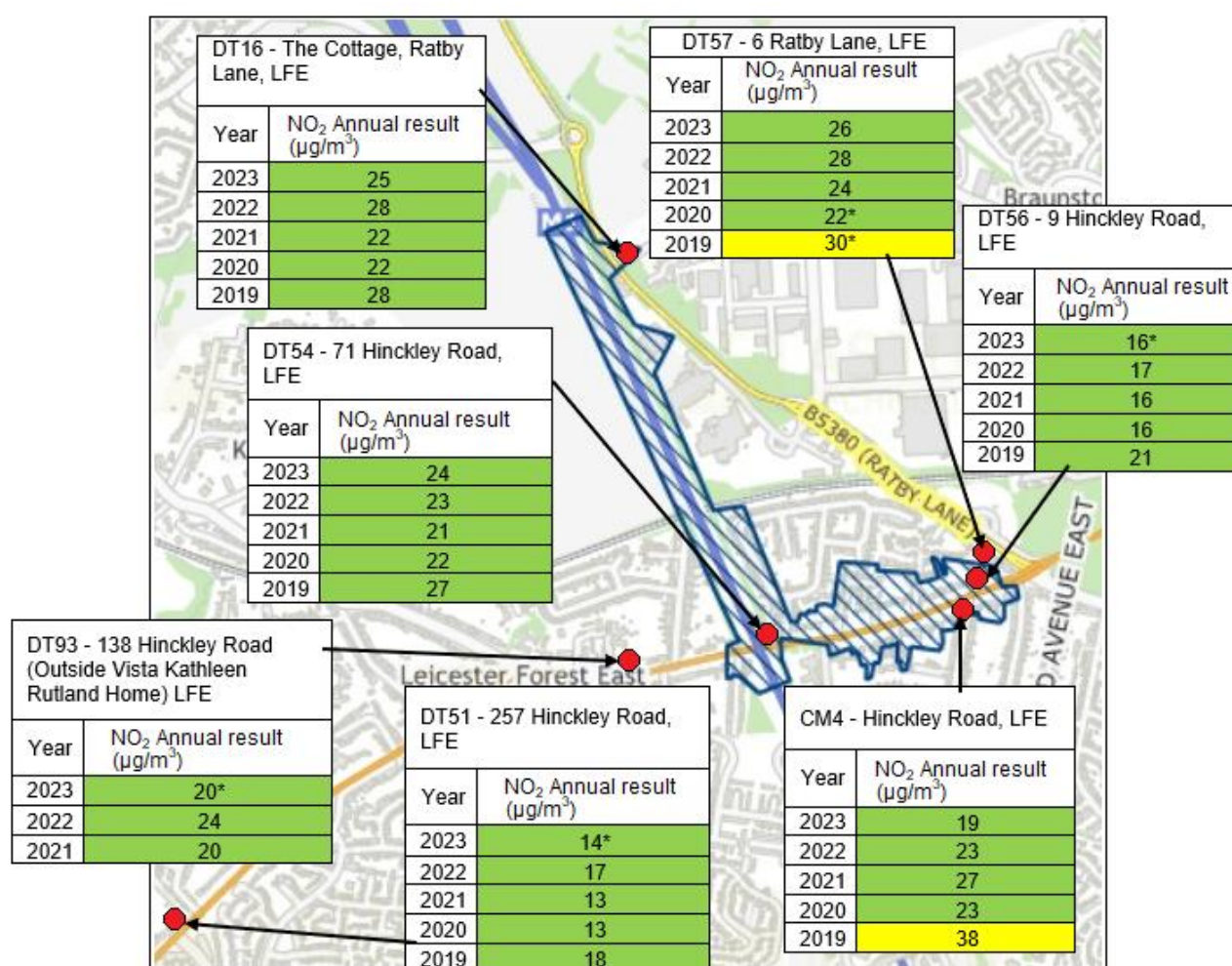


## AQMA 2 – M1 corridor in Enderby and Narborough



**Figure 2:** Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 2, along a corridor of the M1 between Enderby to the north and Narborough to the south. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

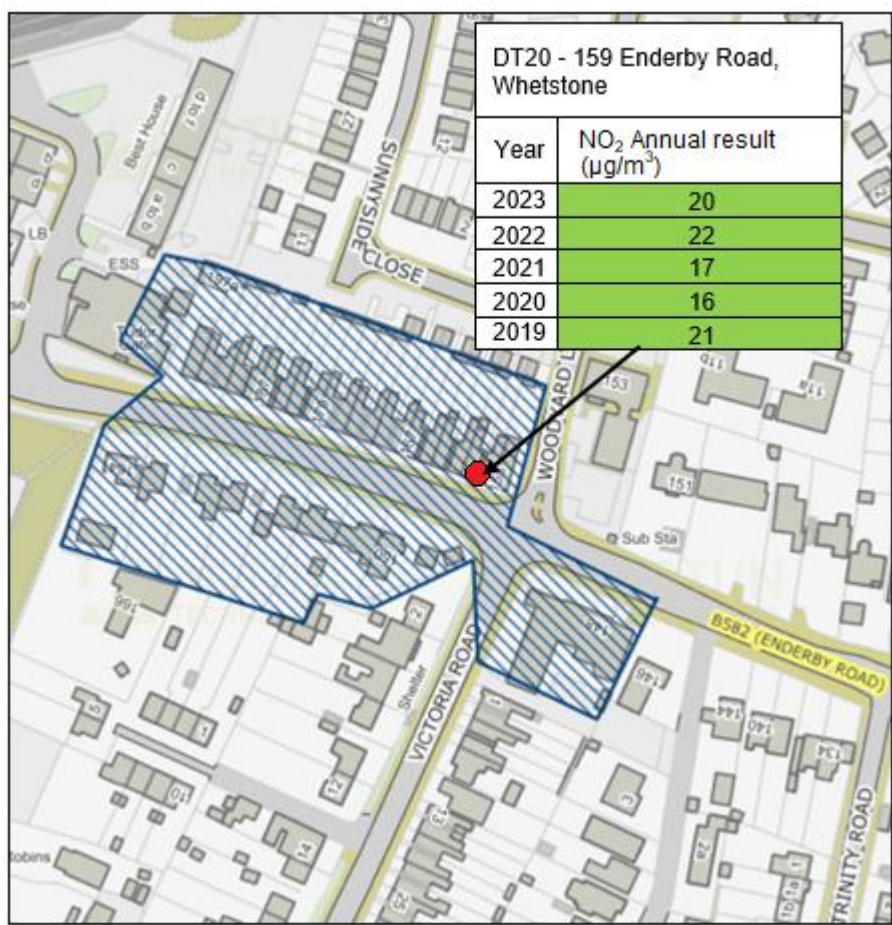
## AQMA 3 – M1 corridor between Thorpe Astley and Leicester Forest East



**Figure 3:** Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 3, along a corridor of the M1 between Thorpe Astley and Leicester Forest East. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

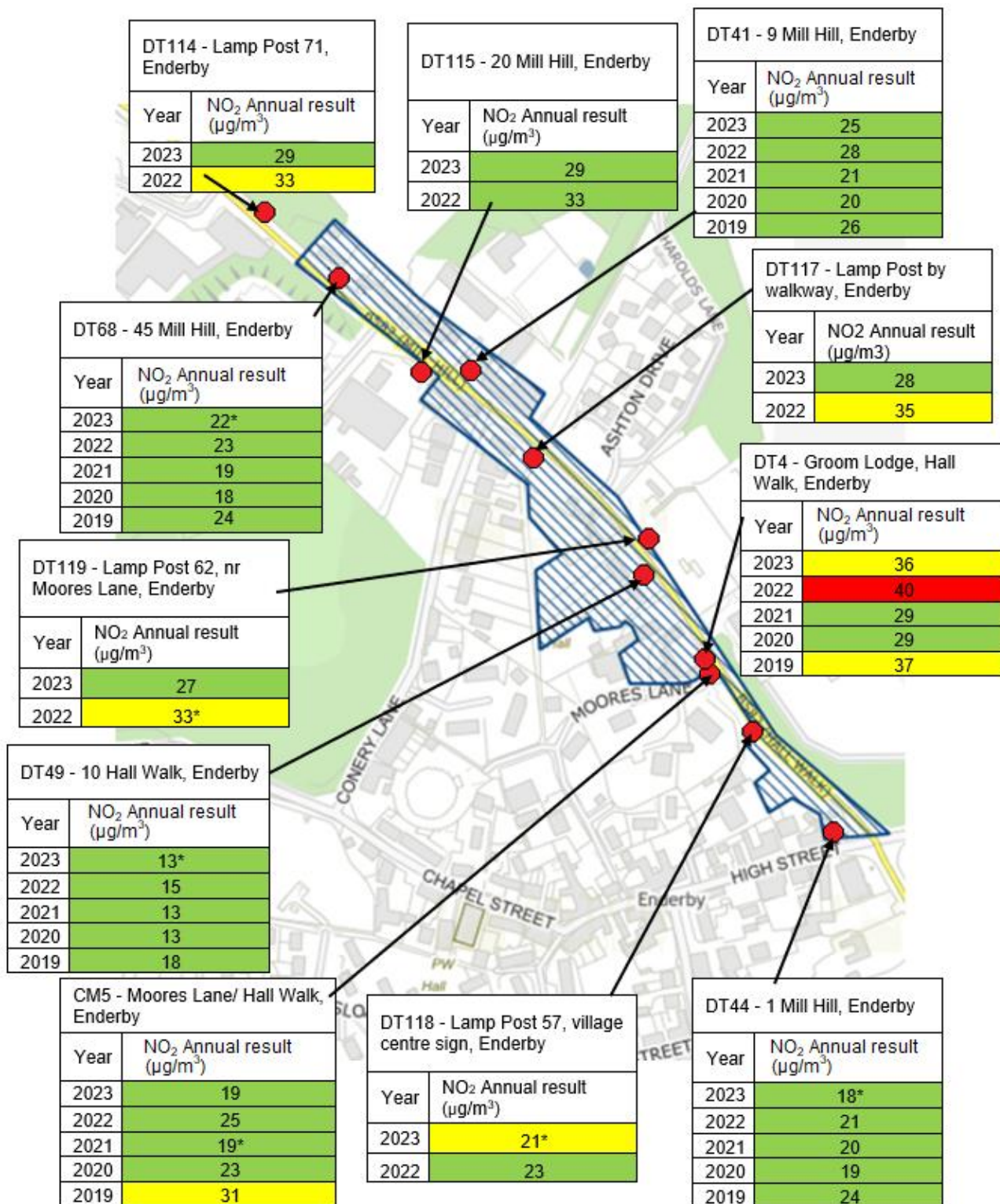


AQMA 4B – Enderby Road, Whetstone



**Figure 4:** Map showing the locations and results of diffusion tubes in AQMA 4B, along Enderby Road in Whetstone. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. © Crown copyright. All rights reserved.

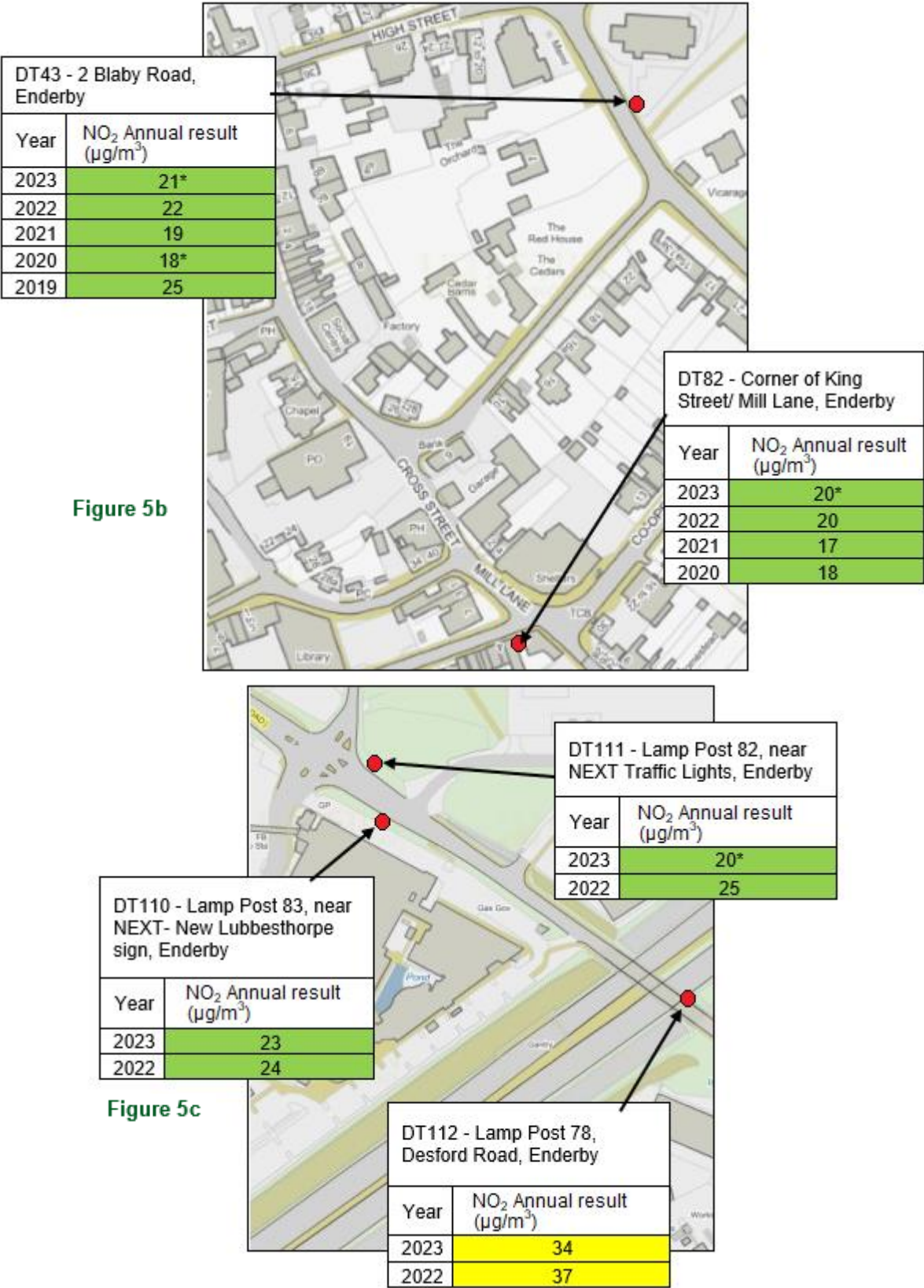
## AQMA 6 – Mill Hill, Enderby



**Figure 5a:** Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 6, along Mill Hill in Enderby. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40  $\mu\text{g}/\text{m}^3$  is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

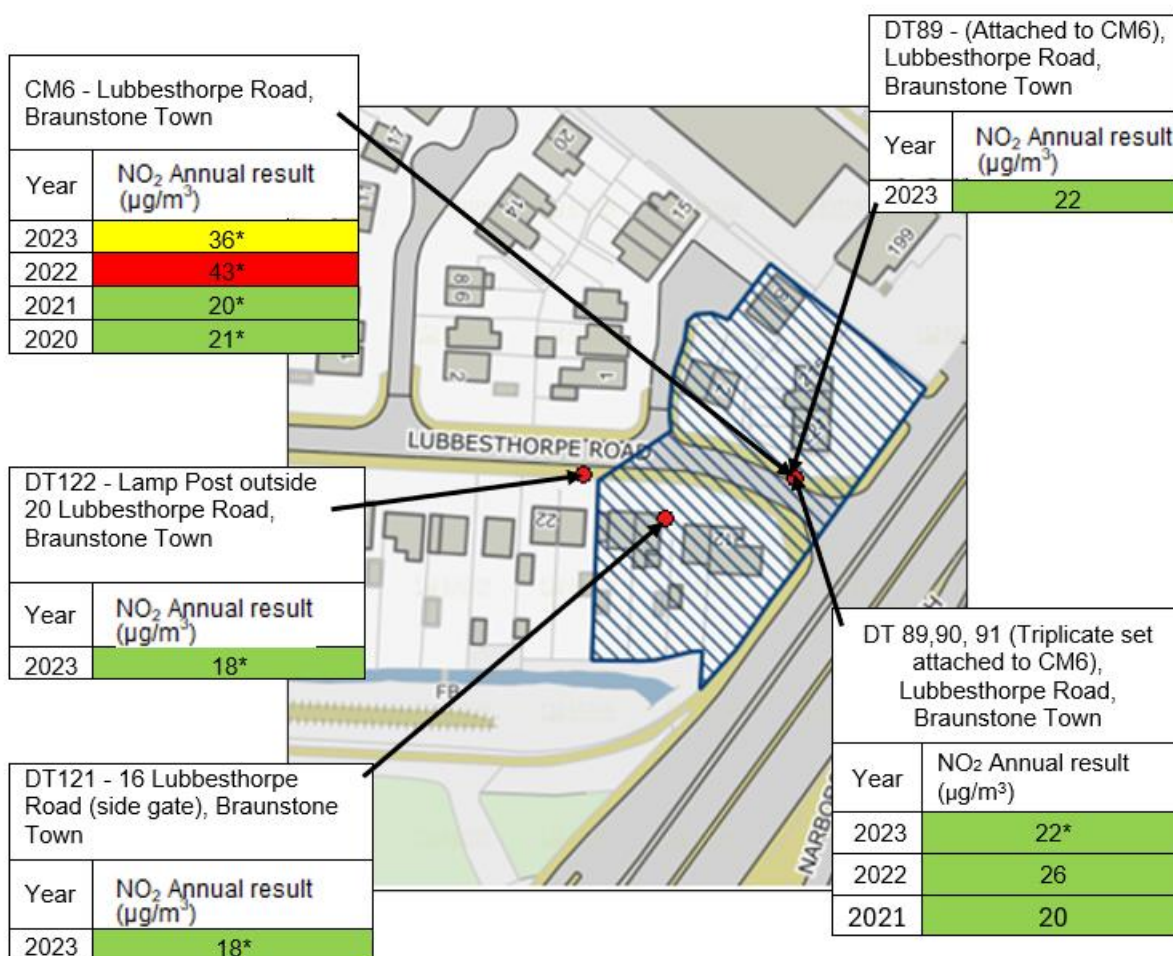


Enderby



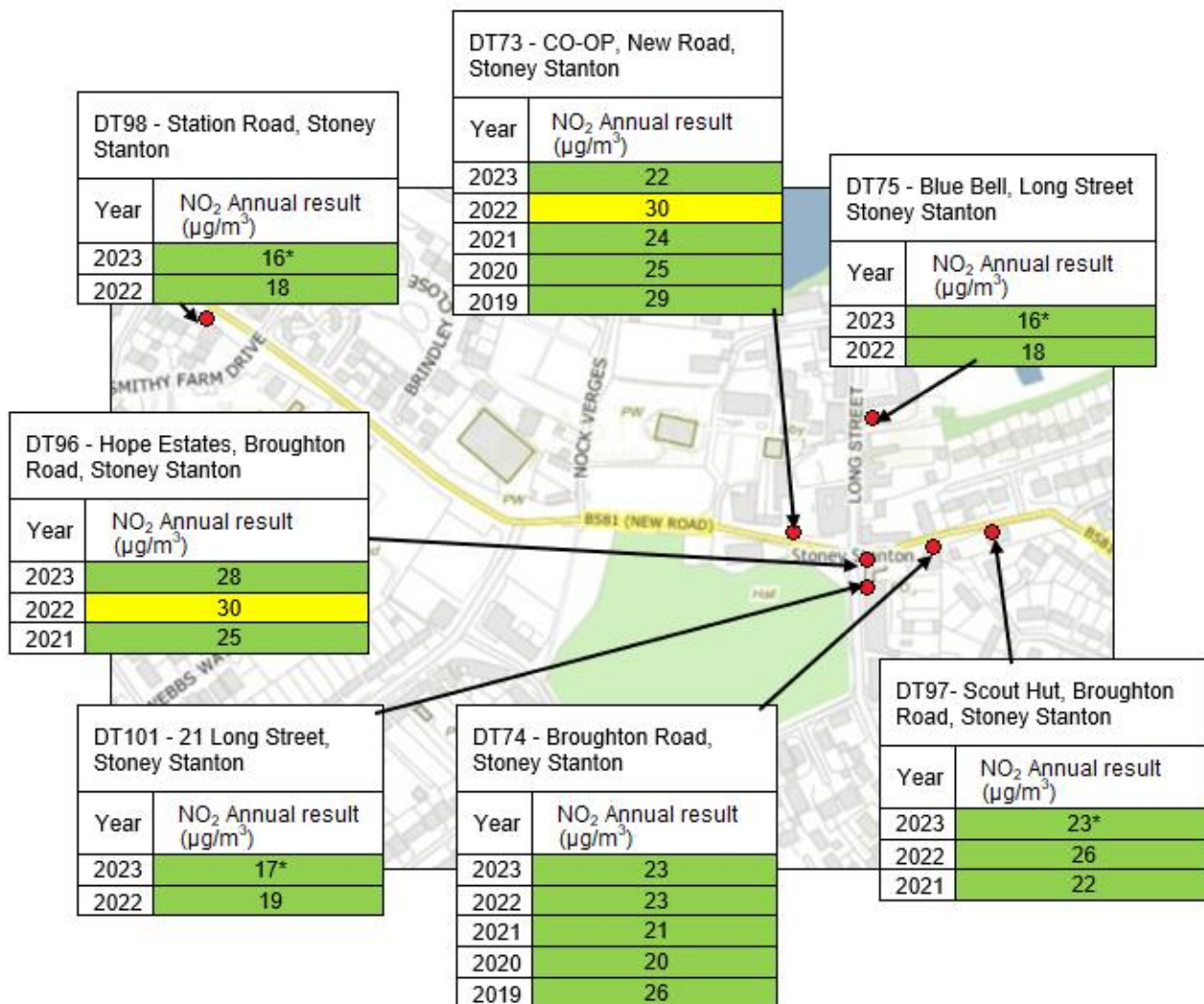
**Figure 5b & 5c:** Map showing the locations and results of diffusion tubes in Enderby. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

## AQMA 7 (Proposed) – Lubbethorpe Road, Braunstone Town



**Figure 6:** Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 7 (Proposed), at the end of Lubbethorpe Road in Braunstone Town. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

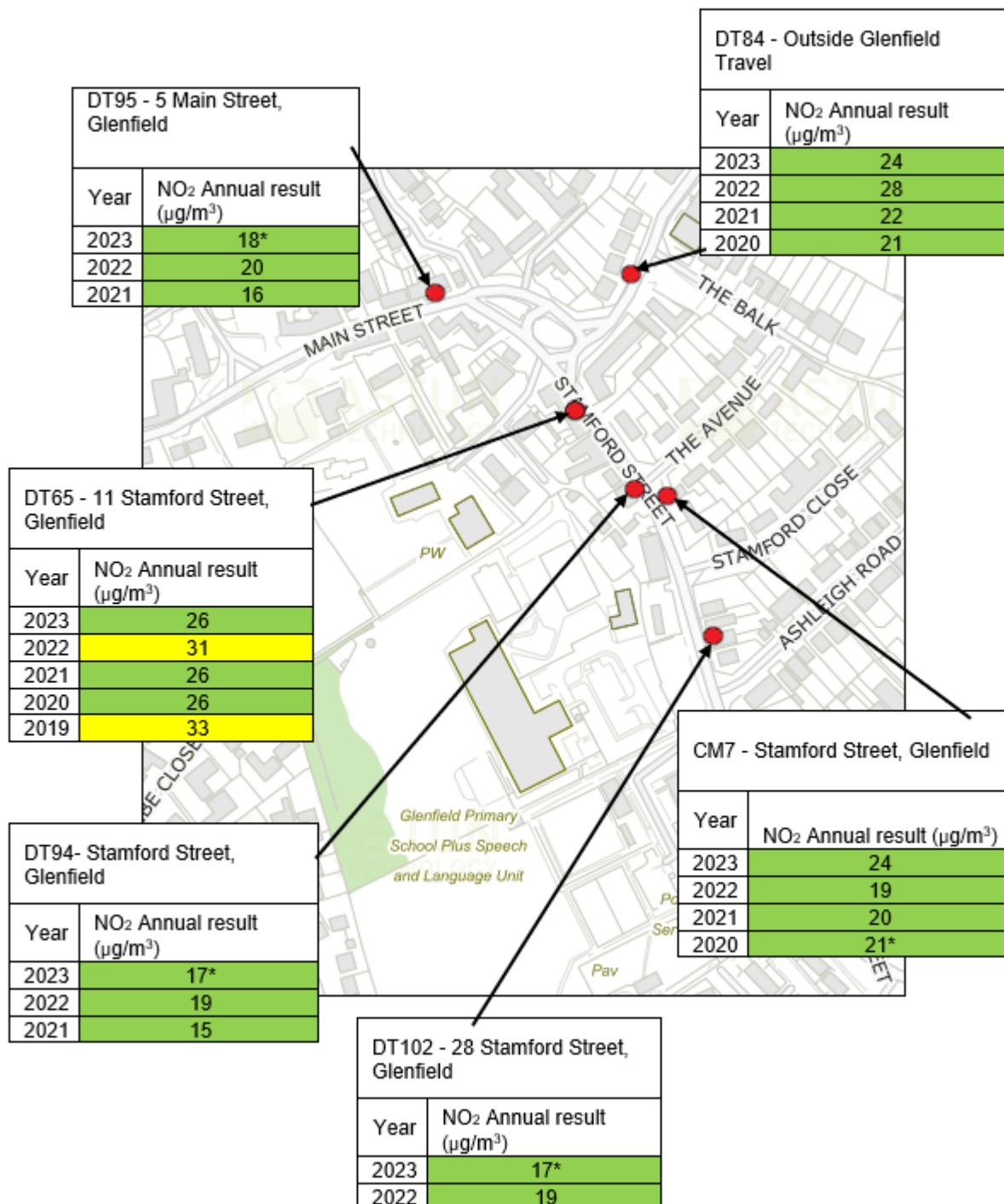
## Stoney Stanton village



**Figure 7:** Map showing the locations and results of diffusion tubes in Stoney Stanton. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

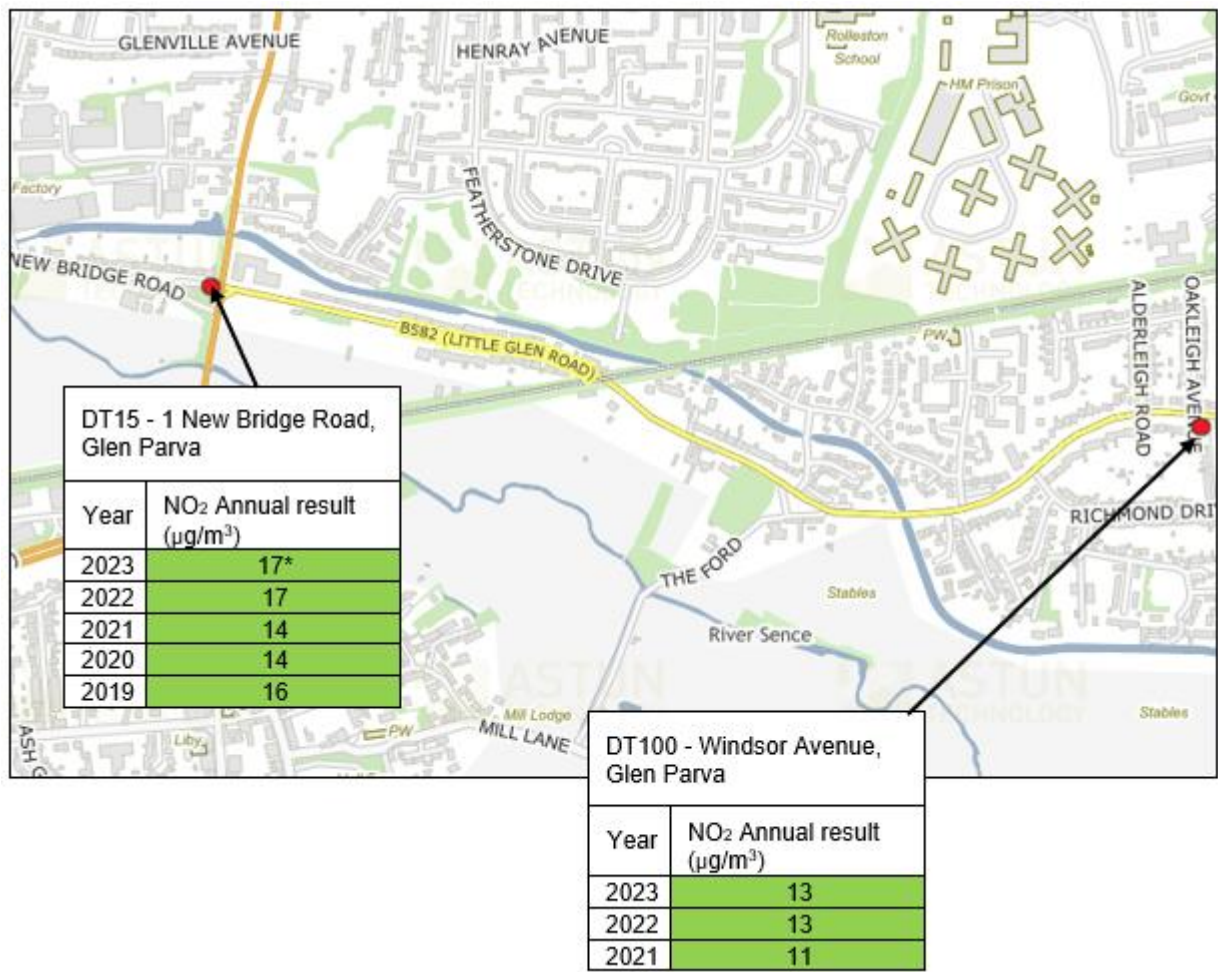


## Glenfield village



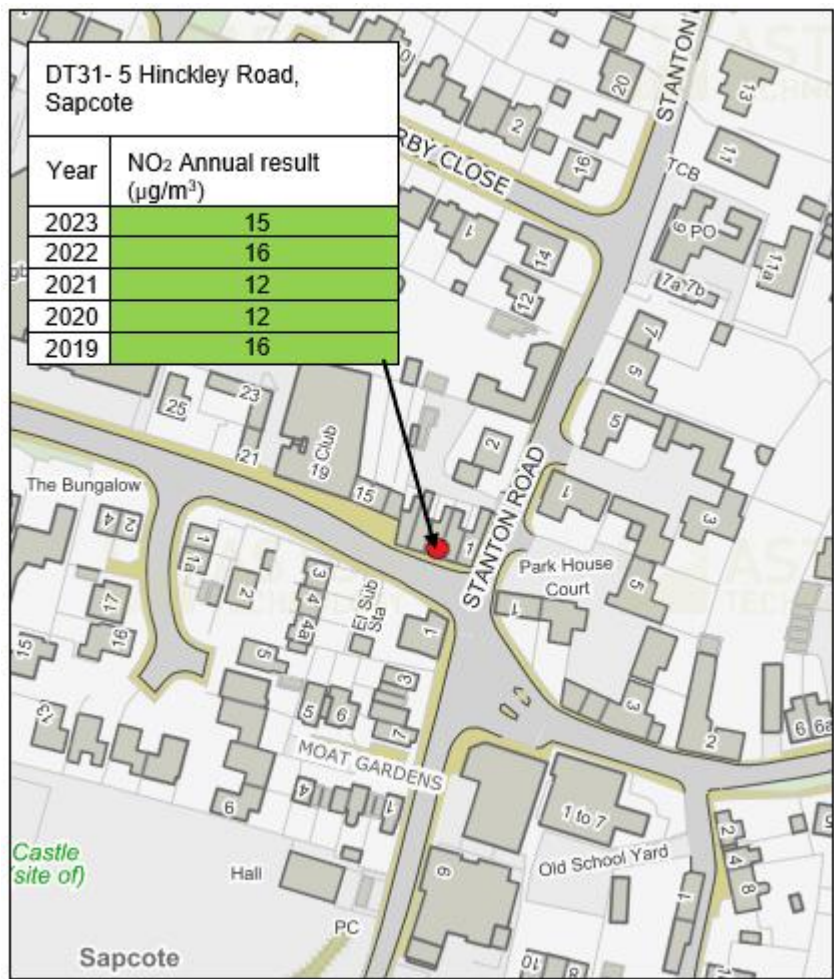
**Figure D.8:** Map showing the locations and results of diffusion tubes in Glenfield village. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

Glen Parva



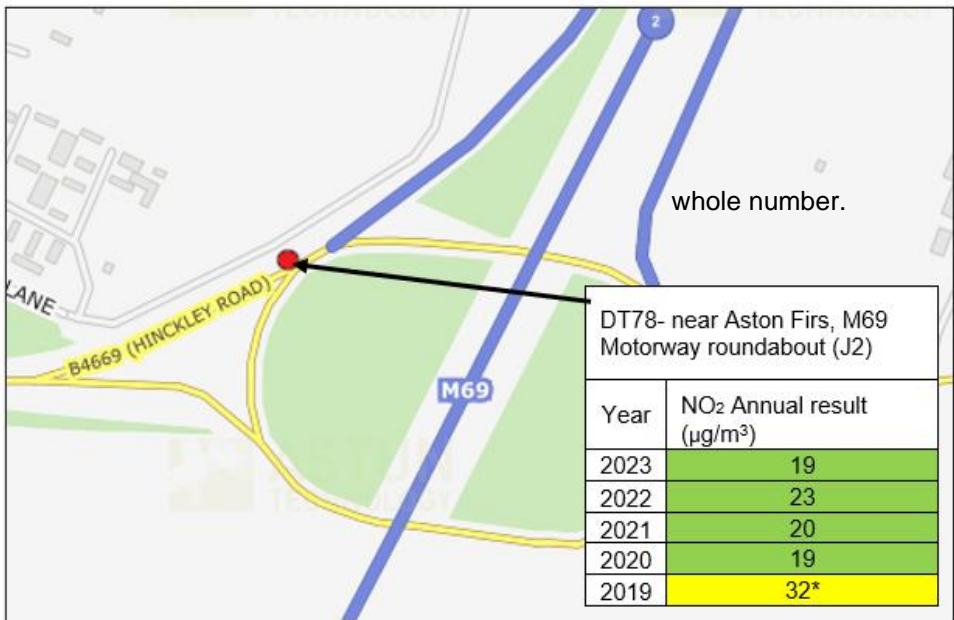
**Figure D.9:** Map showing the locations and results of diffusion tubes in Glen Parva. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

Sapcote village and Aston Firs



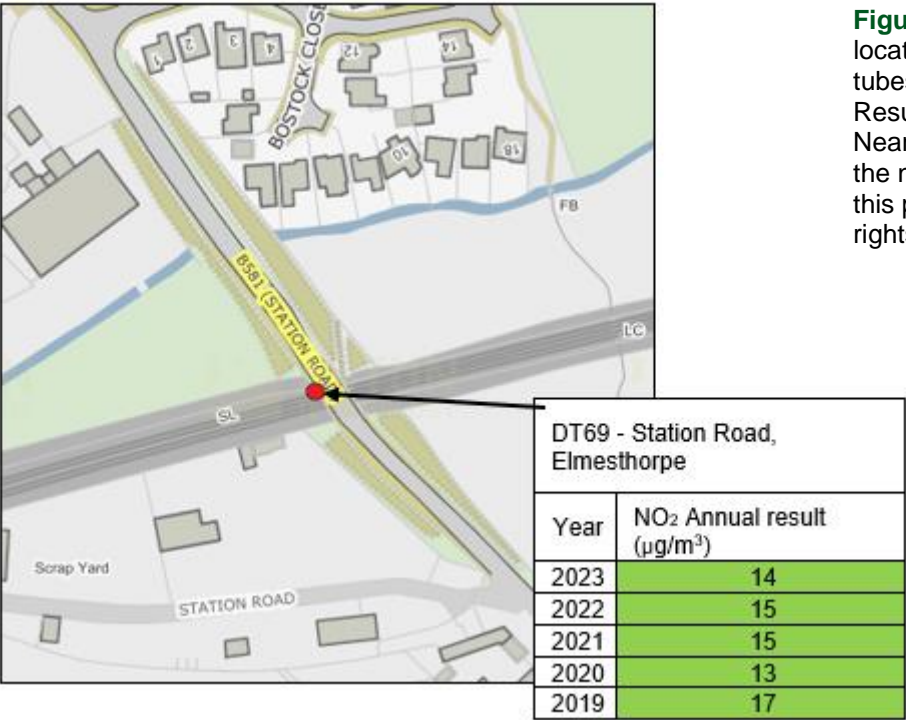
**Figure D.10a:** Map showing the locations and results of diffusion tubes in Sapcote village. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. © Crown copyright. All rights reserved.

**Figure D.10b:** Map showing the locations and results of diffusion tubes in Aston Firs. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.



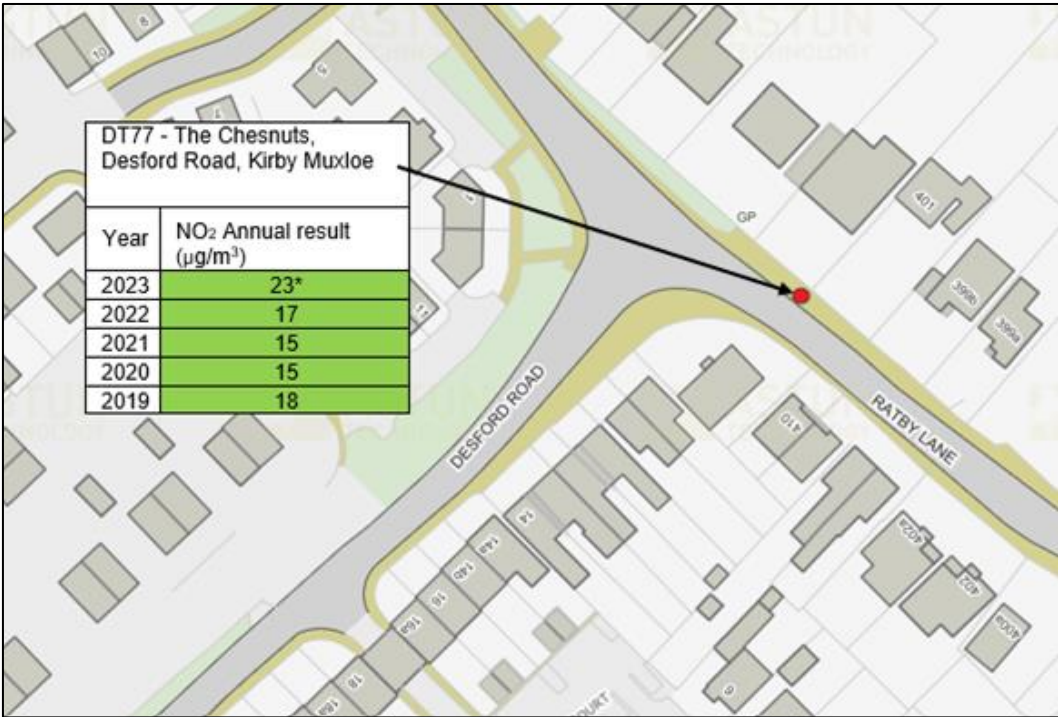


Elmesthorpe village



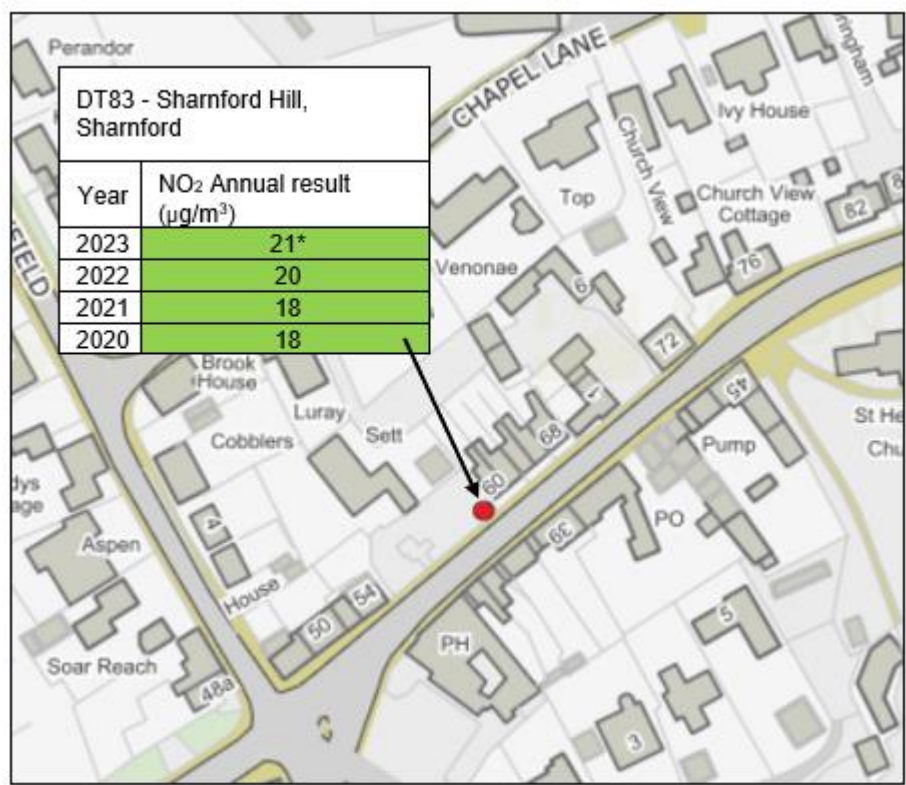
**Figure D.11:** Map showing the locations and results of diffusion tubes in Elmesthorpe village. Results have been rounded to the Nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. © Crown copyright. All rights reserved.

Kirby Muxloe village



**Figure D.12:** Map showing the locations and results of diffusion tubes in Kirby Muxloe village. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

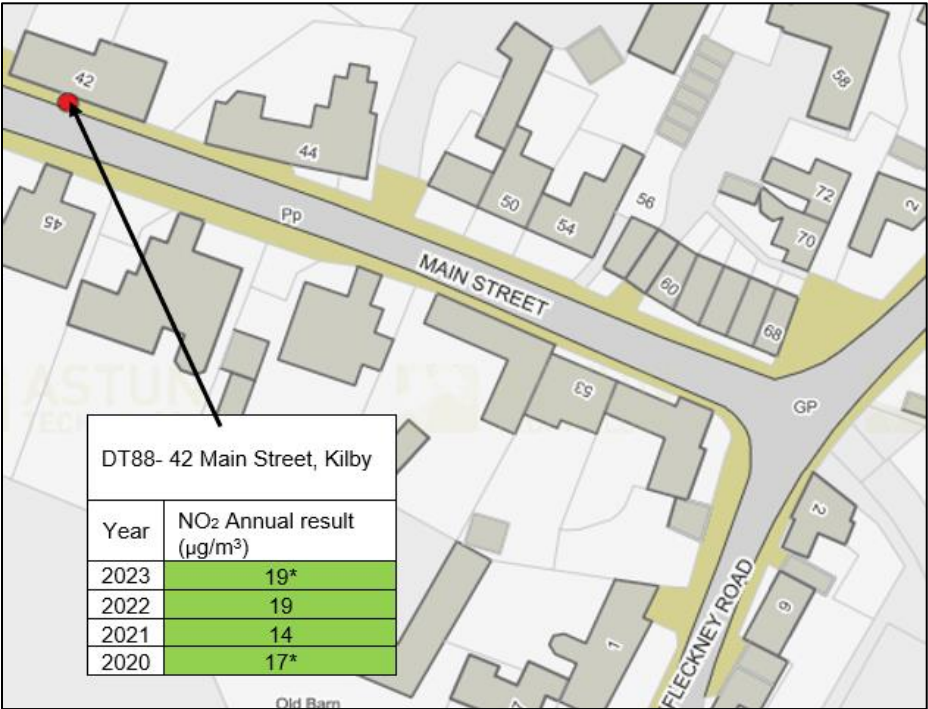
Sharnford village



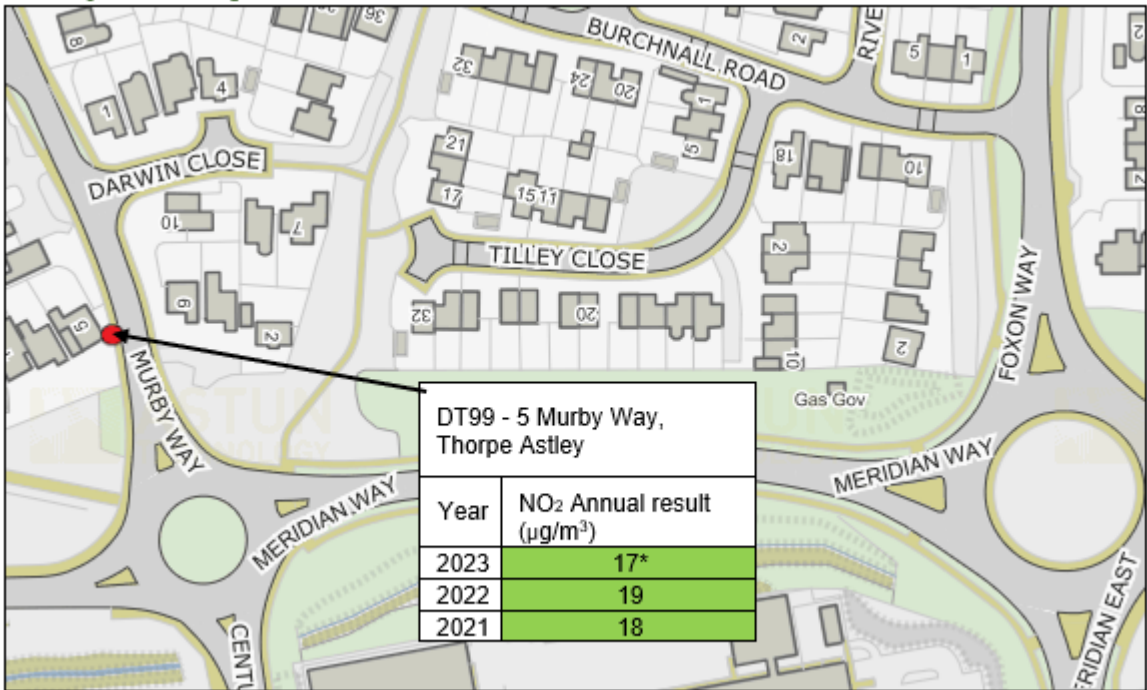
**Figure D.13:** Map showing the locations and results of diffusion tubes in Sharnford village. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected © Crown copyright. All rights reserved.

Kilby

**Figure D.14:** Map showing the locations and results of diffusion tubes in Kilby. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.



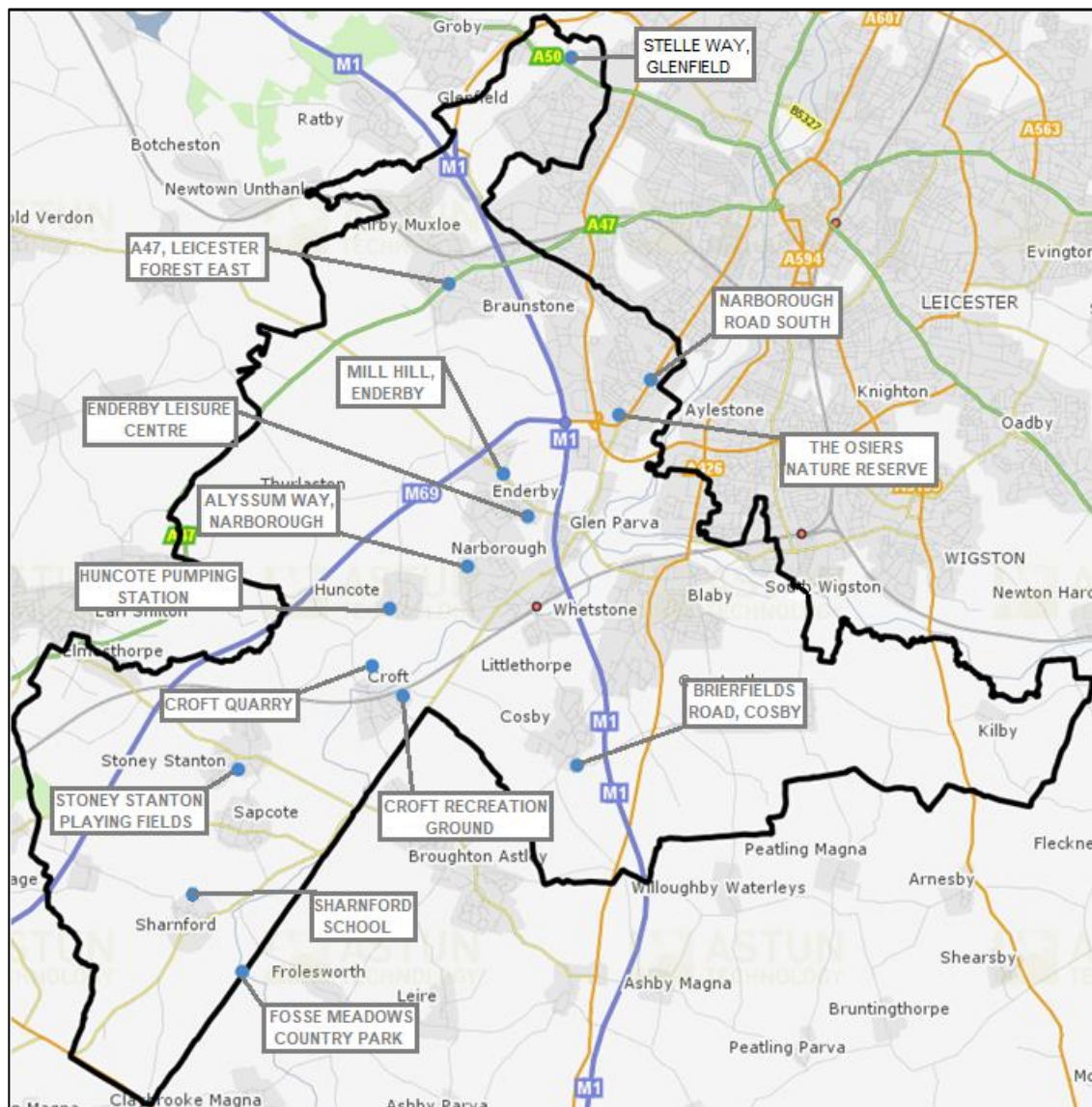
Thorpe Astley



**Figure D.15:** Map showing the locations and results of diffusion tubes in Thorpe Astley. Results have been rounded to the nearest whole number. 40µg/m<sup>3</sup> is the national air quality objective for this pollutant. Numbers with a \* represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.



## Locations of Zephyr® monitors in Blaby District



**Figure D.16:** Map showing the locations Zephyr® monitors in the Blaby District (blue dots). Railway stations are marked with red dots. The District boundary is shown in black. © Crown copyright. All rights reserved.

## Appendix E: Summary of Air Quality Objectives in England

**Table E.1 – Air Quality Objectives in England<sup>9</sup>**

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO <sub>2</sub> )	40µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM <sub>10</sub> )	40µg/m <sup>3</sup>	Annual mean
Sulphur Dioxide (SO <sub>2</sub> )	350µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO <sub>2</sub> )	125µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO <sub>2</sub> )	266µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean

<sup>9</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).

## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO <sub>2</sub>	Sulphur Dioxide

## References

- Local Air Quality Management Technical Guidance LAQM.TG22. August 2022.  
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG22. August 2022.  
Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Chemical hazards and poisons report: Issue 28. June 2022. Published by UK Health Security Agency
- Air Quality Strategy – Framework for Local Authority Delivery. August 2023.  
Published by Defra.

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Productivity Plan 2024/25</b> This is not a Key Decision and is on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Terry Richardson - Leader of the Council</b>
<b>Report Author</b>	Chief Executive
<b>Strategic Themes</b>	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 The purpose of this report is to obtain member approval and oversight of the productivity plan submission to the Department of Levelling Up, Housing and Communities (DLUHC).

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 That the Productivity Plan at Appendix A, be approved for submission to DLUHC and delegated authority be granted to the Chief Executive to update the Plan from time to time in consultation with the Leader.

#### 3. Reason for Decisions Recommended

- 3.1 To deliver on the Governments requirement and demonstrate the Councils commitment to being an ambitious and well managed council.

#### 4. Matters to consider

##### 4.1 Background

When the Local Government finance settlement for 24/25 was published in late 2023, it included a requirement for local authorities to develop and share Productivity Plans on their website. These plans, which must be published by the 19<sup>th</sup> July, should set out how Councils will improve service performance and become more efficient.

The Government has requested that the Plans should be short and draw on work councils have already done, identifying ways to unlock productivity improvements and setting out the key implementation milestones.

The Government expects the Productivity Plans to cover four main areas:

- a) transformation of services to make better use of resources;
- b) opportunities to take advantage of advances in technology and make better use of data to inform decision making and service design;
- c) ways to reduce wasteful spend within systems;
- d) barriers preventing activity that Government can help to reduce or remove.

Alongside this, the Government will establish a new productivity review panel, made up of sector experts including the Office for Local Government and the Local Government Association.

#### 4.2 Proposal(s)

The attached productivity plan (Appendix A) is based on our recently published Blaby District Plan 2024 – 2028, Medium term Financial Strategy, Transforming Blaby Together Strategy and our Corporate Action Plan 24/25. All of which clearly demonstrate our commitment to being as efficient and effective as possible within the constraints placed upon us.

No formal template was provided but we have been asked to restrict the submission to four pages.

The plan is structured in accordance with the four areas identified in section 4.1 of the report. The plan will be submitted to DHLUC and be uploaded to our website to meet with the conditions imposed upon us by DHLUC. We have been assured that the plans will not be rated or scored and will help identify common themes across the sector and help identify best practice to aid learning.

The submission also allows us the opportunity to highlight how productivity is often stifled through the approach to funding through single year settlements, expensive and resource intensive competitive bidding and the introduction of new burdens with limited if any funding.

#### 4.3 Relevant Consultations

There has been no consultation on this specific item – however, there has been extensive consultation on the documents that have fed into this such as the corporate plan.

#### 4.4 Significant Issues

There have been significant issues identified as arising from this report.

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

- 5.1 There are no additional financial implications arising as a result of this report.
- 6. What are the risks and how can they be reduced?**
- 6.1 There are no risks that have been identified as a result of this report.
- 7. Other options considered**  
No other options have been considered.
- 8. Environmental impact**  
No environmental impacts have been identified as a result of this report.
- 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 – Productivity Plan 24/25
- 11. Background paper(s)**
- 11.1 The following background papers have been utilised to produce this report:-  
The Blaby District Plan 24-28  
Medium term Financial Strategy  
The Transforming Blaby Together Strategy
- 12. Report author's contact details**  
Julia Smith Chief Executive  
jsmith@blaby.gov.uk

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# Productivity Plan

Published: July 2024



**Population  
of 103,217**

**Households  
44,108**

**Represented  
by 36  
Councillors**

**Businesses  
4,070**

## Introduction

Blaby is a local government district in Leicestershire. The district is named after the village of Blaby, although our council offices are based just a few miles away in Narborough. The district covers an area lying south-west of the city of Leicester.

We are a Conservative led District Council, employing 365 staff to deliver the essential services relied upon by our residents, businesses, and visitors. We share a vision to ensure that **Blaby District is a great place to live, work and visit.**

Our vision is central to the [Blaby District Plan 2024 - 2028](#) which serves as our roadmap for continually improving Blaby District over the next four years and beyond.

This Productivity Plan answers the four key questions posed by the Minister for Local Government in his [letter](#) which was shared on 16 April 2024.

It does this by focusing not only on the future, but also recognising much of the transformative work that has already taken place over recent years to improve our service delivery, keep pace with technological advancements and find efficiencies.

For questions 1 and 2, we have separated our retrospective improvements from our continuing and forthcoming plans for further development. Question 3 provides our views on wasteful spending, and Question 4 addresses the barriers we face, and how government may be able to assist in reducing these.

Julia Smith  
Chief Executive



# **1. Transforming the design and delivery of services to make better use of resources**

Blaby District Council is continuously improving. Despite the challenges faced over recent years, such as the complexities of covid, the cost-of-living crisis and some significant emergencies, we have continued to evolve and adapt, finding new ways of working whilst safeguarding our residents and businesses. We are also facing significant financial challenges but are committed to building on our successes and adapting accordingly. Despite increased costs, proposed changes to business rates and uncertainty regarding funding, we continue to deliver the aims of our Transforming Blaby Together Strategy.

## **Improvements already achieved**

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### **How we have become more productive**

Our transition to agile working has enabled staff and members to be more flexible in their working environments and patterns, choosing when it is appropriate to collaborate with colleagues and when to work individually to progress and develop the ideas and decisions made when collaborating. This cultural change has undoubtedly improved our productivity and the pace at which change, and improvement, is delivered.

### **How we measure productivity**

In early 2023 we implemented a centralised online service/business planning system, providing a singular place for all departmental managers to account for specific improvement projects and track their progress via appropriate metrics. This service level business planning combines with the Council's strategic objectives, which influence and steer the operational level work. Productivity and overall progress towards our objectives are managed and assessed via this system.

## Service improvements

We have made strides to building a single source of customer data. Our digital platform, which includes CRM, My Account, and online forms is supported by a single customer database. This ensures that no matter which channel is used, it is backed by the same database and customer records are kept up-to-date.

We have developed over 120 online customer forms, across a range of services, enabling our public to engage with the Council digitally. Last year 71% of over 80k online submissions were fully integrated into our back-office systems, eliminating the need for human intervention and manual processing of information, improving operational efficiency and accuracy.

We have an online My Account solution on the website, giving customers the opportunity to view all the information relevant to them in one place. Our online accounts for Council Tax and Benefits saw 22,685 customers log in 98,399 times in 2023/24.

Last year, 80% of over 80k digital transactions were completed online, together with the 98,399 views of Council Tax and Benefits online accounts, these online services have prevented over 160k phone calls and enhanced access further by allowing the customer to interact with the Council at a time and place that suits them.

## Future development

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### Further plans for transformation?

In November 2023, Members approved our forward-thinking Transformation Strategy, alongside its delivery plans, which set out our transformational aims to,

- ‘Prioritise Digital,’
- ‘Hold Customers at our Heart’
- ‘Challenge the Way We Work’
- ‘Ensure Financial Resilience’

The delivery and impact of these plans will be reviewed on an annual basis as we progress through our commitment to Transforming Blaby Together. [Transformation – Blaby District Council](#)



## Where is the greatest potential for further productivity gains?

The delivery of our ICT service is currently shared across several Leicestershire based councils. In February 2024 Members approved plans to move away from this partnership and take sole control of our future provision.

This is the area that holds the most potential for increased productivity for Blaby, giving us the opportunity to apply recent technologies such as Robotic Process Automation (RPA), Artificial Intelligence (AI) and to construct better analytics to drive our process improvements.

Which service area will subsequently gain the most benefit from this will be determined by the workstreams and reviews to come.


## 2. Taking advantage of technology and data to improve decision making, service design and resourcing.

As alluded to in the previous section, we are on a journey to bring our ICT provision in house. This will give us a greater level of control and the ability to develop our ICT provision significantly. This includes the development of a strategy which will ensure we are getting the most from our ICT provision and will help us to deliver the services our customers need as efficiently and effectively as possible.

### Improvements already achieved

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We collect and analyse performance data for all digital processes to continually enhance service quality. Customer satisfaction across our assisted and digital forms reached 87% in 2023/24.



Blaby District Council is leading the Leicestershire Building Control Partnership which combines six local authorities, streamlining operations by pooling resources and consolidating onto a single back-office management system. The partnership's dedicated website was designed and built in-house and offers a range of digital transactions, including integrated booking and payment options, understood to be relatively unique amongst building control services.

Digital customer-focused improvements in waste services have seen us move garden waste subscriptions, missed bins, and bulky waste collections to self-service online forms whilst the installation of in-cab technology to our waste collection vehicles has provided live information on the progress of waste collection rounds to our customer service team, vastly improving the efficiency and quality of this service.

## **Future development**

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### **Improving the quality of data collected and its use**

We have a renewed focus on performance data and will further develop and use management information to ensure our processes are managed efficiently, and wherever possible, decisions are based on the intelligence provided by the data we collect. Our Performance and Transformation teams will work together to assist other services transition to a data-led approach and 'measure what matters'.

We are developing our knowledge and use of Microsoft-based apps such as Power BI, which will provide automated connection and retrieval of information from a variety of databases and online forms in use across the Council.

This has the potential to bring significant efficiencies by eliminating the need for manual re-entry of data into performance systems and management reports. Greater still, this will enable our performance, digital and transformation teams to assist services much more effectively in creating meaningful and intuitive data dashboards that are used primarily to drive decision making, service improvement and efficiency.

### Other opportunities for new technology to improve workflows

We are investigating and exploring options to improve our customer relationship management with modern holistic products, as well as methods to improve the automated routing of incoming emails.

Microsoft products such as Power Automate are also within our plans to improve process flows and efficiency.


## 3. Reducing wasteful spend wherever possible

Through our expert and considered financial management, business planning and medium-term financial strategy, we believe that we have reduced all significant wasteful spend found across our departments.

When you consider the breadth of service for which we are responsible, the needs of our communities, and the demands from central government, we manage our limited and reducing finances well. We have been the subject of significant cuts and have had to ensure we can continue to deliver our valued services as effectively as possible.

We find the majority of our wasteful spend comes from the requirements and conditions placed upon us by central government, we have included some examples of this below.

- a. **Uncertainty of funding and one-year settlements.** This makes it very difficult to plan for the longer term and takes resource away from where it is needed most to focus on the immediacy of the current financial situation. The delays around fair funding and the uncertainty this creates encourages short-term thinking and focus. This is recognised by the Government every year and promises are made to resolve it, but this has not happened to date. Our core spending power has reduced year on year. Funding levels need to be re-established to enable us to provide the services our communities demand relating to housing, waste collection and other valued services.

- 
- b. **Competitive bidding and funding.** The requirement to bid for funding accounts for a significant amount of officer time and resource, quite often with limited success. We applied for LUF funding, costing us £40,000 plus our officer time, but were unsuccessful. This is just one example of many. We need a fair funding process instead of costly bidding processes.
  - c. **The requirements for the new food waste services** that limit our ability for innovation through the requirement for specified collection times for residual waste, insufficient funding for implementation of the new system, and no consideration of our journey to net zero and funding electric vehicles.
  - d. **Requirements such as the completion of productivity plans** when we already submit data to Government, produce corporate plans, transformation plans, and Medium-Term Financial Plan's (MTFS) place additional strain and burden on our resources.
  - e. **Requests to undertake additional work with no regulation or funding**, such as the recent request to visit all funeral directors – which we have completed, however, this has cost significant officer time and resource, with no recognition of this from Government.

The ministers letter implied that **spend on staff equalities, diversity, and inclusion (EDI) training** and development had been wasteful and excessive across local government. At Blaby, all employees participated in a 2-hour awareness session on EDI in 2023/4, and we do provide a self-serve online awareness module for new starters. We have also convened an 'equalities' working group which meets every 2 months to discuss issues and topics for development and further awareness amongst staff.

We think EDI is important, and as such have a member champion who ensures we maintain focus that our services meet the needs of our whole community. We do not consider this an expensive element of our service or that it is wasteful.

Despite the issues listed above **we have undertaken the following positive steps.**

- a. Invested in shared services to reduce costs.
- b. Undertaken spending reviews and have 'Transformation Champions' within our services.

- c. Reviewed our strategic assets and have plans to maximise their value.
- d. Invested in solar panels on some of our buildings.
- e. Invested in temporary accommodation to limit the cost of homelessness, but more importantly ensure some of our most vulnerable residents and families do not have to stay in bed and breakfast accommodation as far as possible.
- f. Utilised the UKSPF to deliver services to our resident's that we would not be able to provide without such a funding stream. Examples of this include mental health support, active travel strategies and enhanced business support.

## **4. Barriers preventing progress that Government can help to reduce or remove**


Section 3 above highlights some of the wasteful spend we experience due to factors outside of our control. On this basis, our key requests are outlined below.

- a. Review of fair funding and a long-term funding agreement (of at least 4 years).
- b. Limitation of competitive bidding and the resource requirement to submit such extensive bidding requirements.
- c. Review the funding of new burdens and requirements to ensure costs are met, and that these support both national and local net zero strategies and requirements.
- d. Alongside this, the volume of these requests is significant – such as Ukraine, Afghanistan, homelessness, funeral homes visits, new waste requirements, Biodiversity Net Gain (BNG) and elections, to name just a few.

- e. Enable localised decision making around things that matter to our residents, and support efficiencies such as bin collection frequencies, and evidence base requirements for local plans.

Additionally, there are further elements that we believe the Government may want to consider.

- a. Allow local setting of planning fees and charges.
- b. To allow localised setting of Council tax.
- c. Review the Freedom of Information obligations and the resource required to meet this.
- d. Recognition of new duties, and the subsequent requirements on LAs, such as Building Control requirements, Serious Violence Duty.
- e. Funding and capacity to develop innovative solutions to identified issues, or funding to try and identify the issues in the first place.
- f. Modernisation/Review of legislation, such as those requiring publication in local newspapers.
- g. Support Leicestershire to engage with devolution through the East Midlands Combined Authority to ensure we are able to access funding opportunities for Leicestershire communities, particularly for infrastructure improvements.
- h. Funding and strategy change to ensure delivery of more affordable homes.
- i. Being tied into the large systems such as Capita or Civica, where control really sits with the supplier, and therefore we are at the behest of them, as well as financially tied to them.
- j. If there were open, flexible, and supported systems provided by the government universally, which LAs could access and which replicated the standard service offerings, then development would accelerate quickly as partner councils could share their development and learning with each other.

- 
- k. The absence of a singular ‘Digital Experience Platform’ that is fully supported and controlled centrally in the same way that LocalGov Drupal is heading for CMS.
  - l. There are some big steps being taken with value services like Gov Pay, Notify and Forms, but these are small bolt-on’s. It is the core software’s that are the real issue.

End of Report

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Active Travel Strategy</b> This is not a Key Decision and is on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Cheryl Cashmore - Health, Leisure, Climate and Economic Development</b>
<b>Report Author</b>	Assets & Major Projects Group Manager
<b>Strategic Themes</b>	Keeping you safe and healthy

#### 1. What is this report about?

This report provides Cabinet with a comprehensive overview of the proposed Active Travel Strategy, including a summary of the Local Cycling & Walking Infrastructure Plan (LCWIP) and accompanying Action Plan. The report seeks Cabinet's approval for the Active Travel Strategy. The formulation of this strategy is a key component of the Corporate Plan and holds the potential to significantly influence broader agendas, such as improving air quality, achieving net zero emissions, promoting physical activity, enhancing planning efforts, boosting health outcomes, fostering community development and encouraging tourism.

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 To approve the Active Travel Strategy and Action Plan.
- 2.2 To delegate authority to the Assets and Major Projects Group Manager, in conjunction with the Portfolio Holder, to oversee the implementation and development of the Active Travel Strategy and accompanying action plan.

#### 3. Reason for Decisions Recommended

- 3.1 To enable the Council and partners to increase and improve Active Travel across the district.

## **4. Matters to consider**

### **4.1 Background**

Officers have been working on the development of an Active Travel Strategy, a Local Cycling and Walking Infrastructure Plan (LCWIP) and an Action Plan. The development process for these documents has encompassed the following steps:

1. Appointment of Sustrans: Sustrans were appointed to assist in the development of the Strategy and LCWIP.
2. Resident Consultation: A consultation was conducted with residents, providing 300 responses.
3. Stakeholder Workshop: A workshop was held with participation from local community groups, neighbouring authorities, Parish Councils and the Portfolio Holder.
4. First Draft of the Strategy and LCWIP: This draft provided initial findings based on evidence gathered from site visits, surveys and software modelling.
5. Initial Stakeholder Feedback: Draft documents were shared with those who attended the initial Stakeholder Workshop for their comments and feedback.
6. Presentation to Senior Leadership Team (SLT): The findings and recommendations of the Strategy and LCWIP were presented to SLT.
7. Site Visits and Meetings: Additional site visits and meetings were held with interested Councillors to gather more insights.
8. Final Stakeholder Workshop: An additional workshop was conducted to offer stakeholders another opportunity to provide comments and feedback, ensuring broader engagement.

### **4.2 The Active Travel Strategy, LCWIP and Action Plan**

The Active Travel Strategy (appendix A) outlines the challenges experienced across the district to meet the ambitions of active travel. The priority given to cars limits the use of other modes of transportation and has created significant long-term problems. Active Travel infrastructure in the UK, when it is built, is often an afterthought and of poor quality. Many routes are too short or are situated in inconvenient locations. Currently, the biggest obstacle to increasing Active Travel is the lack of safe and convenient infrastructure combined with an overreliance on cars.

Blaby District Council's Active Travel Strategy aims to address these issues. By working with our partners, communities and businesses it will be possible to help shift behaviours, increase investment in infrastructure and empower people to be more active. The Active Travel Strategy will compliment and support the delivery of new housing and employment developments in the District whilst providing strategic direction for investing in public realm and infrastructure to connect our conurbations.

The strategy also includes information from the LCWIP, a summary of which is provided as appendix B. The LCWIP produced a network plan for walking and cycling, incorporating priority routes and core zones for development, and a prioritised list of infrastructure improvements for future funding, underpinned by local analysis. The details of which are provided below. The Blaby LCWIP compliments the County Council's own LCWIP. This provides Blaby with the opportunity to work with County when active travel funds are available to ensure infrastructure funds can be capitalised upon and improvements made.

The Active Travel Action Plan, a summary of which is provided in appendix C, has been prepared to ensure Blaby District Council and our partners identify the activities required to deliver our strategic ambitions. It includes the outcomes we want to achieve and how these will be measured. The Action Plan is grouped into seven thematic areas, enabling the work to be coordinated and joined up to maximise impact.

Successfully delivering the vision set out in the Active Travel Strategy will require collaboration across Council departments and partners. A matrix approach to governance and multi-agency collaboration will be required to deliver the Active Travel Strategy objectives and the associated action plan. Resources will be identified from within existing teams initially, however additional capacity may be required as Active Travel projects and initiatives are developed. Future resourcing will be discussed when appropriate.

### **Priority Cycling and Walking Routes Identified**

The LCWIP identified a total of 10 cycling routes and 5 walking routes, which are listed in Appendix D. From these, 3 walking routes and 3 cycling routes were prioritised. The selection of these routes was based on several criteria, including their potential impact on increasing Active Travel levels, proximity to jobs and schools, safety improvements, value for money and deliverability. Prioritised routes are shown below with indicative costs for the development of each route:

#### **Walking:**

1. Enderby Mill Lane – King Street – High Street - £1,370,000
2. Littlethorpe Warwick Road - £450,000
3. Glenfield Dominion Road - £980,000

#### **Cycling:**

1. Enderby – Narborough – Littlethorpe – Blaby - £5,500,000
2. Glenfield Dominion Road / Stamford Street - £3,625,000
3. B582 Next offices – Enderby – Blaby - £13,095,000

## **4.3 Relevant Consultations**

In addition to the consultation process outlined in section 4.1, Leicestershire County Council's Active Travel Team has also been consulted, and a constructive relationship is in place. It is understood that the County Council

Active Travel department is currently undergoing restructuring to allow for a greater focus on Active Travel and improving their Active Travel England rating.

Officers have also engaged with the Council's Scrutiny function, holding a workshop to gather feedback from Scrutiny members on Thursday, 6th June. It was agreed at this meeting that a progress report will be brought back to Scrutiny in 6 months time.

#### 4.4 Significant Issues

There are no adverse impacts expected relating to Human Rights, Legal Implications, Human Resources, Equalities, Public Health Inequalities or Climate Local.

### 5. **Costs / Funding / Deliverability**

#### Costs:

The implementation of the Active Travel Strategy and the associated action plan will aim to utilise existing resources to deliver on the proposed actions where possible. However it is noted that additional capacity may be needed as plans are developed and iterated. Should additional resources be required for specific projects, schemes or programme oversight, these will be identified and agreed through the appropriate governance routes.

While the costs associated with the LCWIP walking and cycling scheme proposals are substantial, the outlined routes are not a commitment to build but rather an evidence base of where routes could be developed when and if funding becomes available.

#### Funding:

All walking and cycling routes would need to be externally funded. By having a list of 'shovel-ready' projects, we increase our chances of obtaining funding from the County Council, Active Travel England, and S106 Developer Contributions. An example of successful funding is the Lubbesthorpe to Meridian Leisure Park to Leicester City route, which is currently being developed.

#### Deliverability:

Should funding for a walking or cycling scheme be secured, detailed design and feasibility work will be conducted for each scheme. The majority of proposed routes involve improvements to the highway. Currently, our close alignment with the aspirations of the County Council's LCWIP has led to the prioritisation of two of our routes in their plans: the B582 Corridor and the proposed new walking route on Warwick Road. However, the timescales for these schemes have not yet been confirmed.

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

6.1 The key risks are shown in the table below:

Current risk	Actions to reduce the risk
Ability to secure external funding to deliver local route improvements.	Having an Active Travel Strategy and LCWIP puts BDC in the best possible position to secure external funding (when the opportunities arise).
County Council Active Travel Rating.	The County Council has been awarded the lowest (worst) ranking by Active Travel England. The County Council is working to improve this rating, and Active Travel England has indicated that improvement is likely. These ratings may impact the amount of funding received from Active Travel England for local schemes.
Recognition of the Blaby District Active Travel Strategy & LCWIP by the County Council	The County Council have confirmed they will recognise and use the Blaby District Active Travel Strategy & LCWIP as part of their evidence base.
Resources to deliver the action plan	Where possible, actions will be delivered through existing resources. Should additional resources be required, these will be identified, and appropriate actions will be taken to address the resource gap.
Changing government policies and funding priorities.	Regular monitoring of government policies and maintaining flexibility in the strategy to adapt to new priorities and opportunities. Continuous engagement with policymakers to stay informed about potential changes.
Delays in project timelines due to unforeseen circumstances.	Establishing a robust project management framework with contingency plans to address potential delays. Regular progress reviews and adjustments to timelines as needed.
Coordination and collaboration with multiple stakeholders.	Implementing a matrix approach to governance and fostering multi-agency collaboration. Regular stakeholder meetings to ensure alignment and address any issues promptly.

## 7. Other options considered

7.1 The alternative option is to not develop an Active Travel Strategy & LCWIP, this option is rejected as it will limit future funding opportunities and investment into the district.

## 8. Environmental impact

Active Travel is widely recognised for its positive environmental benefits. The Active Travel Strategy, LCWIP and Action Plan have the potential to deliver significant environmental advantages by encouraging more people to choose Active Travel for commuting and leisure activities.

Promoting walking and cycling over car usage can lead to substantial reductions in air pollution and greenhouse gas emissions, contributing to the district's efforts to improve air quality and meet net-zero carbon targets. By providing safe, convenient, and attractive routes for Active Travel, the strategy supports a shift away from fossil fuel-dependent modes of transport, thus reducing the overall carbon footprint of the district.

Additionally, increased Active Travel can help alleviate traffic congestion, leading to smoother traffic flow and less idling time for vehicles, further reducing emissions. The reduction in vehicle usage also means less wear and tear on road infrastructure, decreasing the need for frequent repairs and the associated environmental costs.

The strategy also aligns with broader environmental goals such as preserving green spaces and enhancing biodiversity. Well-planned Active Travel routes can integrate with natural landscapes, providing corridors for wildlife and contributing to the ecological health of the area. The promotion of green infrastructure, such as tree-lined streets and greenways, can enhance urban environments, making them more resilient to climate change impacts like heatwaves and flooding.

## **9. Appendix**

Appendix A – Draft Active Travel Strategy (see attached)

Appendix B – LCWIP summary (see attached)

Appendix C – Active Travel Action Plan summary (see attached)

Appendix D – Full breakdown of the walking & cycling routes identified in the LCWIP (see below)

## **10. Background papers**

Local Cycling & Walking Infrastructure Plan (LCWIP)

## **11. Report author's contact details**

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Blaby District Council

# **Active Travel Strategy**

[www.blaby.gov.uk](http://www.blaby.gov.uk)

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# 1. Foreword

Over the last decade, the Blaby District has undergone a huge shift in the ways that people work and live, meaning that we have come to demand greater options to travel sustainably around our district.

Blaby district's road network is already straining under the high volume of peak-time traffic on key routes. While the need to build new road infrastructure may be inevitable, the reality is the road network cannot simply keep expanding endlessly. Managing traffic flow and actively promoting space-efficient, sustainable transportation alternatives are becoming a necessity, not a choice.

We are nearing a tipping point where prioritising vehicle traffic is no longer tenable. Rising congestion and pollution levels require that we rethink mobility priorities for the long-term good of our community. Pursuing greener, smarter travel solutions that ease demand on Blaby's overburdened roads has become crucial to preserving what makes our district the place that it is.

Increasing cycling and walking presents a major opportunity to tackle some of society's most pressing challenges - enhancing air quality, combating climate change, promoting health and wellbeing, addressing inequalities and alleviating road congestion.

Well thought-out and strategically planned decisive action can catalyse the creation of a more vibrant community where people want to live, work and visit – a community that is better connected, healthier and more sustainable. This transition has the potential to drive clean economic growth by supporting local businesses and ensuring prosperity resonates across the district and levelling an unequal playing field.

The challenge is immense, but with a clear ambition, we have a once-in-a-generation chance to accelerate Active Travel and reshape how people move and leave a legacy for future generations to benefit from.

The increasing population and significant changes to Blaby District's demographics requires the strategic rethinking of transport. The current approach of aiming to accommodate all motorised trips without restraining traffic is no longer tenable. Instead, we must pivot towards actively encouraging space-efficient modes like cycling, walking and wheeling.

Failing to make this shift will likely lead to worsening conditions. If we are unwilling to embrace more sustainable transportation, we will find ourselves grappling with increasing traffic congestion and air pollution levels. This will diminish quality of life and eventually harm economic competitiveness as Blaby District becomes less attractive places to live and work.

Whilst significant change won't be easy, it is necessary. For Blaby District to remain a desirable place long into the future, we need updated policies and mindsets that restrain motor vehicle traffic and prioritise efficient mobility for people, not just cars. This recalibration is critical for the district's continued vibrancy and liveability.

## 2. Introduction

### 2.1 Scope

This Strategy document lays out our vision for Active Travel in the district and connects to the Local Cycling and Walking Infrastructure Plan (LCWIP) and Action Plan. The LCWIP is a comprehensive blueprint that outlines our methodology for identifying necessary improvements to cycling and walking infrastructure at the local level. The specific steps for implementing this Strategy are detailed in the accompanying Action Plan.

### 2.2 What is Active Travel?

Active Travel is a means of transportation which is undertaken by physical activity without the use of motorised vehicles. Active Travel can take many forms but primarily consists of walking, wheeling and cycling.

### 2.3 Our Vision for Active Travel

Like many areas across the United Kingdom, Blaby District faces unprecedented challenges to build resilience and overcome the risks posed by climate change. At the same time tackling a range of other challenges including improving its air quality and adjusting to the needs of an aging population. Now is the time for bold, courageous decisions to deliver the transformation we need.

In an era of close scrutiny over public spending there will be added pressure to achieve exceptional value for money. Within transport, investment in walking and cycling are likely to provide low cost, high-value options for many local communities.

At its core, this requires a significant re-think of how the district's streets and places are used to make them attractive, healthy, vibrant and accessible places where people want to be. Drawing upon our uniqueness we will protect and grow the diverse uses of our towns and villages, which in turn will drive inclusive growth for the entire district.

Our ambition is for the transport network to be characterised by high-quality Active Travel infrastructure, focused on connecting people with places and activities via safe, direct, attractive and coherent routes. People across the district will be informed and aware of their options for walking and cycling locally. Active travel will be increasingly commonplace for everyday journeys, delivering greater economic prosperity, improved quality of life for all those who live and work within the district and supporting our pathway to net zero carbon emissions.

The Active Travel Strategy's vision is for walking, wheeling and cycling in Blaby District to be the first and natural choice for everyday journeys, for people of all ages and ability, to travel locally to schools, to shops, or to work.

We aim to connect our communities and places, through safe and accessible routes. We will achieve this by creating a sustainable transport network for commuting and leisure that supports physical activity for the health and wellbeing benefit of residents, where Active Travel is seen as the preferred mode of mass transit. Our plan involves transforming existing neighbourhoods and creating new ones that prioritise green, safe and active environments for residents, businesses and visitors in the Blaby District. We will focus on reducing traffic flows and promoting higher levels of walking, cycling and wheelchair access.

## 2.4 Strategy Development and Partners

Our strategy for promoting Active Travel has been developed through public consultation, stakeholder engagement and collaboration with organisations in our area, neighbouring authorities and public bodies. We value the input of walking and cycling groups, as well as other organisations, in creating new cycling routes and promoting Active Travel. These partnerships bring mutual benefits and allow us to identify new routes, suggest improvements and gather public feedback.

When working with other local authorities and public bodies, we will use our role as a consultee to ensure high standards for active travel infrastructure. We believe that engagement and consultation are essential and we have conducted extensive public and stakeholder engagement to support our sustainable transport studies and develop our Active Travel Strategy.

Our strategy serves as a framework for implementing actions and projects identified in the Local Cycling and Walking Infrastructure Plan. We consider all types of travel, including commuting, leisure and cross-boundary links to neighbouring authorities. By aligning with local policies, our strategy can help to deliver positive changes across the district.

## 3. Why do we Need the Strategy?

### 3.1 Historical Context

Decades of prioritising cars and neglecting other modes of transportation in Britain's infrastructure has created significant long-term problems. Active Travel infrastructure, when it is built, is often an afterthought and of poor quality. Many routes are too short or in inconvenient locations. Currently, the biggest obstacle to increasing Active Travel is the lack of safe and convenient infrastructure combined with decades of ingrained behaviours. This, combined with the perception of the car as a symbol of status and freedom, has created significant barriers to progress.

### 3.2 National Policy Context

#### Cycling and Walking Investment Strategy (CWIS)

In 2017, Government published its Cycling and Walking Investment Strategy (CWIS) for England, this included an ambition to make cycling and walking the natural choices for shorter journeys, or as part of a longer journey. The aim was to address challenges, such as air quality, physical activity, health and economic performance, by making walking and cycling an everyday activity for all. The strategy identified three broad objectives:

- Increase cycling and walking activity.
- Reduce the number of cyclists killed or seriously injured on England's roads.
- Increase the percentage of school children that walk to school.
- Local Cycling and Walking Infrastructure Plans (LCWIPs)

LCWIPs were introduced in the CWIS and are produced by Local Authorities to outline local cycling and walking improvements they would like to see over a set period. The key features include a network plan for walking and cycling, incorporating priority routes and core zones for development and a prioritised list of infrastructure improvements for future funding, underpinned by local analysis. A Blaby District LCWIP will be produced to sit alongside this Walking and Cycling Strategy.

### Transport Decarbonisation Plan (TDP)

The TDP outlines what the government thinks it needs to do alongside business and society to reduce transport emissions as part of the target to achieve net zero emissions across all modes of transport by 2050. The plan highlights the role of walking and cycling and one of its six priorities is to accelerate modal shift to public and active transport.

### Gear Change: A bold vision for cycling and walking for 2020-25

Gear Change, also published in 2020, signalled a new level of government ambition for cycling and walking and was accompanied by a commitment to spend £2 billion on walking and cycling over 5 years. The document contains a wide range of proposals, including, strengthening the Highway Code to make streets safer and improving the National Cycle Network (NCN).

### Local Transport Note 1/20

Gear Change was accompanied by LTN1/20, which includes new standards for infrastructure design. It incorporates five core principles to support increased levels of walking and cycling, setting out that cycling and walking routes should be, coherent, direct, safe, comfortable and attractive.

### Active Travel England (ATE)

Gear Change also announced a new government body called Active Travel England, led by a national Active Travel Commissioner, to oversee the £2 billion of investment and make sure projects across England are delivered are high quality and on time. ATE was established in 2022 and will work with Local Authorities to raise the standard of walking and cycling infrastructure.

## 3.3 Local Policy Context

### Blaby District Council Corporate Priorities

The Active Travel Strategy will directly contribute to the Council's ambitions for the Blaby District through improving options for daily travel. Developing and promoting footpaths and cycle ways and helping local people and organisations to benefit from these will contribute to a wide range of goals, including improving air quality and reducing traffic congestion. In doing so it will help to deliver the Live, Work and Visit strategic priorities.

#### Live

Creating a better environment for walking and cycling will help everyone to lead healthier lives through increased levels of physical activity and improved air quality. Reducing the amount of vehicle traffic on our streets contributes to safer, calmer and more sustainable communities, creating places where children can play out and neighbours feel better connected to one another. Supporting and encouraging environmentally friendly travel options also reduces our carbon footprint and contributes to the Travel and Transport aim of the Blaby District Council Climate Change Strategy 2020-2030. Finally, improving conditions for walking and cycling also protects and supports the most vulnerable in society by supporting affordable and accessible forms of transport.

#### Work

Places that are conducive to walking and cycling enable residents to access work in an affordable, healthy and sustainable way. Centres and neighbourhoods that are more walkable and cycle friendly also contribute to more vibrant and innovative local economies that can attract investment and increase spend with local businesses. Encouraging active travel also contributes to a healthy workforce and workplaces and supports employee wellbeing.

#### Visit

Improved cycling and walking provision supports the visitor economy and helps to deliver the Blaby District Tourism Growth Plan by creating more attractive, less car dominated places and better-connected visitor

destinations, including historic sites and green spaces. Walking and cycling are also popular tourist activities and well-connected walking and cycling networks enhance places and help to attract visitors.

### 3.4 Leicestershire County Council

#### Local Transport Plan (LTP3) strategy 2011 – 2026

LTP3 is a vision for "a transport system that allows residents and business to prosper whilst minimising the impact on the environment". The goals support economic growth, tackling climate change, contributing to better safety, security and health and promoting equality of opportunity and improving quality of life.

#### Cycling and Walking Strategy (CaWS)

The plan sets out how Leicestershire County Council will deliver improvements to cycling and walking infrastructure and promote active travel over the period 2021-2031. Key objectives are increasing walking and cycling levels, improving infrastructure, enhancing public realm and promoting the benefits of active travel.

#### Enhanced Partnership Plan and Scheme

The document sets out an Enhanced Partnership between Leicestershire County Council, bus operators and other stakeholders to improve bus services in Leicestershire. The plan includes commitments to increase bus priority measures, invest in bus lanes, reform parking policies, upgrade bus shelters, introduce tap-on tap-off ticketing and transition the bus fleet to zero emission vehicles.

## 4. Where are we now?

Blaby District Council has set ambitious goals for sustainable economic growth and enhancing the well-being of all its residents, as outlined in the Blaby District Plan 2024-28. At the core of this plan lies a clear vision: to ensure that Blaby district is a great place to Live, Work and Visit.

Walking and cycling are widely recognised as the principal means by which individuals can incorporate physical activity into their daily lives, thereby maintaining good health, improving fitness levels and reducing the risk of developing various chronic conditions and diseases. These include coronary heart disease, stroke, type 2 diabetes, cancer, obesity and mental health problems. The health impacts of physical inactivity not only strain the National Health Service but also have far-reaching economic consequences, notably through increased absenteeism from work. Therefore, promoting a healthier population is crucial for a robust and prosperous economy.

### 4.1 Current Situation:

- **Physical Activity Levels:** Adults in Blaby District have lower rates of participation in all forms of physical activity compared to both the national average and the rest of the East Midlands region. Consequently, the rates of inactivity are higher in the district.
- **Walking and Cycling for Travel:** The number of residents who walk and cycle for transportation purposes lags behind other local authorities, not just nationally but regionally within the East Midlands as well. Specifically, the proportion of residents who walk for travel is 30% lower than the national average.
- **Cycling Rates:** The number of residents who cycle is lower than the national average and while there has been widespread growth across England, uptake in Blaby has declined by nearly a third in the last five years.

- **Walking Rates:** The number of residents who engage in any form of walking is below the national average and is also declining, although at a slower rate than cycling.
- **Obesity Rates:** The district's population tends to have higher rates of obesity compared to the averages for Leicestershire, the East Midlands and the country as a whole.
- The costs associated with obesity and inactivity, including social care, NHS expenditures and other related expenses, can be easily avoided through proactive measures.

## 4.2 Public Support

Recent targeted surveys have revealed strong public support for initiatives aimed at promoting active living. Nearly 90% of residents support walking for travel and 65% support an increase in cycling. Furthermore, a significant number of residents actively desire increased infrastructure and behaviour change measures to facilitate an increase in these activities.

With a clear vision, public support and a commitment to addressing the current challenges, Blaby District is well-positioned to become a leader in promoting active living and ensuring the well-being of its residents.

## 5. What will the Strategy Enable?

### 5.1 Sustainable Developments

A planning system that enables and supports walking and cycling journeys of 20 minutes to daily facilities such as shops, education, health services, post offices, public open space, leisure and entertainment facilities will reduce reliance upon a private motor vehicle.

### 5.2 Behaviour Change Programmes

Transport planning has traditionally focused on developing infrastructure for active travel, creating safe environments for movement. However, there is a substantial opportunity to drive change by offering incentives that encourage new habits and empower individuals with the knowledge, skills and confidence to choose active travel. Promoting a change to other modes of transport through increased walking and cycling is vital and alongside infrastructure improvements, implementing targeted initiatives and incentives can help our residents overcome psychological barriers associated with these activities, be it for short or long journeys.

These include initiatives like awareness campaigns and educational programs that highlight the health, environmental and economic benefits of Active Travel and providing information on safe walking and cycling routes to implementing workplace programmes that encourage employers to offer incentives or facilities that support Active Travel, such as secure bicycle parking, shower facilities and subsidised public transportation passes. Large employer in the district like Next and Fosse Park have already begun such programmes with incredible success.

### 5.3 Reduced Traffic Congestion

Traffic congestion can have a significant impact on the economic performance of places, including slowing economic growth. Replacing journeys taken by car with active modes such as walking and cycling can have a positive impact on congestion, reducing the associated negative economic and health effects.



## 5.4 Increased Physical Activity

Physical inactivity directly contributes to one in six deaths in the UK and costs business and wider society £7.4 billion a year. The latest figures show that among both adults and children, rates of inactivity and obesity are slightly higher in Leicestershire than the national average. In the Blaby District 27.3% of adults are inactive. This strategy aims to increase levels of physical activity by creating the conditions to enable and encourage more people to walk and cycle for both essential journeys and leisure.

## 5.5 Improved Mental Health and Wellbeing

Evidence is mounting that physical activity generally and walking and cycling specifically, can have wide-ranging benefits for mental health and wellbeing, including helping to tackle depression and anxiety, which are experienced by around 20% of people in England according to the latest figures. Creating a better environment in the district for walking and cycling and supporting residents to walk and cycle more can support mental health and wellbeing in the district.

## 5.6 Improved Air Quality

Government identifies air quality as the largest environmental risk to public health in the UK. Vehicle emissions make a significant contribution to harmful fine particles in the environment and, as such reducing the number of vehicle journeys and associated congestion can improve air quality. A recent You Gov survey, commissioned by Sustrans, which surveyed 1,305 UK school pupils aged six to fifteen years old across the UK found that almost half (49%) are worried about air pollution near their school.

## 5.7 Safer Streets

Create an infrastructure and social environment in which it is safe to travel by any mode of transportation, reducing the number of cyclists and pedestrians killed or seriously injured every year in the Blaby District.

# 6. What do we want to achieve?

## 6.1 Our Goal

Our goal is to create a transportation system that benefits both residents and businesses while also reducing its environmental impact. Our main priorities are to make transportation more accessible, lower carbon emissions, improve air quality, promote Active Travel options like cycling and walking, enhance road safety and maintain our transport assets. Our goals are to support economic growth, address climate change, improve safety, security and health, promote equality of opportunity and enhance quality of life.

To achieve this, we will deliver the following five ambitions:

### Better Infrastructure

To have delivered high-quality walking and cycling routes in the district as defined in the Local Cycling and Walking Infrastructure Plan (LCWIP).

### More People Travelling Actively

We want to increase the number of residents using active travel in each of the following categories:

- Leisure walking.

- Leisure cycling.
- Commuter walking.
- Commuter cycling.

The current ambition set by National government is to double the number of all short journeys walked, wheeled or cycled by 2030. This would roughly equate to getting over 3,500 more residents cycling and 10,000 more residents walking.

## 6.2 Securing Investment

We will seek to secure investment in active travel from every major development in the Blaby District and seek to secure external funding opportunities as they arise. By producing an LCWIP with a comprehensive list of prioritised, clearly outlined projects, we will be in a strong position to secure funding from a variety of sources as they arise. These may include funds from Leicestershire County Council and Active Travel England or other external sources as they present themselves. These can be combined with Developer Contributions as is the norm in many other Councils.

## 6.3 Strong Collaboration

We will work with Leicestershire County Council, neighbouring authorities, Active Travel England and partners to identify funding opportunities and submit bids to deliver the key priorities.

The Blaby LCWIP already has significant overlap with the County Council LCWIP and this alignment and synergy are recognised by the County Council in their own South of Leicester Area LCWIP - Sections 2.2.2.2 (p12) and 8.3 (p122 & P123).

Blaby District Council already has a strong working relationship with Active Travel England and they have recognised the strong work being undertaken by the district.

## 6.4 Liveable Neighbourhoods

Liveable neighbourhoods offer a great opportunity to create more peaceful, safer and greener communities. By implementing traffic filters on residential streets, adding infrastructure for walking and cycling, introducing more greenery and creating social spaces, we can encourage active travel, reduce traffic and carbon emissions and enhance outdoor spaces for residents.

Blaby District Council has already committed to delivering a net-zero district and making long-term green investments to transform our society and build a wellbeing economy by 2050. This aligns with the 'Place Principle,' which combines people, location and resources to create a sense of identity and purpose, addressing the needs and realizing the full potential of communities.

The goal is to rebalance the way streets are designed and used, prioritising Active Travel and public transportation while still meeting the district's transportation needs. By promoting mixed-density urban growth, we can alleviate urban sprawl and maximise land efficiency, creating fairer, more inclusive, healthier, happier and greener neighbourhoods.

Liveable communities are characterised as safe, attractive, socially cohesive and inclusive, with affordable and diverse housing, supporting public transportation, walking and cycling to employment, education, public open spaces, local shops, health and community services and leisure and cultural opportunities.

The Action Plan will cover detailed approaches and tactics to achieving these goals.



## 7. How will it be delivered?

### 7.1 Creating an evidence base

A Local Cycling and Walking Infrastructure Plan (LCWIP) has been produced for Blaby District, following national guidelines. The LCWIP will sit alongside the strategy and give the district a clear and robust basis on which to seek funding for and implement a programme of cycling and walking infrastructure programmes.

### 7.2 Active Travel Action Plan

An Action Plan has been created that outlines an approach to implementing the prioritised routes identified in the LCWIP. The action plan provides details about how the vision for safe and accessible walking and cycling routes within a sustainable transport network will be delivered. The Action Plan will also identify work to be undertaken to change people's behaviours and encourage more walking & cycling, such as working with schools and businesses to promote active travel.

The action plan includes activities that will be delivered over the short, medium and longer term. This will require a mix of resources including Blaby District Council teams and partners. Over the life of the strategy detailed implementation plans will be produced. This will include the identification of resources required to enable delivery.

### 7.3 Working Group

A Working Group will be established to develop, oversee and monitor the Active Travel Action Plan.

### 7.4 Planning System Integration

We will use the planning system to ensure that future developments take account of sustainable transport and is leveraged to support our ambitions to increase and improve local cycling and walking provision. Making active travel a more convenient and appealing option for residents and people visiting the district for work or leisure.

### 7.5 Monitoring and Evaluation

Blaby District Council will implement a monitoring and evaluation framework to track progress over time and help identify potential problems before they become too serious. These will measure the effectiveness of our Active Travel programmes, determine whether objectives are being met and identify areas for improvement while ensuring resources are used efficiently.

The Working Group will undertake Annual Reviews to review progress being made in delivering the Action Plan and realising the vision of the Active Travel Strategy. This will ensure the Strategy, LCWIP and Action Plan remain current and ready to identify future opportunities. The process should measure not only modal shift, but also attitudes to and awareness of any Active Travel provisions and interventions that are implemented.

We will collect data using two methods, existing data sources and surveys.

## 7.6 Existing data sources

There are several sources for existing data, all of which give an overview of modal share. These work well for getting a broad picture of where we are, but due to delays between the surveys and their publication, cannot be relied on for in depth, targeted or immediate data.

These sources would be:

- National Travel Attitudes Study
- Sport England Active Lives
- National Travel Survey
- The NHS

## 7.7 Surveys

Where more direct data is needed, i.e. on a specific new walking or cycle route, Blaby District Council will conduct its own surveys. They are generally used to assess a project's effectiveness.

These should include:

- Route user intercept surveys
- Vehicle flow counts
- Manual cycle and pedestrian counts

All data will be collected in accordance with the DfT Monitoring and Evaluation (M&E) Guidance (2020).

## Blaby District Local Cycling and Walking Infrastructure Plan 2024-2034

### Executive Summary

#### *Introduction*

Blaby District Council, with the support of Sustrans, has developed a Local Cycling and Walking Infrastructure Plan (LCWIP) to encourage active travel (cycling, walking, wheeling) for leisure, commuting, and exercise. The plan aims to create a high-quality, integrated network of cycling and walking infrastructure, which promotes health and environmental benefits, whilst reducing congestion and pollution. The LCWIP aligns with the Government's strategy to increase walking and cycling trips.

#### *Structure and Scope*

The LCWIP follows the Department for Transport's guidance and comprises six stages: determining scope, gathering information, network planning for cycling and walking, prioritising improvements, and integration. The plan focuses on areas within 10km for cycling and 2km for walking, considering current travel patterns, infrastructure, and significant trip generators like schools and employment hubs.

#### *Opportunities and Challenges*

Blaby District's flat terrain and close-knit settlements are conducive to active travel. Key opportunities include integrating with Leicester City's high-quality cycle network and leveraging new developments like New Lubbethorpe. Challenges involve improving access in rural areas and overcoming physical barriers like busy roads and railways.

#### *Gathering Information*

The plan assessed existing walking and cycling networks, travel patterns, significant trip generators, and public perception through surveys. Key findings indicate a need for wider and better pavements, more safe crossing points, and increased off-road cycle routes. Stakeholder engagement identified priority routes and areas for improvement.

#### *Network Planning and Prioritisation*

The LCWIP proposes a draft network map for cycling and walking, identifying key routes and necessary improvements, such as segregated cycleways, traffic calming measures, and enhanced crossings. Routes were audited for safety, directness, and coherence, with high-level cost estimates provided. Prioritisation considered effectiveness, policy alignment, economic value, and deliverability.

#### *Integration and Behaviour Change*

The LCWIP will be integrated into local policies, ensuring new developments support active travel. Blaby's Active Travel Strategy aims to double walking and cycling trips, secure investment from developments, and foster collaboration with Leicestershire County Council. Behaviour change initiatives will include educational programs, employer incentives, and awareness campaigns to promote active travel and reduce car usage.

#### *Conclusion*

The LCWIP outlines a strategic approach to enhance Blaby District's walking and cycling infrastructure over the next decade, aiming to improve health, reduce environmental impact, and support sustainable transport. Regular reviews and updates will ensure the plan adapts to changing needs and opportunities.

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# Blaby District Local Cycling and Walking Infrastructure Plan 2024-2034

## Action Plan Executive Summary

**Internal Actions:** Identifying and implementing actions within BDC which enable staff and Members to contribute towards the promotion of Active Travel behaviours.

### *Short Term:*

- ✓ Create a Working Group to oversee and implement the Active Travel Strategy.
- ✓ Review current vehicle fleet and options for staff.
- ✓ Promote appropriate driving around cyclists using BDC liveried vehicles.

### *Long Term:*

- ✓ Promote and embed Active Travel as the first choice for all staff for short-distance trips and Council activities, aiming to gain ModeShift Stars Travel Plan accreditation.
- ✓ Encourage and support public transport use among staff.

**Infrastructure:** Bidding for, and implementation of, Active Travel infrastructure to create the provision to support the transition to more active modes of travel across the District.

### *Medium Term:*

- ✓ Build on work undertaken by BDC to seek funding for the Network Rail cycle storage.
- ✓ Seek implementation 20mph schemes to target increased Active Travel.
- ✓ Create a list of all existing walking and cycle infrastructure and audit it for quality and maintenance status.

### *Long Term:*

- ✓ Implement priority infrastructure identified through the LCWIP infrastructure programme.
- ✓ Contribute to roll out a District wide segregated walking and cycling network.

**Liveable Neighbourhoods:** Working with communities to create new ways of adopting active travel principles.

### *Short Term:*

- ✓ Pilot a School Streets programme to reduce car use and promote walking.
- ✓ Seek private sponsorship to fund more Bikeability training in schools.

### *Medium Term:*

- ✓ Identify locations for the installation of cycle parking and related infrastructure, using local knowledge and tools.
- ✓ Work with local police to reduce pavement parking through regular meetings and awareness campaigns.
- ✓ Ensure access on the cycle network for deliveries using cargo bikes, ensuring routes are accessible.
- ✓ Implement initiatives like School Streets and Low-Traffic Neighbourhoods in areas with high need or support.

**Development and Planning:** Using planning powers to influence the development of active travel resources as part of scheme development.

### *Short Term:*

- ✓ Prepare new and revised Local Plans, Planning Obligations Policy, and Supplementary Planning Documents to align with LTN1/20.
- ✓ Ensure planning conditions and obligations support the Active Travel Strategy, securing Section 106 funding.

### *Medium Term:*

- ✓ Investigate Active Travel improvements to the highway network are made in areas with planned development, using LCWIP recommendations and external funding.

Schools: Empower schools within the district to access resources to support the transition to active travel.

*Short Term:*

- ✓ Work with schools to identify and source funding for cycle parking, increasing the number of cycle parking spaces.
- ✓ Pilot a no-parking zone around a school to promote Active Travel and reduce parking issues.

*Medium Term:*

- ✓ Ensure every school in the District develops and implements an accredited Active Travel Plan.

Behaviour Change: Complementing resources and infrastructure, it is necessary to deliver a programme of behaviour change approaches to encourage people to change the way they travel.

*Short Term:*

- ✓ Develop a range of media, promotional activities, as part of a mainstream, inclusive, public-facing communication strategy.
- ✓ Prepare a signage and wayfinding plan and begin its rollout across the district.
- ✓ Work with County Council to continue support for Bikeability and Adult Cycle Training schemes across the District.

*Medium Term:*

- ✓ Investigate existing plans for local businesses to develop Active Travel Plans and additional support through Modeshift Stars programme.
- ✓ Produce a cycle safety initiative/campaign to promote safer driving and considerate behaviour around cyclists.
- ✓ Work with local communities and stakeholders to understand barriers to Active Travel in rural and less affluent areas, developing targeted programmes.

Development, Monitoring and Evaluation: Creation of a robust model of assessing the impact of the Active Travel changes over a prolonged period.

*Short Term:*

- ✓ Collect baseline data before infrastructure changes to measure the impact.
- ✓ Work with the County Council to establish baseline levels of cycling and walking in Blaby District.

*Medium Term:*

- ✓ Continue collecting and analysing data to monitor progress toward Active Travel targets, with annual reporting.

Full breakdown of the walking & cycling routes identified in the LCWIP

### **Cycling Routes**

#### Corridor 1: Glenfield

- Leicester Road A50 (£3,250,000)
- Glenfield Frith Drive / Chestnut Road (£150,000)
- Station Road / Kirby Road (£850,000 to £3,750,000)
- Dominion Road / Stamford Street (£3,625,000)
- Main Street / Kirby Road / Kirby Lane (£1,805,000)
- Ratby Road / Ratby Lane (£250,000)

#### Corridor 2: Kirby Muxloe

- Glenfield Lane (£1,479,000)
- Main Street / Station Road (£5,165,000)
- A47 Hinckley Road (£5,727,500)

#### Corridor 3: Beggars Lane

- A47 Hinckley Road (£1,239,750)
- Warren Lane / Forest House Lane / New Lubbethorpe / Tay Road (£650,525)
- Beggars Lane (Not costed)

#### Corridor 4: B582

- Desford Road / Mill Hill / Hall Walk / Blaby Road (£7,820,000)
- Blaby Road / Enderby Road (inclusive of the B582 - A426 Roundabout) (£8,360,000)
- Enderby Road / Sycamore Street / Cross Street (£1,650,000)
- Leicester Lane (£690,000 + land purchase costs)

#### Corridor 5: New Lubbethorpe

- Tay Road / Meridian Way (£874,000)
- Braunstone Town (£980,568)

#### Corridor 6: Enderby – Narborough – Littlethorpe – Blaby

- High Street / Chapel Street / Seine Lane (£802,000)
- Conery Lane (£150,000)
- Forest Road / Desford Road (£2,325,010)
- Co-Operation Street / King Street / Shortridge Lane / West Street (£650,000)
- Western Drive (£710,000)
- The Pastures / Hardwicke Road (£650,000)
- Desford Road / Leicester Road / Station Road / Riverside Way / Warwick Road (£7,590,000)
- Grove Road / Lutterworth Road (£5,645,000)

#### Corridor 7: Narborough to Everards Meadows

- Everards Meadows (£420,000)
- Narborough / Everards Meadows (£7,245,000)
- Sandhill Drive / Mill Lane (£474,000)

Corridor 8: Narborough to Sharnford

- Stoney Stanton / Coventry Road (£1,094,000)
- Croft Hill Road / Huncote Road / Stanton Lane / Huncote Road / Long Street / Sapcote Road (£2,413,000)
- Link to Croft (£100,000)
- Sapcote Road / Stanton Road / Church Street / Bassett Lane (£460,000)
- Donkey Lane / Mill Lane (£552,000)

Corridor 9: Cosby

- Park Road / Cambridge Road (£2,210,000)
- Cambridge Road / Brook Street / High Street / Victoria Road (£1,340,000)

Corridor 10: Countesthorpe

- Leicester Road / Sycamore Street / Welford Road (£2,395,000)
- Winchester Road (£3,310,000)
- Cosby Road / Station Road / The Square / Central Street / The Bank / Church Street (£3,200,000)
- Wigston Street Leicester Road / Countesthorpe Road (£3,769,200)
- Hospital Lane (£660,000)

**Walking Routes**

Corridor 1: Glenfield, Kirby Muxloe & Leicester Forest East

- Glenfield to Kirby Muxloe (£498,260)
- Dominion Road / Stamford Street (£980,000)
- Station Road (£1,300,000)
- Main Street (£250,000)

Corridor 2: Enderby, Narborough and Huncote

- Station Road (£450,000)
- Blaby Road / Mill Hill / Hall Walk / Desford Road (£1,250,000)
- Leicester Lane (£458,000 plus the purchase of the land)
- Mill Lane (£450,000)
- King Street / Co-Operation Street (£570,000)
- High Street / The Cross / Mill Lane (£350,000)
- Forest Road / Desford Road (£1,203,000)
- Huncote Road / Narborough Road / Main Street (£670,000)
- Desford Road (not including the Desford Roundabout) (£450,000)

Corridor 3: Littlethorpe and Cosby

- Narborough Road / Cosby Road (£500,000)
- Warwick Road (£450,000)

Corridor 4: Stoney Stanton, Croft & Sapcote

- Park Road link to West Field Road (£50,000)
- Long Street (central roundabout) (£650,000)

Corridor 5: Blaby, Countesthorpe and Whetstone

- Grove Road (£600,000)



- Lutterworth Road / Leicester Road (£650,000)
- Hospital Lane (£350,000)
- Winchester Road / Welford Road / Sycamore Street (£700,000)
- Lutterworth Road (£560,000)
- Brook Street / High Street / Victoria Road (£650,000)

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	24 June 2024
<b>Title of Report</b>	<b>Appointment of Members to Serve on Outside Bodies – 2024/2025</b>
	This is not a Key Decision and is not on the Forward Plan
<b>Lead Member</b>	<b>Cllr. Terry Richardson - Leader of the Council</b>
<b>Report Author</b>	Senior Democratic Services & Scrutiny Officer
<b>Strategic Themes</b>	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

#### 1. What is this report about?

- 1.1 To seek approval by Cabinet Executive for appointments to be made to Outside Bodies for appointment or nomination to those bodies listed for 2024/25.

#### 2. Recommendation(s) to Cabinet Executive

- 2.1 That the preferences and changes to appointments to Outside Bodies as proposed at Appendix 1 of this report be approved.
- 2.2 That unless otherwise stated all appointments be held, until the first Cabinet Executive meeting following the Annual Council meeting in 2025.
- 2.3 That all appointments be endorsed as approved duties for the payment of allowances.
- 2.4 That the Constitution be amended accordingly.

#### 3. Reason for Decisions Recommended

- 3.1 It is appropriate to give effect to the wishes of the political groups.

#### 4. Matters to consider

- 4.1 Background

Attached at Appendix 1 is the Schedule of Cabinet Executive Outside Bodies Appointments for 2024-2025. These appointments have been

requested by the Leader of the Council and are presented for Cabinet Executive's consideration.

## 4.2 Proposal(s)

That the preferences and changes to appointments to Outside Bodies as proposed at Appendix 1 of this report be approved.

### 4.3 Relevant Consultations

## The Conservative Group.

#### 4.4 Significant Issues

None.

## 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 None in the context of this report.

## 7. Other options considered

7.1 None in the context of this report.

## 8. Environmental impact

8.1 None.

## 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 – Appointment of Members to Serve on Outside Bodies 24/25

## 11. Background paper(s)

11.1 None.

## 12. Report author's contact details

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**BLABY DISTRICT COUNCIL**  
**APPOINTMENTS TO OUTSIDE BODIES 2024-2025**  
**APPOINTING BODY – CABINET EXECUTIVE**

Name of Organisation	Term of Office	Appointment
East Midlands Councils	Annual	Cllr Terry Richardson
East Midlands Councils (Substitute)	Annual	Cllr Maggie Wright
LGA General Assembly	Annual	Cllr Terry Richardson
LGA General Assembly Substitute	Annual	Cllr Maggie Wright
Leicestershire & Rutland Heritage Forum	Annual	Cllr. Cheryl Cashmore
The A46 Partnership	Annual	Cllr Ben Taylor
The A5 Partnership	Annual	Cllr Ben Taylor
Blaby District Tourism Partnership	Annual	Cllr. Cheryl Cashmore
Leicestershire Safer Communities Strategy Board	Annual	Cllr. Les Phillimore
Strategic Growth Plan - Members' Advisory Group	Annual	Cllr. Terry Richardson

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