

**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 Council Chamber on **MONDAY, 16 SEPTEMBER 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 - 10)  
To approve and sign the minutes of the meeting held on 24 June 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. Quarter 1 Budget Review 2024/25 (Pages 11 - 22)  
To consider the report of the Accountancy Services Manager (enclosed).
6. Quarter 1 Treasury Management Update 2024/25 (Pages 23 - 40)  
To consider the report of the Finance Group Manager (enclosed).
7. Quarter 1 Capital Programme Review 2024/25 (Pages 41 - 48)  
To consider the report of the Accountancy Services Manager (enclosed).
8. The Blaby District Council (Off-Street Parking Places) Order 2024 (Pages 49 - 86)  
To consider the report of the Environmental Services Manager (enclosed).

## **CABINET EXECUTIVE**

Minutes of a meeting held in the Park Room, Council Offices, Narborough

**MONDAY, 24 JUNE 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 Safety and Environmental Services Portfolio Holder
Cllr. Ben Taylor	- Planning, Transformation and ICT 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
Caroline Harbour	- Environmental Health, Housing, Net Zero & Community Services Group Manager
Gary Morris	- Interim Finance Group Manager
Luke Raddon-Jackson	- Assets & Major Projects Group Manager
Katie Hollis	- Accountancy Services Manager
Anna Farish	- Environmental Services Manager
Isaac Thomas	- Democracy Support Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

### **Apologies:**

Cllr. Cheryl Cashmore - Health, Leisure, Climate and Economic Development Portfolio Holder

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

No disclosures were received.

## **26. MINUTES**

The minutes of the meeting held on 13 May 2024, as circulated, were approved and signed as a correct record.

**27. PUBLIC SPEAKING PROTOCOL**

No requests were received.

**28. FINANCIAL PERFORMANCE 2023/24**

Considered - Report of the Accountancy Services Manager.

Other Options Considered: None.

**DECISIONS**

1. That the financial performance for 2023/24 be accepted.
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%.

Reasons:

The unaudited accounts for 2023/24 were published on 31st 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.

## 29. **TREASURY MANAGEMENT OUTTURN 2023/24**

Considered - Report of the Finance Group Manager.

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

### **DECISIONS**

1. That the treasury management activities for 2023/24 be approved.
2. That the prudential and treasury indicators for 2023/24 be approved.
3. That the delegated decision taken to transfer proceeds from asset sales in the Lothbury Property Trust into the UBS Triton fund be noted.

Reasons:

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.
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 22nd February 2023.
3. Following termination of the Lothbury Property Trust on 30th 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.

**30. ANNUAL GOVERNANCE STATEMENT**

Considered – Report of the Executive Director (Section 151 Officer).

The Executive Director informed Members of an amendment to the Annual Governance Statement (Appendix A) found at page 58 of the agenda pack and explained that the next Audit and Corporate Governance Committee meeting was rescheduled and would now be taking place on Tuesday 30 July 2024.

Other Options Considered: 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.

**DECISION**

That the Annual Governance Statement in respect of 2023/24 financial year be approved.

Reason:

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

**31. IFRS 16 LEASING POLICY**

Considered - Report of the Finance Group Manager.

Other Options Considered: 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.

**DECISION**

That the leasing policy at Appendix A is approved.

Reason:

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.

## 32. **AIR QUALITY ANNUAL STATUS REPORT 2024**

Considered – Report of the Environmental Services Manager.

Other Options Considered:

1. Completion and submission of the ASR is a statutory requirement and therefore there are no other options.
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.

### **DECISIONS**

1. That the Annual Status Report 2024 be approved for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication.
2. That consultation be undertaken prior to revocation of Air Quality Management Area (AQMA) 3 (M1 corridor between Thorpe Astley and Leicester Forest East).
3. That delegated authority be given 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.

Reasons:

1. It is appropriate for Members to be informed of the air quality monitoring data for the District in 2023.
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. 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 30th June 2024.

**33. DLUHC PRODUCTIVITY PLAN 2024-25**

Considered – Report of the Chief Executive.

Other Options Considered: No other options have been considered.

**DECISION**

That the Productivity Plan at Appendix A of the report, 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.

Reason:

To deliver on the Governments requirement and demonstrate the Councils commitment to being an ambitious and well managed council.

**34. ACTIVE TRAVEL STRATEGY**

Considered – Report of the Assets & Major Projects Group Manager.

Other Options Considered: 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.

**DECISIONS**

1. That the Active Travel Strategy and Action Plan be approved.
2. That delegate authority be given 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.

Reason:

To enable the Council and partners to increase and improve Active Travel across the district.



**35. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES**

Considered – Report of the Senior Democratic Services & Scrutiny Officer.

Other Options Considered: None.

**DECISIONS**

1. That the preferences and changes to appointments to Outside Bodies as proposed at Appendix 1 of the report be approved.
2. That unless otherwise stated all appointments be held, until the first Cabinet Executive meeting following the Annual Council meeting in 2025.
3. That all appointments be endorsed as approved duties for the payment of allowances.
4. That the Constitution be amended accordingly.

Reason:

It is appropriate to give effect to the wishes of the political groups.

**THE MEETING CONCLUDED AT 6.00 P.M.**

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	16 September 2024
<b>Title of Report</b>	<b>Quarter 1 Budget Review 2024/25</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>	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 gives Members an overview of the financial performance against the budget for the first quarter of 2024/25.

#### 2. Recommendations to Cabinet Executive

- 2.1 That the financial performance against the budget for the quarter ending 31<sup>st</sup> June 2024 is accepted.
- 2.2 That Cabinet Executive approve the additional budget expenditure of £53,122 listed within 4.1, and approves the forecast contribution of £516,978 from General Fund balances.
- 2.3 That the Local Plan Earmarked Reserve is increased by £221,070 from the General Fund Balance and delegated authority is given to the Executive Director (S151 Officer) in consultation with the Finance, People & Performance Portfolio holder to draw down from the Local Plan Reserve when necessary.

#### 3. Reason for Decisions Recommended

- 3.1 It is good practice that Members have oversight of the Council's financial performance at regular points during the financial year.
- 3.2 To recognise movements in the call on reserves and balances to date, along with potential variances in establishment costs and key income streams that may arise between now and the end of the financial year.

#### 4. Matters to consider

##### 4.1 Background

The Council's original budget was approved on 26<sup>th</sup> February 2024. The approved budget before contributions from reserves and government grants was £16,206,950. It was agreed that the budget would be supported by a contribution of £463,856 from the General Fund Balance and a contribution of £349,315 from earmarked reserves, resulting in a net expenditure budget of £15,393,779.

Since February, there has been some changes made to the budget, most notably to bring forward unspent budget provision from last financial year, and these are reflected in the working budget shown in column B of Appendix A.

The following table sets out the movement between the original Approved Budget and the latest Working Budget.

	£
Approved budget before contributions from reserves and government grant	16,206,950
<u>Additional funding from Earmarked Reserves</u>	
Unspent budget provision carried forward from 2023/24	2,187,478
Expenditure funded from Local Plan Reserve	56,227
<u>Additional Funding from General Fund Balances</u>	
Job Evaluation exercise	25,807
Establishment changes	10,782
One-off budget changes, individually £10,000 or under	16,533
	<b>£18,503,777</b>

A total of £2,257,478 has been carried forward from 2023/24, of which £2,005,935 relates to ring-fenced external funding.

An Earmarked reserve is held for funds ringfenced to be spent on the Council's Local Plan. The funds are transferred into the service when required to allow purchase orders to be raised to enable progression to the local plan in the district. A request for additional funds to be added to the reserve is detailed in section 4.5.

An independent Job Evaluation review of the Open Spaces Operative posts has been undertaken and following the outcome a regrade of 5 establishment posts has been required, back dated to January 2023. The

total increase for salary and on costs for the full year included the backdated costs is £25,807.

Changes to the establishment have been required to increase the current position of Insurance Officer to a full-time post following the retirement of the incumbent. The Insurance Officer post is solely responsible for undertaking the day-to-day administration of the Council's insurance policies and premiums, dealing with all insurance claims, and queries across the Council. The current post holder has been in the position for an established period. The revision in the post allows resilience across the Accountancy Team, and an increase in hours to bring this post to a full-time position to reflect the additional work, and loss of experience.

## 4.2 Establishment

At the end of quarter 1, at an overall level, establishment costs amounted to £4,140,766 against a profiled budget of £4,233,255, i.e., under profile by £92,489. An estimate of 3% was built into the budget across services for the potential pay award, with a further 1% held centrally.

The pay award for Chief Officers (Directors and Group Managers) was agreed at 2.5% compared with the 3% budgeted. The agreement was made in July and will be reflected in the quarter 2 update. The offer made for the Chief Executive pay is an increase of 2.5%, however this has not yet been agreed.

The offer made to officers on grade 1 to 9 is a flat rate of £1,290 per annum across all scale points. This was not agreed to by all Unions and Unison is currently in the process of balloting their members whether they wish to take strike action.

The following table shows variances to 30<sup>th</sup> June 2024.

<b>Portfolio</b>	<b>(Under)/Over £</b>	<b>Note</b>
Leader	(7,669)	1
Finance, People & Performance	31,795	2
Neighbourhood Services & Assets	21,455	3
Health, Leisure, Climate and Economic Development	(9,605)	4
Housing, Community Safety and Environmental Services	(32,983)	5
Planning, Transformation and ICT	(52,831)	6
Central Provisions	41,000	7
Total Variance	(90,837)	

### Reasons for Variances

1. Vacant posts recruited to on a different spinal point to budgeted.
2. Interim Finance Group Manager joined the Council in May 2024, prior to the Finance Group Manager leaving during June 2024 to allow for some handover.
3. Additional costs incurred in Refuse and Recycling in relation to bank holiday overtime. The budget will be reviewed and revised if required during the annual budgets setting process which is undertaken during September/ October.
4. Vacant posts within Building Control.
5. Vacancies in Environmental Protection and Environmental Health teams.
6. Mainly due to vacant Corporate Service Group Manager post at the start of the financial year, and Planning Enforcement Manager post vacant for a period but now filled on an interim basis.
7. This represents the vacancy savings provision, net of central provisions for statutory sick pay, statutory maternity pay, and the apprenticeship levy.

### 4.3 Key Income

	<b>Working Budget</b>	<b>Profiled Budget</b>	<b>Actual to Date</b>	<b>(Surplus)/ Shortfall</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Planning Fees</b>	(600,000)	(150,000)	(160,671)	(10,671)
<b>Building Control Fees</b>	(1,092,280)	(393,219)	(196,345)	196,874
<b>Building Control Partnership</b>	(312,371)	(312,371)	(312,855)	(484)
<b>Land Charges</b>	(216,000)	(54,000)	(35,808)	18,192
<b>Investment Interest</b>	(1,000,000)	(250,000)	(359,199)	(109,199)
<b>Refuse and Recycling</b>	(1,805,000)	(1,524,430)	(1,538,828)	(14,398)
<b>Car Parks</b>	(223,000)	(55,750)	(53,768)	1,982
<b>Leisure Income</b>	(857,247)	0	0	0
<b>Total</b>	(6,105,898)	(2,739,770)	(2,684,143)	82,297

NB: brackets indicate excess income.

As can be seen in the table above, Building Control income has fallen below profile in the 1<sup>st</sup> quarter of the year. Over the past 2 financial years we have seen the income stream struggle in the economic climate. Whilst we are early in the financial year, the budget will be reviewed during the Budget

Setting process undertaken in September and if it is thought that the income will not achieve the annual budget, it will be adjusted accordingly.

Over the past 2 years we have seen the increase in interest rates have a positive impact on the investment income. The income stream continues to exceed the profiled budget as was seen in the prior year, and in the 1<sup>st</sup> quarter of the year is £109,199 above the profiled budget.

Leisure income is profiled to be received from quarter 2 onwards and is expected to come in on budget.

#### 4.4 Earmarked Reserves

In addition to the General Fund balance the Council also maintains a number of 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. A detailed breakdown of the movement on Earmarked Reserves during the 1<sup>st</sup> quarter of the financial year and the forecast to the end of the year appears at Appendix B.

At the last Cabinet meeting in June, it was agreed that the former Choice Based Lettings Reserve would be redesignated as the Homelessness Grant Reserve and a new reserve set up for the redistributed Business Rates pool monies, to be utilised to support the Economic Development of the district, with further consideration as to how this reserve will contribute to the Council's financial position in future years.

Changes to funding from earmarked reserves highlighted in the table in paragraph 4.1 are reflected in Appendix B, as is the movement of funds from the General Fund Balance into the Local Plan Reserve as requested in paragraph 4.5 below.

The balance remaining on the Huncote Major Incident Reserve relates to capital expenditure funded through borrowing. This balance will be amortised in line with Minimum Revenue Provision charges to General Fund.

#### 4.5 Local Plan Reserve

##### Additional funding requirement

One of the Council's corporate priorities included in the Blaby District Plan over the next 4 years is the commitment to progress the adoption of the emerging Local Plan.

To enable progression to be made an additional £221,070 is required for essential evidence documents and resources which are over and above the funds currently held in the Earmarked reserve. It is therefore proposed to

transfer £221,070 from the General Reserve into the Local Plan earmarked reserve bringing the balance of the Local Plan reserve up to £635,646.

To date £56,227 has been moved into the general fund budget to enable purchase orders to be raised and work planned to progress. An additional £342,520 is expected to be spent by the end of the financial year. The remainder is expected to be utilised in the following years.

Delegated authority is requested to be given to the Executive Director (S151 Officer) in consultation with the Finance People and Performance Portfolio holder to draw down from the reserve when necessary to match the budget expenditure relating to the Local Plan Process.

#### 4.6 Forecast Outturn

The original approved budget allowed for a contribution of £463,856 to be taken from General Fund Balances. As shown in Appendix A, the required contribution has increased to £516,978.

### 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
Net expenditure may exceed the approved budget due to shortfall in income or overspending	Ongoing budget monitoring to highlight variances.

### 7. Other options considered

7.1 None

### 8. Environmental impact

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

### 9. Other significant issues

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



**10. Appendix**

10.1 Appendix A – Budget Monitoring Statement to 30<sup>th</sup> June 2024.

10.2 Appendix B – Forecast Reserves Position to 31<sup>st</sup> March 2025.

**11. Background paper(s)**

11.1 None

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

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## BLABY DISTRICT COUNCIL

## GENERAL FUND REVENUE ACCOUNT

## BUDGET MONITORING STATEMENT TO 30TH JUNE 2024

Portfolio		A Approved Budget £	B Working Budget £	C Profiled Budget £	D Actual to P3 £	E Variance to Profile £	F Forecast Outturn £
FPP	Finance, People & Performance	3,504,581	3,606,141	751,463	158,825	(592,638)	3,606,141
HCES	Housing, Community Safety & Environmental Services	2,286,511	2,724,389	549,412	226,610	(322,802)	2,724,389
HWCEBS	Health & Leisure, Climate and Economic Development	(30,669)	963,834	496,493	226,814	(269,679)	963,834
LEAD	Leader	2,265,122	2,394,615	601,654	691,044	89,391	2,394,615
NSA	Neighbourhood Services & Assets	3,640,324	3,813,134	(74,644)	(125,179)	(50,536)	3,813,134
PDECT	Planning, Transformation and ICT	3,192,511	3,664,673	1,207,977	(172,746)	(1,380,723)	3,664,673
<b>Net Expenditure on Services</b>		<b>14,858,380</b>	<b>17,166,786</b>	<b>3,532,355</b>	<b>1,005,369</b>	<b>(2,526,987)</b>	<b>17,166,786</b>
RCCO	Revenue Contributions to Capital Outlay	94,315	94,397	23,661	13,900	(9,761)	94,397
MRP	Minimum Revenue Provision	748,865	748,865	187,216	0	(187,216)	748,865
VRP	Voluntary Revenue Provision	300,000	300,000	75,000	0	(75,000)	300,000
APPROP	Appropriations & Accounting Adjustments	205,390	193,729	41,000	0	(41,000)	193,729
		<b>16,206,950</b>	<b>18,503,777</b>	<b>3,859,232</b>	<b>1,019,268</b>	<b>(2,839,964)</b>	<b>18,503,777</b>
EAR	Contributions to/(from) Earmarked Reserves	(349,315)	(2,593,020)	(648,255)	(13,900)	634,355	(2,593,020)
GFBAL	Contributions to/(from) General Fund Balances	(463,856)	(516,978)	(122,999)	0	122,999	(516,978)
<b>Net Budget Requirement</b>		<b>15,393,779</b>	<b>15,393,779</b>	<b>3,087,978</b>	<b>1,005,369</b>	<b>(2,082,609)</b>	<b>15,393,779</b>

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# **FORECAST RESERVES & BALANCES AS AT 31ST MARCH 2025**

## **APPENDIX B**

	GL Code	Balance at 31/03/2024 £	Contributions from I&E A/c £	Utilisation of Balances £	Balance at 31/03/2025 £
Leisure Centre Renewals Fund	9999/VBA	(73,607)	0	0	(73,607)
Computer Room Environment	9999/VBB	(135,820)	0	0	(135,820)
Licensing Reserve	9999/VBC	(27,868)	0	0	(27,868)
Insurance Reserve Fund	9999/VBD	(100,000)	0	0	(100,000)
Blaby Plan Priorities Reserve	9999/VBJ	(365,453)	0	22,000	(343,453)
General Reserve Fund	9999/VBK	(1,612,310)	0	0	(1,612,310)
Ongoing Projects Reserve	9999/VBM	(2,289,974)	0	2,289,974	(0)
Elections Reserve	9999/VBQ	(208,248)	0	0	(208,248)
Homelessness Grant Reserve	9999/VBR	(104,952)	0	40,000	(64,952)
New Homes Bonus Reserve	9999/VBT	0	0	0	0
Contractual Losses Support Reserve	9999/VBU	(255,000)	0	0	(255,000)
Economic Development Initiatives	9999/VBX	(50,000)	0	0	(50,000)
Provision - ERIE Sinking Fund	9999/VCA	(9,147)	0	0	(9,147)
Community Rights Reserve	9999/VCB	(48,724)	0	0	(48,724)
Hardship Reserve	9999/VCD	(325,000)	0	0	(325,000)
Parish New Homes Bonus Reserve	9999/VCE	(881)	0	0	(881)
NNDR Income Reserve	9999/VCF	(1,655,218)	0	0	(1,655,218)
Flexible Working Reserve	9999/VCG	(161,792)	0	0	(161,792)
Local Plan Reserve	9999/V CJ	(414,576)	(221,070)	398,747	(236,899)
Lottery Reserve	9999/VCK	(27,365)	0	0	(27,365)
IT System Replacement Reserve	9999/VCL	(39,815)	0	0	(39,815)
Property Fund Reserve	9999/VCM	(167,573)	0	0	(167,573)
Huncote Major Incident Reserve	9999/VCP	(642,526)	0	0	(642,526)
Court Fees Income Reserve	9999/V CQ	(31,813)	0	0	(31,813)
Business Rates Pool Reserve	9999/VBV	(1,065,210)	0	0	(1,065,210)
		(9,812,872)	(221,070)	2,750,721	(7,283,221)
<b>Usable Earmarked Reserves</b>		<b>(9,812,872)</b>			<b>(7,283,221)</b>
<b>General Fund Balance</b>		<b>(6,564,232)</b>	221,070	0	<b>(6,343,162)</b>

**TOTAL RESERVES & BALANCES**

**(16,377,103)**

**(13,626,382)**

NB: Council has approved the use of £100,000 from the Hardship Reserve to mitigate the impact of increased service demand arising from the cost of living crisis. This contribution will be reflected as and when any expenditure is required.

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	16 September 2024
<b>Title of Report</b>	<b>Quarter 1 Treasury Management Update 2024/25</b> This is not a Key Decision and is not 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 This report provides Members with an update on the Council's treasury activities for the quarter ended 30<sup>th</sup> June 2024, and the economic factors that have affected those activities. This is an additional report stemming from the 2023/24 Prudential Code, which requires that treasury management updates should be reported on a quarterly basis from 1<sup>st</sup> April 2023 onwards. The Code stipulates that the additional two quarterly reports (Quarters 1 and 3) need to be adequately scrutinised but do not need to be reported to full Council
- 1.2 The report also demonstrates compliance with the prudential indicators that were approved by Council on 27<sup>th</sup> February 2024.

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

- 2.1 That the latest position in respect of treasury activities, and the prudential indicators, are accepted.

#### 3. Reason for Decisions Recommended

- 3.1 The 2023/24 edition of the Prudential Code added a requirement for quarterly reporting of treasury management activities and prudential indicators. Whilst quarters 1 and 3 do not need to be formally reported to full Council, there is an implicit understanding that they should be adequately scrutinised by Cabinet Executive.

#### 4. Matters to consider

- 4.1 Background

The Chartered Institute of Public Finance Accountancy (CIPFA) Code of Practice for Treasury Management 2021 recommends that Members are updated on treasury management activities at least quarterly. This report,

therefore, ensures that the Council is following best practice in accordance with the Code. The financial year 2024/25 is the second year in which Cabinet will receive quarterly treasury updates.

Whilst it is a requirement of the Code that the annual and mid-year reports on treasury activity must be ratified by full Council, the reports for the first and third quarters of the financial year only need to be presented to Cabinet.

#### 4.2 Economic Update

The economic update for the first quarter of 2024/25, provided by Link Group, the Council's treasury management advisors, is included at Appendix A.

It should be noted that changes to the UK economy, and their resulting implications for the Council's treasury activities, can often be fast-paced and, therefore, some of the economic data may be partially out of date by the time it is reported.

On 1<sup>st</sup> of August 2024, the Monetary Policy Committee (MPC) voted in favour of a 0.25% decrease in Bank Rate, taking it down to 5.0%.

#### 4.3 Interest Rate Forecasts

The Council has appointed Link Group as its treasury management advisors and part of Link's service is to assist the Council to formulate a view on interest rates. The Public Works Loans Board (PWLB) rate forecasts below are based on the Certainty Rate (the standard rate minus 0.20%) which has been accessible to most local authorities since 1<sup>st</sup> November 2012.

The latest forecast at Appendix B, sets out a view that both short and long-dated interest rates will be elevated for quite some time, as the Bank of England seeks to reduce inflation, against a backdrop of a stubbornly robust economy and a tight labour market.

Link's forecasts have steadily increased during the quarter as supporting data has continued to spring upside surprises, and the Bank of England has under-estimated the prevalence of inflation and how tight the labour market is.

The expectation is that, whilst the Bank of England will be keen to loosen monetary policy once inflation pressures have been relieved, that the reduction in Bank interest rate by 0.25% on 1 August 2024 is not indicative of further cuts.

In terms of PWLB rates, gilt yields have shifted upwards, especially at the shorter end of the yield curve, but remain volatile. Certainty rates for 5 to 50 years are generally in the range of 4.65% to 5.60%. It is likely that the markets have already built in most impacts on gilt yields of the likely increases in Bank Rate.



The balance of risks to economic growth in the UK is to the downside.

Downside risks to current forecasts for UK gilt yields and PWLB rates are:

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, the rising gilt yields we have seen of late).
- **The Bank of England** increases Bank Rate too fast and too far over the coming months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, China/Taiwan/US, Iran, North Korea, and Middle Eastern countries, which could lead to increasing safe-haven flows.
- **A broadening of banking sector fragilities**, which have been successfully addressed in the near-term by central banks and the market generally, but which may require further intervention if short-term interest rates stay elevated for longer than is anticipated.

Upside risks include:

- Despite the recent relaxing of bank rate by 0.25%, the **Bank of England proves too timid** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to remain elevated for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.
- **The pound weakens** because of a lack of confidence in the UK Government's fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer-term **US treasury yields** rise strongly if inflation remains more stubborn than the market currently anticipates, pulling gilt yields up higher consequently.
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields compensating.

#### 4.4 Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2024/25, which includes the Annual Investment Strategy, was approved by the Council on 27<sup>th</sup> February 2024. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the Council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity, aligned with the Council's risk appetite. In the current economic climate, over and above keeping investments short-term to cover cash flow needs, there is a benefit to seek out value available in periods up to 12 months with high credit rated financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

Investment rates have improved in 2024/25.

##### **Creditworthiness.**

There have been few changes to credit ratings over the quarter under review. However, officers continue to closely monitor these, and other measures of creditworthiness to ensure that only appropriate counterparties are considered for investment purposes.

##### **Investment counterparty criteria**

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function.

##### **CDS prices**

For UK banks, these have retreated from the spikes caused by the Truss/Kwarteng policy approach in September 2022. Prices are not misaligned with other creditworthiness indicators, such as credit ratings. Nevertheless, it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

##### **Investment balances**

The average level of funds available for investment purposes during the quarter was £28,074m. These were a mixture of temporary, cashflow funds where the level of funds available was mainly dependent on the timing of precept payments, receipt of grants and progress on the capital programme, and longer-term core funds.

In terms of investment performance, the Council measures its rate of return against the Sterling Overnight Index Averages (SONIA). The following table reflects the backward-looking benchmark, which reflects where the market was positioned when investments were placed.

**Financial year to quarter ended 30<sup>th</sup> June 2024**

	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	5.25	5.20	5.20	5.21	5.23	5.26	5.3
Low	5.25	5.19	5.19	5.20	5.22	5.25	5.09
Average	5.25	5.20	5.20	5.21	5.23	5.26	5.21
Spread	0.00	0.01	0.01	0.01	0.01	0.01	0.21

The Council's approved budget for in-house investment income in 2024/25 profiled to Quarter one is £250,000 (£1m full year). On 30<sup>th</sup> June, the Council had already secured a return of £359,198.67

A further £11,250.00 is budgeted to be received from the Lothbury Property Trust. Investment income at the end of the first quarter was £1,950.71

The Council invested £1m in the Lothbury Property Trust in December 2019. On 30<sup>th</sup> June 2023 the Net Asset Value (NAV) of this investment was £0.739m.

Following the winding up of this fund on the 30<sup>th</sup> May 2024 Lothbury are in the process of disposing of all assets and making distributions to investors.

As noted in the Treasury Management Report to Council on 16<sup>th</sup> July 2024, the investment is being transferred as capital distributions to UBS (UBS Triton property fund LP). There have been three distributions from the former Lothbury Property Trust into the Council's investments of: £324,273.36 £74,966.42 and £37,483.21. As at 8<sup>th</sup> August 2024 the remaining balance within the Lothbury Fund still to be distributed is £299,823.

As at 31<sup>st</sup> July 2024 the UBS Triton Property Fund LP investment value stood at £395,610.10 with the final distribution of £37,483.21 still to be taken into account.

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the quarter ended 30<sup>th</sup> June 2024. A full list of investments held at the end of the quarter is shown at Appendix C.

#### 4.5 Borrowing

The Council can raise cash through borrowing to fund expenditure on its capital programme. The amount of borrowing needed each year is determined by capital expenditure plans, the underlying borrowing requirement, the availability of other capital resources, and prevailing economic conditions.

In quarter 1 of 2024/25 no new borrowing has been undertaken and there have been no scheduled loan repayments, meaning that the outstanding debt is £5,418,303 on 30<sup>th</sup> June 2024.

For a number of years, the Council has been an internally borrowed cash position, and balances will need to be replenished at some point in the future, subject to expenditure demands. This strategy is prudent whilst investment rates are lower than borrowing rates, and also serves to mitigate counterparty risk. In the short-term it is planned to maintain internal borrowing, but officers will closely monitor the reserves, balances and cashflows that support this position.

No rescheduling of borrowing was undertaken in the first quarter. Opportunities to do so are limited in the current economic climate because the difference between new borrowing rates and early redemption rates would lead to substantial exit costs (premiums) being incurred.

#### 4.6 Compliance with Treasury and Prudential Limits

The Council's treasury and prudential indicators are shown in Appendix D.

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the quarter ended 30<sup>th</sup> June 2024, the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy.

All treasury management operations have also been conducted in full compliance with the Council's Treasury Management Practices.

#### 4.7 Relevant Consultations

The Council's Treasury Management advisors Link Group have been consulted in the drafting of this report.

#### 4.8 Significant Issues

None

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

- 5.1 Treasury management decisions and activities are driven by the capital programme and the Council's overall financial position and will impact on the interest payable and receivable budgets which are included in the quarterly budget monitoring report elsewhere on the agenda.

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

### **6.1**

<b>Current Risk</b>	<b>Actions to reduce the risks</b>
That external borrowing might not be undertaken at the most advantageous rate	Treasury officers maintain regular contact with the Council's advisors, Link Group, 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 cash flow needs.
Market risk – losses may arise because of changes in interest rates etc	Maximum limits are set for exposure to fixed and variable interest rates. The Finance team will monitor market rates and forecast interest rates to limit exposure
Loss on the Property Fund investment if property values continue to fall	The Property Fund should be seen as a longer-term investment where the value of the fund can fluctuate both upwards and downwards. Historically, property prices tend to rise over time. Due to concerns reported to Council in July, officers are closely monitoring the proposed restructuring of the fund which is designed to ensure its future viability.

## **7. Other options considered**

7.1 None, this report is a requirement of the 2023/24 Prudential Code.

## **8. Environmental impact**

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

## **9. Other significant issues**

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

## **10. Appendix**

- 10.1 Appendix A – Economic Update
- 10.2 Appendix B – Interest Rate Forecast
- 10.3 Appendix C – Investments Held at 30<sup>th</sup> June 2024
- 10.4 Appendix D – Treasury and Prudential Indicators

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

- 11.1 None

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

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# Treasury Management Update

## Quarter Ended 30<sup>th</sup> June 2024

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management 2021 recommends that members be updated on treasury management activities at least quarterly. This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

### 1. Economics update

- The first quarter of 2024/25 saw:
  - GDP growth flatlining in April following positive Q4 2023/24 growth figures of 0.7% q/q.
  - A stalling in the downward trend in wage growth, with the headline 3myy rate staying at 5.9% in April.
  - CPI inflation falling from 2.3% in April to 2.0% in May.
  - Core CPI inflation decreasing from 3.9% in April to 3.5% in May.
  - The Bank of England holding rates at 5.25% in May and June.
  - 10-year gilt yields climbing to 4.35% in April, before closing out at 4.32% in May.
- The news that the economy grew by 0.7% q/q in Q4 2023/24 confirmed that it moved out of its very mild technical recession that prevailed at the back end of 2023. However, data released for April and May so far shows a slight stalling in the recovery, with GDP data for April coming out at 0.0% m/m, as inclement weather weighed on activity. Moreover, the fall in the composite Purchasing Manager Index output balance from 53.0 in May to 51.7 in June confirms tepid growth.
- On a more positive note, the 2.9% m/m increase in retail sales volumes in May more than reversed the 1.8% m/m drop in April as rainfall returned to seasonal norms. The strength was broad-based across the retail sector, including online, (+5.9% m/m) suggesting an underlying strengthening in sales beyond weather effects. With inflation falling back to target, Bank Rate likely to be reduced soon and with consumer confidence improving, retail sales may well continue to strengthen.
- Stronger consumer spending, as low inflation allows households' real incomes to strengthen and the drag from higher interest costs fades, suggests that real consumption will strengthen substantially over the next two years. However, investment will only make a modest contribution to GDP growth. With the industrial sector still 12% smaller than in 2019, excess capacity will continue to cap the need for industrial firms to invest. But improving business sentiment should raise investment by services' firms. Further, a fall in mortgage rates should trigger a recovery in residential investment. Overall, strong consumer spending is likely to be the backbone of GDP growth, along with government consumption. Our colleagues at Capital Economics forecast that following GDP growth of 1.0% in 2024, activity will continue to surprise to the upside with GDP growth of 1.5% for both 2025 and 2026 (consensus forecasts are 1.2% and 1.4% respectively).
- Nonetheless, the on-going stickiness of wage growth in April will be a lingering concern for the Bank of England. The 3myy rate of average earnings growth stayed at 5.9% in April (consensus 5.7%), whilst the more timely 3m annualised rate rebounded from 5.9% to 9.3%. This stickiness partly reflected April's 9.8% increase in the minimum wage. This leaves the Bank of England's forecast for a fall back in regular private sector pay growth from 5.8% in April to 5.1% in June looking a challenge.
- Despite the stickiness of wage growth in April, sharp falls in employment and a move up in unemployment suggests that wage growth will soon be back on a downward path. The 139,000 fall in employment in the three months to April was accompanied by a rise in the unemployment rate from 4.3% to 4.4%. This was the fourth increase in a row and took it to its highest level since September 2021. The rise would have been larger were it not for the 132,000 increase in inactivity in the three months to April as the UK's disappointing labour market participation performance since

the pandemic continued. The vacancies data also paint a picture of a slowly cooling labour market. The number of job vacancies fell from an upwardly revised 908,000 to 904,000, leaving vacancies 31% below the peak in May 2022, but 11% above the pre-pandemic level.

- The fall in CPI inflation in May back to the Bank's 2% target for the first time since July 2021 will have come as welcome news to the Bank. Furthermore, with CPI inflation of 3.3% in the US and 2.6% in the Euro-zone in May, the UK appears to have won the race to get CPI inflation back to 2.0%. A further easing in food inflation from 2.8% in April to 1.6% in May played a part in the fall in overall CPI inflation and with food producer price inflation at just 0.2% in May, food price inflation will probably soon fall to zero.
- The core rate also fell back from 3.9% to 3.5%. Within that, core goods CPI inflation slipped below zero for the first time since October 2016. As expected, clothing/footwear, recreation/culture and restaurants/hotels categories inflation declined, reflecting base effects from big increases last May. While services inflation fell from 5.9% to 5.7%, this decline was smaller than the Bank of England expected (forecast 5.3%). And the timelier three-month annualised rate of services prices has rebounded from 8.5% to 9.2%. This suggests that the persistence in domestic inflation that the Bank is worried about is fading more slowly than it thought. Even so, there is scope for inflation to fall further.
- There was little chance that the Bank would cut rates at its June meeting, given upside surprises on services CPI inflation and wage growth. But several developments implied a rate cut is getting closer (August?). First, two members of the MPC, Ramsden and Dhingra voted again to reduce rates immediately to 5.00%. Second, despite the recent run of stronger inflation and activity, the minutes noted "indicators of inflation persistence had continued to moderate" and that a range of indicators suggest pay growth had continued to ease. And there was new wording that members of the MPC will consider all the information available and how this affects the assessment that the risks from inflation persistence are receding "as part of the August forecast round".
- Throughout the quarter there was a degree of volatility in the gilt market and, by way of example, the 10-year gilt yield rose from 4.05% on 2<sup>nd</sup> April to finish at 4.15% on 28<sup>th</sup> June but it has exceeded 4.30% on several occasions. Overall, investors judged that interest rates will need to remain high for longer to keep inflation around the 2.0% target.
- Meanwhile, the FTSE 100 broke through the 8,000 mark in April for the first time since its brief three-day flutter in February last year and reached a record closing high of 8,446 on 15<sup>th</sup> May. However, by the end of the quarter, despite AI-fuelled rises in the US S&P500, it finished rather tamely and had fallen back to 8,164. Arguably, significant interest rate cuts and an on-going UK economic recovery will be required for a further resurgence to take hold.

### **MPC meetings 9<sup>th</sup> May and 20<sup>th</sup> June 2024**

- On 9<sup>th</sup> May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20<sup>th</sup> June.
- Nonetheless, with UK CPI inflation now back at 2% and set to fall further over the coming months, Ramsden and Dhingra – who voted again to reduce rates immediately to 5.00% in June – may shortly be joined by some members in the no-change camp, for whom the June decision was "finely balanced" as the upside news on services price inflation was more likely to be a reflection of one-off effects and volatile components rather than factors that would push up "medium-term inflation".



Link Group Interest Rate View	28.05.24											
	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.00	4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave earnings	5.30	5.00	4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave earnings	5.30	4.90	4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings	5.10	4.80	4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB	5.00	4.80	4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB	5.30	5.20	5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB	5.10	5.00	4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

- Money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- The Link forecast for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short-term cash at any one point in time.

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**INVESTMENTS HELD ON 30TH JUNE 2024****Appendix C**

Counterparty	Investment Type	Investment Date	Maturity Date	Interest Rate	Principal
Aberdeen Liquidity Fund	Money Market Fund	n/a	n/a	5.23%	£7,287,000
Federated Investors	Money Market Fund	n/a	n/a	5.17%	£2,621,000
Landesbank Hessen-Thuringen Girozentrale	Time Deposit	05/06/2024	05/12/2024	5.23%	£3,000,000
Landesbank Hessen-Thuringen Girozentrale	Time Deposit	15/05/2024	15/08/2024	5.18%	£2,000,000
SMBC Bank International PLC	Time Deposit	15/05/2024	15/08/2024	5.30%	£2,300,000
SMBC Bank International PLC	Time Deposit	31/05/2024	30/08/2024	5.34%	£3,000,000
Standard Chartered Bank	Sustainable Fixed Term Deposit	06/02/2024	06/08/2024	5.19%	£2,000,000
HSBC Bank PLC	31 Day Notice Account	n/a	n/a	5.35%	£2,000,000
Lloyds Treasury Call Account	Money Market call Account	n/a	n/a	5.14%	£66,000
Lloyds Bank Corporate Markets	Time Deposit	03/07/2024	03/10/2024	5.23%	£2,000,000
National Bank of Canada	Time Deposit	16/05/2024	16/08/2024	5.18%	£1,800,000
					<u>£28,074,000</u>

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## **PRUDENTIAL INDICATORS**

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

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

	<b>2024/25 Approved Budget £</b>	<b>Position as at 30<sup>th</sup> June 2024 £</b>	<b>2024/25 Revised Estimate £</b>
<b>Total Capital Programme</b>	<b>3,826,900</b>	<b>673,306</b>	<b>8,362,558</b>
<b>Financed by:</b>			
Capital receipts	574,000	424,778	1,464,711
Capital grants and contributions	1,492,647	191,071	2,446,102
Capital reserves	94,315	16,681	145,315
Revenue contributions	0	82	100,082
<b>Total Financing</b>	<b>2,160,962</b>	<b>632,612</b>	<b>4,156,210</b>
<b>Borrowing Requirement</b>	<b>1,665,938</b>	<b>40,694</b>	<b>4,206,348</b>

The Revised Capital Programme includes expenditure and resources brought forward from 2023/24 totalling £4,528,430.

### **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>2024/25 Approved Budget £</b>	<b>Position as at 30<sup>th</sup> June 2024 £</b>	<b>2024/25 Revised Estimate £</b>
CFR as at 1 <sup>st</sup> April 2024	19,907,475	16,560,287	16,560,287
Capital Expenditure in Year	3,826,900	673,306	8,362,558
Financing in Year	(2,160,962)	(632,612)	(4,156,210)
Minimum Revenue Provision	(748.865)	0	(748.865)
Voluntary Revenue Provision	(300,000)	0	(300,000)
<b>CFR as at 31<sup>st</sup> March 2024</b>	<b>20,524,548</b>	<b>16,600,981</b>	<b>19,717,770</b>

### 3. The Portfolio Position

The table below compares the Council's actual external debt, including other long-term liabilities such as finance leases, with the CFR. This indicator also acts as a limit to borrowing activity. Gross external debt should not, except in the short term, exceed the total of CFR in the preceding year plus the estimated additional CFR for 2024/25 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.

	2024/25 Approved Budget £	Position as at 30 <sup>th</sup> June 2024 £	2024/25 Revised Estimate £
<b>External Debt</b>			
Debt at 1 <sup>st</sup> April 2024	9,013,439	4,963,439	4,963,439
Finance Leases at 1 <sup>st</sup> April 2024	454,891	454,864	454,864
Estimated Borrowing 2024/25	3,300,000	0	1,500,000
Estimated Loan Repayments	(855,837)	0	(855,837)
Estimated Lease Repayments	(293)	0	(293)
<b>Estimated Debt at 31<sup>st</sup> March 2025</b>	<b>11,912,200</b>	<b>5,418,303</b>	<b>6,062,173</b>
<b>CFR (as above)</b>	<b>20,524,548</b>	<b>16,600,981</b>	<b>19,717,770</b>
<b>Under/(Over) Borrowing</b>	<b>8,612,348</b>	<b>11,182,678</b>	<b>13,655,597</b>

### 4. Operational Boundary for External Debt

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

	2024/25 Approved Budget £	Position as at 30 <sup>th</sup> June 2024 £	2024/25 Revised Estimate £
Borrowing	18,200,000	4,963,439	18,200,000
Other Long-Term Liabilities	2,500,000	454,864	2,500,000
<b>Total</b>	<b>20,700,000</b>	<b>5,418,303</b>	<b>20,700,000</b>

### 5. Authorised Limit for External Debt

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

	2024/25 Approved Budget £	Position as at 30 <sup>th</sup> June 2024 £	2024/25 Revised Estimate £
Borrowing	20,222,200	4,963,439	20,222,200
Other Long-Term Liabilities	2,777,800	454,864	2,777,800
<b>Total</b>	<b>23,000,000</b>	<b>5,418,303</b>	<b>23,000,000</b>

## 6. Treasury Management Limits on Activity

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

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

	2023/24 Approved Budget £	Position as at 30 <sup>th</sup> June 2024 £	2023/24 Revised Estimate £
Maturity structure of fixed interest rate borrowing:			
Under 12 months	100%	16.30%	100%
12 months to 2 years	100%	14.43%	100%
2 years to 5 years	100%	1.81%	100%
5 years to 10 years	100%	0.00%	100%
10 years and above	100%	67.45%	100%

## 7. Investments Greater Than 364 Days

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

The Council invested £1m in the Lothbury Property Trust in December 2019. On 30<sup>th</sup> June 2023 the Net Asset Value (NAV) of this investment was £0.739m. The investment is being transferred as capital distributions to UBS (UBS Triton property fund LP). The remaining Lothbury valuation as at 31/07/24 will be: £337,316 a further capital distribution on 9 August 2024 will be made and the remaining balance will be £299,823.

As at 31<sup>st</sup> July 2024 the UBS Triton Property Fund LP investment value stood at £395,610.

The Bank hope to complete the Lothbury transfers by the end of February 2025

	2023/24 Approved Budget £	Position as at 30 <sup>th</sup> June 2024 £	2023/24 Revised Estimate £
Principal sums invested > 364 days	6,000,000	1,000,000	6,000,000

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	16 September 2024
<b>Title of Report</b>	<b>Quarter 1 Capital Programme Review 2024/25</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>	Accountancy Services Manager
<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 provides Members an update on expenditure against the Capital Programme for the first quarter of 2024/25.

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

- 2.1 That the report is accepted.
- 2.2 That the latest Capital Programme for 2024/25, totalling £8,362,558, is accepted.

#### 3. Reason for Decisions Recommended

- 3.1 To ensure that the Council has adequate resources in place to meet its capital expenditure commitments.
- 3.2 To reflect additions or other changes to the Capital Programme since it was approved by Council on 27<sup>th</sup> February 2024, including the carry forward of unspent budget from 2023/24.

#### 4. Matters to consider

- 4.1 Background

The original Capital Programme for 2024/25 was approved by Council on 27<sup>th</sup> February 2024 and amounted to £3,826,900, including a borrowing requirement of £1,665,938.

After allowing for unspent budget carried forward from 2023/24 and other movements, the Capital Programme now stands at £8,362,558. The movements between the original value and the latest value are shown in the following table, whilst Appendix A gives a scheme-by-scheme breakdown of the planned expenditure for 2024/25.

	£
Original Capital Programme – approved February 2024	3,826,900
<u>New Additions</u>	
1. Incomplete schemes brought forward from 2023/24	4,528,430
2. Section 106 contributions added to projects in 2024/25	7,228
3. Revenues & Benefits - Document Management & MyView*	28,595
<u>Reductions</u>	
4. Replacement CRM/Granicus solutions*	(13,595)
5. Income Management System*	(15,000)
<b>Revised Capital Programme 2024/25</b>	<b>8,362,558</b>

\*Illustrates a transfer of budget from one scheme to another.

The reasons behind the additions and reductions highlighted in the table above are as follows:

#### Additions

1. Reflects schemes that were not finalised at 31<sup>st</sup> March 2024 and budget provision, along with associated resources, was carried over into the new financial year to allow for them to be completed. This includes £1,176k provision for the installation of electric vehicle infrastructure at the Council Depot, with works due to commence as plans are finalised. The brought forward budget provision also includes £662k for strategic property investment which is subject to the identification of appropriate opportunities.
2. Section 106 monies received are only released and added to the Capital Programme as and when suitable schemes are identified by the Planning Obligations Monitoring Group, following receipt of bids from Parish Councils or other community groups.
3. The budget transfer is to enable the implementation of the new Revenues & Benefits document management system and set up of Citizens Access solution to enable resident's self-service access to the Council's service available to them.

4. See above – transfer of budget to Revenues & Benefits - Document Management & MyView
5. See above – transfer of budget to Revenues & Benefits - Document Management & MyView

4.2 At the end of June 2024, the Council had spent £673,306 against its planned Capital Programme.

The reasons behind the main variances are as follows:

- Net Zero at the Depot - £1,176,000 planned spend not yet utilised: Appropriate infrastructure solutions for the Electric Vehicle infrastructure at the Council's depot are currently being reviewed. It's anticipated that by the end of October design works and plans will be complete and the tender process can commence. The installation of solar panels at the depot has experienced a delay due to consultation being undertaken with Network Rail on an issue with the proposed erection of scaffolding being within the boundary of the railway line running alongside the depot. Following the consultation the issue has since been resolved resulting in a minor amendment to the works being undertaken. Currently the project has gone out to tender and a planning application submitted.
- Fleet Vehicle Replacement Programme - £1,100,223 planned spend not yet utilised: The majority of budget is allocated for four new waste collection vehicles. Once the plans for the electric vehicle infrastructure has been finalised, a decision is to be made whether electric alternatives to these vehicles are a viable option.
- IT Infrastructure Improvements - £985,466 planned spend not yet utilised: the proposed works to move the Council's IT infrastructure in house is currently in its infancy. The works are forecast to be completed by March 2025.
- Disabled Facilities Grants - £967,479 planned spend not yet utilised: The DFG allocation has been increased by central government over recent years. Lightbulb have seen a permanent rise in the complexity of cases coming through due to an increase in residents' health complications. We have also experienced an increase in child cases in which the needs can be more complex resulting in cases taking longer to complete. Lightbulb is currently going through a service review and streamlining ways of working which is expected to increase the number of DFG's completed throughout the year.
- Strategic Regeneration Property Investment - £661,767 planned spend not yet utilised: A suitable property has been identified to provide accommodation under the resettlement scheme and funded partly through the Local Authority Housing Fund 2 (LAHF2) funding . The acquisition of this property is currently in progress. It is expected that

there will be some minor refurbishment works associated in which exact costs are to be determined.

- Car Park, Bouskell Park, Blaby - £440,000 planned spend not yet utilised: A tender process is currently being undertaken for the car park improvement works. It is anticipated that the project will be completed by March 2025.
- Strategic Review: Land Rear Of Enderby Leisure Centre - £428,710 planned spend not yet utilised: Public engagement has now concluded on the proposed scheme. Consultants are engaging with the Council's Local Plan team; providing information for the site to be assessed for inclusion in the new Local Plan.
- Installation of PV Panels at Enderby Leisure Centre - £385,400 planned spend not yet utilised: A review of the funding options is currently being undertaken.
- Strategic Asset Review - £250,000 planned spend not yet utilised: Currently going through the procurement process to appoint consultants to provide an options appraisal as per Council report of 26<sup>th</sup> Sept 2023. The strategic review is forecast to complete this financial year.
- Income Management System – £186,625 planned spend not yet utilised: The new system is currently in its testing phase and is expected to go live in October 2024.
- Replacement CRM/Granicus solutions - £186,405 planned spend not yet utilised: The procurement of a new CRM solution is currently on hold and will be revisited once the Council's IT infrastructure project is complete. It is planned to move the project budget to the Capital Programme for 2025/26.
- Walk & Ride, Blaby - £140,000 planned spend not yet utilised: Substantial parts of the new walk and cycle route between Lubbethorpe and the City are complete but there is currently a delay at the Meridian roundabout due to required amendments to the existing highways by Leicester County Council. It's expected these works are to complete in the new year.
- Resurfacing of Main & Overflow Car Parks, Fosse Meadows - £130,000 planned spend not yet utilised: Following the recent lease agreement with Green Circle to manage Fosse Meadows we are seeking to access external funding opportunities to progress with the project.
- HR & Payroll System - £100,000 planned spend not yet utilised: The first stage of the implementation of the new cloud-hosted system is complete and plans for the second phase are being drawn up. The budget included provision for backfilling of posts where officers are working on the

implementation, and additional project management support if required. This will only be called upon where necessary to complete the implementation.

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

5.1 Details are set out in the preceding paragraphs

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

6.1

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

**7. Other options considered**

7.1 None.

**8. Environmental impact**

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

**9. Other significant issues**

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

**10. Appendix**

10.1 Appendix A – Capital Monitoring Statement to 30<sup>th</sup> June 2024

**11. Background paper(s)**

11.1 None.

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

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## CAPITAL PROGRAMME 2024/25 - QUARTER ENDED 30TH JUNE 2024

## APPENDIX A

	Approved Capital Programme 2024/25 £	Budgets Brought Forward from 2023/24 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2024/25 £	Capital Expenditure to 30th June 2024 £	Variance as at 30th June 2024 £
<b><u>Invest to Save Schemes</u></b>							
Regeneration Property	0	662,067	0	0	662,067	300	661,767
Strategic Review : Council Offices	0	250,000	0	0	250,000	0	250,000
Strategic Review : Land Rear Of Enderby Leisure Centre	0	503,710	0	0	503,710	75,000	428,710
Revenues & Benefits - Document Management & MyView	0	0	28,595	0	28,595	0	28,595
Replacement CRM/Granicus solutions	200,000	0	(13,595)	0	186,405	0	186,405
	200,000	1,415,777	15,000	0	1,630,777	75,300	1,555,477
<b><u>Essential/Contractual Schemes</u></b>							
Net Zero at the Depot	0	1,176,000	0	0	1,176,000	0	1,176,000
Refurbishment of Vacant Units at Enderby Road Industrial Estate	0	11,825	0	0	11,825	0	11,825
Walk & Ride Blaby	0	140,000	0	0	140,000	0	140,000
Installation of PV Panels at Enderby Leisure Centre	385,400	0	0	0	385,400	0	385,400
Capital Grants Programme	54,500	10,365	0	0	64,865	4,394	60,471
Blaby Town Centre Improvements	0	17,000	0	0	17,000	0	17,000
Works to Landfill Gas Monitoring System, Huncote	40,000	0	0	0	40,000	0	40,000
Replacement of Air Quality Analysers	0	10,000	0	0	10,000	0	10,000
Income Management System	0	220,000	(15,000)	0	205,000	18,375	186,625
Replacement BACS Submission Software	20,000	0	0	0	20,000	0	20,000
HR & Payroll System	0	100,000	0	0	100,000	0	100,000
Replacement Audio/Visual System for Council Chamber	75,000	0	0	0	75,000	0	75,000
End User Device Replacement	0	15,000	0	0	15,000	12,287	2,713
Office 365 Consultancy	0	16,000	0	0	16,000	0	16,000
Network Upgrades - Phase 2	0	24,961	0	0	24,961	0	24,961
ICT Security Upgrades	0	72,076	0	0	72,076	0	72,076
ICT Infrastructure Improvements	500,000	497,378	0	0	997,378	11,912	985,466
Multi factorAuthentication	0	5,000	0	0	5,000	0	5,000
Fleet Vehicle Replacement Programme	1,308,000	142,000	0	0	1,450,000	349,777	1,100,223
Vehicle CCTV & Tracking Upgrade	0	13,000	0	0	13,000	7,240	5,760
Upgrades to IDOX DMS and UNI-form Public Access	14,000	0	0	0	14,000	0	14,000
Refurbishment of Council Offices	0	2,950	0	0	2,950	2,950	0
	2,396,900	2,473,555	(15,000)	0	4,855,455	406,935	4,448,520
<b><u>Desirable Schemes (subject to affordability)</u></b>							
Green Community Grants	0	5,277	0	0	5,277	0	5,277
Car Park improvements, Bouskell Park, Blaby	440,000	0	0	0	440,000	0	440,000
Resurfacing of Main & Overflow Car Parks, Fosse Meadows	130,000	0	0	0	130,000	0	130,000
	570,000	5,277	0	0	575,277	0	575,277
<b><u>Externally Funded Schemes</u></b>							
Disabled Facilities Grants	630,000	512,790	0	0	1,142,790	175,311	967,479
Housing Support Grants	30,000	34,707	0	0	64,707	15,452	49,255
CCTV cameras at 3 Other sites in District	0	1,632	0	0	1,632	0	1,632
Section 106-backed Schemes	0	84,692	7,228	0	91,920	308	91,612
	660,000	633,821	7,228	0	1,301,049	191,071	1,109,978
<b>TOTAL CAPITAL PROGRAMME 2023/24</b>	<b>3,826,900</b>	<b>4,528,430</b>	<b>7,228</b>	<b>0</b>	<b>8,362,558</b>	<b>673,306</b>	<b>7,689,252</b>

<b>FINANCED BY:</b>	Approved Capital Programme 2024/25 £	Budgets Brought Forward from 2023/24 £	Virements / Additions etc within the year £	Project completed Saving realised £	Latest Capital Programme 2024/25 £	Capital Expenditure to 30th June 2024 £	Variance as at 30th June 2024 £
<b><u>Internally Resources</u></b>							
Prudential Borrowing	1,665,938	2,540,410	0	0	4,206,348	40,694	4,165,654
Usable Capital Receipts	574,000	890,710	0	0	1,464,710	424,777	1,039,933
Blaby District Council Plan Priorities Reserve	54,500	31,000	0	0	85,500	16,681	68,819
IT Reserve	0	20,000	0	0	20,000	0	20,000
IT Systems Replacement Reserve	39,815	0	0	0	39,815	0	39,815
Revenue Funded Capital Expenditure	0	100,082	0	0	100,082	82	100,000
<b><u>External Resources</u></b>							
Disabled Facilities Grant	660,000	547,497	0	0	1,207,497	190,763	1,016,734
La Housing Fund Round 2	0	312,406	0	0	312,406	0	312,406
S106 Contributions - Various	0	84,692	7,228	0	91,921	308	91,613
UK Shared Prosperity Fund	510,000	1,632	0	0	511,632	0	511,632
Sport England	192,647	0	0	0	192,647	0	192,647
Unconfirmed government grant	130,000	0	0	0	130,000	0	130,000
<b>TOTAL FUNDING</b>	<b>3,826,900</b>	<b>4,528,430</b>	<b>7,228</b>	<b>0</b>	<b>8,362,558</b>	<b>673,306</b>	<b>7,689,252</b>

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## Blaby District Council

### Cabinet Executive

<b>Date of Meeting</b>	16 September 2024
<b>Title of Report</b>	<b>The Blaby District Council (Off-Street Parking Places) Order 2024</b> This is a Key Decision and is on the Forward Plan.
<b>Lead Member</b>	<b>Cllr. Les Phillimore - Housing, Community Safety and Environmental Services</b>
<b>Report Author</b>	Environmental Services Manager
<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 for The District of Blaby (Off-Street Parking Places) Order 2024.

#### 2. Type of Recommendation (please select)

- 2.1 To approve The District of Blaby (Off-Street Parking Places) Order 2024.
- 2.2 To delegate authority to the Environmental Health, Housing & Community Services Group Manager, in consultation with the Portfolio Holder, to make minor amendments to the District of Blaby (Off-Street Parking Places) Order 2024 prior to implementation.

#### 3. Reason for Decisions Recommended

- 3.1 There is a statutory process to be followed to introduce any changes to the way in which the Council regulates its car parks.
- 3.2 To allow for any small changes to be made to the car parking Order after the statutory consultation periods have taken place.

## **4. Matters to consider**

### **4.1 Background**

To allow the Council the legal ability to charge for parking under the Road Traffic Regulation Act 1984 and Traffic Management Act 2004, an Order is required. An Order is a legal document which sets out the parking restrictions and charges and allows the lawful enforcement for off-street parking.

Introducing an Off-Street Parking Order is a lengthy process which requires two periods of statutory advertising in a local newspaper:

- Notice of Proposal (21 days of statutory advertising) – this outlines the proposed changes to the car park restrictions and allows for a 21-day consultation period.
- Notice of Making (14 days of statutory consultation) – this follows after any comments on the Notice of Proposal have been considered. It announces the intention to implement the proposed changes and allows for a 14-day consultation period.

Experimental Orders are a different type of traffic regulation that allow for temporary additions or changes to the existing off-street Parking Order, for a maximum period of 18 months. They allow for changes to the existing Order to be trialled without the costly and time-consuming process. Blaby District Council currently has two Experimental Orders in force in the car parks.

The two Experimental Orders currently in force allow the Council to enforce on the Ticket Office Car Park at Narborough Station and allow parking permits to be issued to the Northfield Medical Centre at the Enderby Road Car Park in Blaby. The Experimental Order in force at the Narborough Station Ticket Office Car Park currently expires on 27<sup>th</sup> December 2024. A new Parking Order is therefore required before this date, to allow the Council to continue enforcing at this car park.

#### **Bouskell Park Car Park**

In January 2024, Cabinet approved the Parks and Open Spaces Strategy 2024 - 2034. The Strategy sets out the objectives for the direction and future of the Council owned parks and open spaces. These objectives have been set with the aim to ensure the parks are sustainable, high quality, accessible and continue to provide value to people, place and nature.

Objective 9 of the Strategy is to ensure the parks are financially self-sustaining and this objective listed the implementation of parking fees as a method that could support this aim. This is also reflected in the adopted Car Parking Strategy 2022 - 2027.

Alongside the introduction of charges, improvement works are proposed at the car park to enlarge the parking space and improve the facility. These

changes are to be funded by UKSPF. A business case to complete the proposed improvements and introduce a charging regime was approved by Informal Cabinet in June 2024.

It has been determined that the Bouskell Park Car Park will offer both PayByPhone and a parking machine for card payment options, to ensure all users are able to pay for our services.

It is proposed that chargeable hours will also apply on Sundays at Bouskell Park Car Park due to its different use as a leisure car park and better reflects the hours of use.

## 4.2 Proposal(s)

The table below lists the main changes and reasons for the proposals within the 2024 Order compared to the current Order. These changes are proposed to come into force from 18<sup>th</sup> December 2024.

<b>Proposal</b>	<b>Reason(s)</b>
To incorporate EV charging bay restrictions at Enderby Leisure Centre and Huncote Leisure Centre.	To allow for appropriate enforcement of EV charging bays at Enderby Leisure Centre and Huncote Leisure Centre, should the Council introduce EV charging in the future.
To introduce Season Tickets at Weavers Court Car Park and Enderby Road and Johns Court Car Parks.	To align the listed car parks with the Narborough Station Car Park and to increase the parking options available to car park users in the district.
To introduce NHS Parking Permits at Enderby Road Car Park.	To formalise the current Experimental Order to charge for Permits issued to Northfield Medical Centre to support both the Medical Centre and local community.
To include the Narborough Station Ticket Office Car Park.	To formalise the current Experimental Order and allow for effective management and prevent misuse of the car park.
To introduce a charging regime at Bouskell Park Car Park.	To contribute to the strategic objective of making the Council owned car parks and open spaces financially self-sustaining.
To remove the car parks which have been gifted to Parish Councils.	To remove assets from the Order that the Council no longer owns.

#### 4.3 Relevant Consultations

A statutory 21-day consultation period will be conducted as part of the legal process to introduce an Order. This consultation period will start on 1<sup>st</sup> October once a Notice of Proposal has been advertised. These comments will be considered before progressing with the Notice of Making and introducing the Order.

#### 4.4 Significant Issues

No significant issues have been identified relating to Human Rights, Human Resources, Equalities or Public Health Inequalities. Legal implications regarding the making of an Order are contained within the report.

The introduction of EV chargers and Season Tickets will have a positive impact on climate change and residents by providing more options for people to pay in the car parks and providing EV charger options.

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

5.1 There are costs associated with the statutory process of introducing a new Parking Order and introducing charging within a new Car Park:

- Order advertising - £10,000
- New machine - £3,000
- Signage - £3,000

These upfront costs will be covered from existing budgets and external funding sources.

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

6.1

Current Risk	Actions to reduce the risks
The District of Blaby (Off-Street Parking Places) Order 2024 is not implemented.	Approve the Order to allow for the proposed changes to be legally implemented and car park enforcement to be delivered across the Council owned car parks.

### 7. Other options considered

7.1 This is a legal requirement to allow changes on how the Council enforces in the car parks. With the expiry of the Experimental Orders, introduction of EV charging at Enderby Leisure Centre and the decision to charge at Bouskell Park, introducing a new Parking Order is the only option.

## **8. Environmental impact**

- 8.1 The installation of EV chargers at Enderby Leisure Centre would encourage the use of greener vehicles, having a positive impact on both Net Zero targets and local air quality. Offering Season Tickets as a parking option in more of our car parks may reduce the number of daily parking tickets some people buy. This will reduce waste from the car parks by decreasing the number of paper tickets issued.

## **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 – The District of Blaby (Off-Street Parking Places) Order 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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# Appendix A

## **THE DISTRICT OF BLABY (OFF-STREET PARKING PLACES) ORDER 2024**

### **BLABY DISTRICT COUNCIL**

## **THE DISTRICT OF BLABY (OFF-STREET PARKING PLACES) ORDER 2024**

Blaby District Council (hereinafter referred to as “the Council”) in exercise of its powers under Sections 32, 33, 35, 35a and 38 of the Road Traffic Regulation Act 1984 and Parts I, III, IV, V and VI of Schedule 9 to the Act, the Traffic Management Act 2004 (“the 2004 Act”), all regulations and Orders conferred by the 2004 Act and of all other enabling powers, with the consent of the Leicestershire County Council in accordance with Section 39(3) of the Act and after consulting the Chief Officer of Police in accordance with Part III of Schedule 9 of the 1984 Act and the Area Traffic Commissioner under Part V of Schedule 9 of the 1994, hereby makes the following Order:-

### **PART 1 – GENERAL**

#### **Title and Date of Operation**

1. This Order shall come into operation on 18<sup>th</sup> December 2024 and may be cited as “The District of Blaby (Off-Street Parking Places) Order 2024”.

#### **Revocations**

2. The following Orders are hereby revoked: The District of Blaby (Off-Street Parking Places) Order 2022 and all previous amendment Orders to that Order and all other Off-Street Parking Places Orders issued by Blaby District Council.

#### **Interpretation**

3. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.
4. The headings in this Order are inserted for convenience only and shall not affect its construction or interpretation.
5. In this Order, except where the context otherwise requires, the following expressions have the meanings hereby assigned to them:

“the Act of 1984” means the Road Traffic Regulation Act 1984;

“the 2000 Regulations” means The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (SI No. 682); as amended by SI 2000/1507;

“the 2004 Act” means the Traffic Management Act 2004;

“authorised officer” means a Civil Enforcement Officer or any person as defined by the relevant legislation duly authorised by or on behalf of the Council to supervise and enforce the operation of the car park or any part thereof;

“bicycle” means a non-powered vehicle normally with two wheels (but up to four) attached to a frame, to include, but not exclusively a tricycle;

“car park” means the area or areas of land, specified by name in Schedules 1 and 2, defined by the plans included in those Schedules;

“car park notice” means the notice that is displayed in each car park and describes the conditions contained in Schedules 1 and 2 of this Order under which a motor vehicle may be left in the car park;

“causes” includes permits;

“CEO” means a Civil Enforcement Officer or any person duly authorised by or on behalf of the Council to supervise and enforce the operation of the car park or any part thereof;

“charging hours” means any period for which a charge is specified in Schedule 1;

“coach” means a chartered bus constructed to carry more than eight seated passengers in addition to the driver;

“controlled hours” means the hours during which enforcement may be carried out;

“convenience charge” means an additional charge for a service in addition to the basic fee;

“Council” means Blaby District Council;

“credit card” means a card or similar thing issued by any person, use of which enables the holder to defer the payment by him of the charge for parking a vehicle;

“debit card” means a card or similar thing issued by any person, use of which enables the holder to causes the charge for parking a vehicle to be paid by the electronic transfer of funds from any current account of his at a bank or other institution providing banking services;

“designated limited waiting area” means any area within the boundary of any car park that is signed indicating a restricted waiting time;



“disabled person's badge” means, a badge and time clock issued by a local authority in the form prescribed by Regulation 11 in the 2000 Regulations, or as prescribed in any subsequent Regulations in force from time to time, for display on a motor vehicle driven by a disabled person, or used for the carriage of a disabled person, and includes a replacement badge issued in accordance with Regulation 7 of those Regulations and is valid;

“dispensation” means an authorisation, in writing, issued by the Council that entitles a specified motor vehicle to park in a car park which had been closed pursuant to Article 45 of this Order for a defined time;

“driver” means the registered keeper of the vehicle registered with the DVLA at the time that the contravention was committed, unless it is proved to the Council’s satisfaction that the vehicle at the time of the contravention was in the charge of a person other than the registered keeper;

“electric vehicle” means a vehicle as identified in this order;

“electric vehicle charging point” means the location at which an electric vehicle charging post is situated for the purpose of the charging of electric vehicles;

“electric vehicle charging post” means an apparatus which supplies electricity for the charging of electric vehicles;

“electric vehicle parking bay” means an area of a parking place as indicated by marking on the surface of the parking place and is provided for the leaving of vehicle as shown on the schedule;

“goods vehicle” a vehicle which is constructed or adapted for use for the carriage of goods or burden of any description, the overall height of which does not exceed 2 metres and the unladen weight of which does not exceed 2540 kilograms and is not drawing a trailer;

“higher level contraventions” are as defined in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 or any amendment or re-enactment thereof;

“loading and unloading” when a vehicle is parked wholly in a Parking Place or bay marked for that purpose of delivering or collecting goods or merchandise or loading or unloading the vehicle at the premises adjacent to the Parking Place or bay and the vehicle does not park for more than forty minutes or such longer period as duly authorised officer of the Council may authorise;

“lower level contraventions” means all parking contraventions which are not defined as higher level contraventions;

“motor car” means a mechanically propelled vehicle as defined in Section 136(2) of the Act of 1984 and not exceeding 2 metres in height, 5 metres in length or 2 metres wide;

“motor cycle” means a mechanically propelled vehicle as defined in Section 136(4) of the Act of 1984 but having no more than two wheels;

“motor vehicle” means an independent powered vehicle including but not limited to motor cars and motor cycles as defined and a motor vehicle constructed or adapted for use for the conveyance of goods or burden the unladen weight of which does not exceed 3050kg;

“owner” means the legally responsible person or organisation;

“parking contravention” means an offence as specified in paragraph 4 of Schedule 7 of the Traffic Management Act 2004;

“parking permit” means a permit issued by the Council in accordance with the Council’s conditions for issuing parking permits for the time being in force which entitles a vehicle to park in a car park without displaying a parking ticket or purchasing a virtual ticket;

“parking space” means a space in the car park, marked on the surface of the car park by lines or indicated by signs, which is provided for the parking of motor vehicles;

“parking ticket” means the ticket, either physical or virtual, issued by means of the ticket machine indicating its period of validity;

“Pay by phone” means the Telephone Payment System provided by the Council or service provider;

“PCN” means a Penalty Charge Notice;

“Penalty Charge” means a charge payable in respect of a vehicle which has committed a parking contravention;

“Penalty Charge Notice” means a Penalty Charge Notice as defined in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;

“processing authority” means the authority or organisation that processes the Penalty Charge Notices;

“public holiday” means Bank Holidays and all present and future public holidays as defined by the Cambridge dictionary;

“public service vehicle” means a vehicle suitable for carrying nine or more passengers and doing so for hire or reward;

“relevant legislation” means the Road Traffic Regulation Act 1984, the Road Traffic Act 1991, the Traffic Management Act 2004, any enactments and any Regulations made thereunder;

“relevant position” means exhibited on the dashboard or fascia of the motor vehicle, in a conspicuous position on the motor vehicle, so that the front is clearly legible from the outside of the motor vehicle. Parking tickets valid for trailers must be displayed in the relevant position of the attached or accompanying motor vehicle or on the trailer if not attached or accompanied by a motor vehicle;

“season ticket” means a season ticket issued by the Council in accordance with the Council’s conditions for issuing season tickets for the time being in force which entitles a vehicle to park in a car park without displaying a parking ticket or purchasing a virtual ticket;

“serve” in respect of a Penalty Charge Notice means the forms of service specified in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022, including the service of PCNs by post or any amendment or re-enactment thereof;

“staff parking permit” means a permit issued to a person employed by the Council for the parking of a specified vehicle in a specified parking place or places;

“ticket machine” means any apparatus operated by the insertion of coins, bank notes, tokens, credit or debit cards and that issues parking tickets, either physical or virtual, indicating the payment of a charge, the date and time at which that charge was paid and the time by which the motor vehicle must leave the car park;

“trailer” means an independent non powered towable apparatus not exceeding 2 metres in height, 5 metres in length or 2 metres wide;

“trailer unit” means a trailer remaining attached to a motor vehicle whilst parked;

“transaction surcharge” means an additional charge for a service in addition to the basic fee;

## **PART 2 – REGULATIONS**

### **Use of land and car park**

6. The Environmental Health, Housing & Community Services Group Manager or other authorised officer of the Council as designated by the Chief Executive of the Council may from time to time designate spaces in a parking place as being reserved for the official use of the Council.
7. Each area of land specified by name in Schedules 1 and 2 may be used at all times subject to the following provisions of this Order as a car park for motor vehicles on such days and for such periods as are specified in Schedules 1 and 2. No person shall unless authorised in writing by the Council use any car park for any other purpose.
8. In so far as a motor vehicle is parked in a car park during the charging hours the driver thereof shall pay such charge or charges as are specified in the provisions of this Order and on the relevant car park notice and shall purchase a parking ticket or season ticket or resident ticket or permit paying such charge or charges as specified by the provisions of this Order.
9. The driver of the vehicle shall:
  - (a) display the physical parking ticket, season ticket or resident permit issued on payment of the charge in the relevant position on the vehicle in respect of which it was issued ensuring that the ticket or permit is clearly visible in the front of the vehicle and clearly shows the validity of the ticket or permit; and
  - (b) ensure that the parking ticket, season ticket or resident ticket or permit is purchased and displayed to cover the entire period that the vehicle is parked in the parking space.
  - (c) for disabled person's badge holders, the badge and time clock must be displayed in the relevant position in accordance with the Blue Badge Scheme: rights and responsibilities in England documents provided at the time of issue of the blue badge. Parking is free for the first 3 hours for blue badge holders, for parking over 3 hours a pay and display ticket must be purchased by a blue badge holder and this ticket must be displayed in the relevant position.
  - (d) ensure that where a physical parking ticket, season ticket or resident permit is not displayed a payment shall be made for a virtual parking ticket or by using the pay by phone payment service to cover the entire period that the vehicle is parked in the parking space.
10. If at any time while a vehicle is left in a car park and no parking ticket is displayed on that vehicle in the relevant position, it shall be deemed that the

charge has not been paid and will be subject to the penalty provisions within this Order, unless the vehicle is displaying the following:-

- (a) any other permit or residents ticket or season ticket that may be issued by the Council from time to time; or
- (b) a valid disabled person's badge and time clock; or
- (c) a payment made for a virtual parking ticket or visible on the pay by phone payment service.

11. A parking ticket is valid only in the car park in which it was issued, for the time displayed on the ticket, as defined by the car park name on the ticket.
12. If at the time when a vehicle is left during the charging hours in a parking space on the nearest parking machine in that car park there is a notice placed by any person duly authorised by the Council, indicating that the parking machine is out of order, then a parking ticket shall be obtained from another machine within that car park (where provided) or by using the pay by phone service.
13. Where no valid parking ticket can be obtained as a result of the parking machine or pay by phone service being designated as out of order in accordance with Article 12 any displayed vehicles may be left in a car park but may not be left for longer than the charging period for that day.
14. Pay by phone information signs and the relevant location identification number signs shall be located in each parking place where pay by phone is in operation and will provide information in relation to the operation and use of pay by phone.
  - (a) The payment of the parking charge using pay by phone will relate only to the Parking Places as indicated by the Location Identification Number displayed on the Location Identification Number sign situated in the Parking Place.
  - (b) Where a vehicle has been left in a Parking Place operating pay by phone, an indication that the relevant parking charge has been made in respect of that vehicle using pay by phone together with an indication of the parking periods for which payment has been made shall appear on the Hand Held Device.
  - (c) Without prejudice to the provisions of the Articles within this Order if at any time whilst a vehicle is left in a Parking Place referred to in the appropriate schedule(s) of this Order no indication appears on the Hand Held Device that payment of the relevant charge has been made using pay by phone or a Hand Held Device indicates that the payment period for which payment was made using pay by phone has expired it shall be presumed that either:

- I. The relevant parking charge has not been duly paid in respect of that vehicle in accordance with the provisions contained within this Order; or
- II. The parking period for which payment was made using pay by phone has expired.

And in either case, a Civil Enforcement Officer may serve a Penalty Charge Notice.

15. Where a vehicle has been left in a Parking Place operating virtual permits, an indication that the relevant parking charge has been made in respect of that vehicle together with an indication of the parking period for which payment has been made shall appear on the Hand Held Device.
16. Without prejudice to the provisions of the Articles within this Order if at any time whilst a vehicle is left in a Parking Place referred to in the appropriate schedule(s) of this Order no indication appears on the Hand Held Device that payment of the relevant charge has been made for a virtual permit or a Hand Held Device indicates that the payment period for which payment was made for a virtual permit has expired it shall be presumed that:
- (a) The relevant parking charge has not been duly paid in respect of that vehicle in accordance with the provisions contained within this Order.
  - (b) The parking period for which payment was made for a virtual permit has expired.

And in either case, a Civil Enforcement Officer may serve a Penalty Charge Notice.

17. No motor vehicle or bicycle shall be driven at a speed exceeding 5 mph whilst within the boundaries of any car park.
18. No motor vehicle shall remain within the boundaries of any car park for a period longer than 3 weeks unless displaying a valid form of display to cover the entirety of that parking period or with written permission from the Council. Any motor vehicle overstaying this period and not meeting one of the aforementioned conditions will be deemed abandoned and therefore subject to Articles 19 and 20 of this Order.
19. No motor vehicle shall enter or remain within the boundaries of any car park if it does not have a valid motor vehicle road fund licence applicable for that motor vehicle at that time. Any motor vehicle found not to have a valid motor vehicle road fund licence may be removed from the car park and stored off site for a period of 7 days after which time it will be sold and any monies received put towards costs incurred in its removal and storage. Any costs associated with

the removal and storage of motor vehicles will be payable by the registered keeper of the motor vehicle. Any surplus remaining after deductions for removal and storage costs will be used by Blaby District Council as it sees fit.

20. Any motor vehicle deemed unroadworthy by virtue of not having a current Ministry of Transport (MOT) motor vehicle roadworthy certificate valid for that motor vehicle at that time, may be removed from the car park and stored off site for a period of 7 days after which time it will be sold and any monies received put towards costs incurred in its removal and storage. Any costs associated with the removal and storage of motor vehicles will be payable by the registered keeper of the motor vehicle. Any surplus remaining after deductions for removal and storage costs will be used by Blaby District Council as it sees fit.
21. Any object other than a motor vehicle placed within the boundaries of any car park without prior permission will be removed and stored off site at the owners expense for a period of 7 days after which time it will be sold and any monies received put towards costs incurred in removal and storage. Any surplus remaining after deductions for removal and storage costs will be used by Blaby District Council as it sees fit.
22. Save as provided below, no person shall, except upon the direction or with the permission of the Council, cause any motor vehicle to wait in any car park, unless it is displaying, in the relevant position, a parking ticket, season ticket or resident ticket or permit valid for that car park at that time or a valid disabled person's badge and time clock or payment made for a virtual parking ticket or using pay by phone.
23. No vehicle, other than an electric vehicle which is connected via a connecting lead to an electric vehicle charging point and is being charged shall be left in any electric vehicle parking bay during the hours outlined in Schedule 1. An electric vehicle shall only be left in an electric vehicle parking bay for a maximum period of three hours during the hours outlined in Schedule 1. When using an electric vehicle parking bay in a car park that also has chargeable hours, the vehicle owner must purchase a pay and display ticket, pay by phone parking session, display a valid permit or season ticket when using any electric vehicle parking bay. Where a vehicle is left in such bays and in contravention of the restrictions a Civil Enforcement Officer may serve a Penalty Charge Notice.
24. No vehicle other than a coach as defined in this Order shall be left in any coach or minibus bay during the hours outlined in Schedule 1. Where a vehicle is left in such bays and in contravention of the restrictions a Civil Enforcement Officer may serve a Penalty Charge Notice.

- (a) Any such permitted vehicle using these bays under the definition shall be exempt from the maximum dimensions as specified on information boards.

### **Maximum Length of Stay for Motor Vehicles Using Car Parks**

25. During the controlled times no motor vehicle shall be allowed to remain in a car park for longer than the maximum time permitted for that car park, nor may a motor vehicle return to that car park until after the expiry after departure of three hours, or such time stipulated in Schedules 1 and 2 attached, except for drivers holding a permit for that car park.
26. Motor vehicles correctly displaying a disabled person's badge and time clock may park without payment, for a period not exceeding 3 hours duration within any marked disabled parking space or other parking space in the limit of the car park with the exception of any designated limited waiting areas including but not limited to 20 minute short stay bays.
27. Motor cycles may park in any designated motor cycle bay without payment.
28. No motor vehicle may remain in a designated limited waiting area, for longer than the time specified for that designated limited waiting area.
29. Without the prior written agreement of the Council, no person shall within a parking place:
- (a) reserve a parking bay;
  - (b) distribute or affix or cause to be distributed or affixed to any motor vehicle left in a parking place any literature or leaflet of any nature;
  - (c) leave a vehicle carrying dangerous substances as defined in the Carriage of Goods by Road Regulations 1996;
  - (d) play or take part in any ball game or other game;
  - (e) consume alcohol or drugs.

### **Restrictions on Use of Parking Spaces**

30. No person shall use a motor vehicle, while it is in a car park, in connection with the sale of any article to persons in or near the car park or in connection with the selling or offering for hire of his or her skills or services, except with the written consent of the Council.
31. No person shall use any part of a car park or any motor vehicle parked in a parking space:-
- (a) for sleeping or camping or cooking; or
  - (b) for the purpose of carrying on any business or trade unless with the express permission of the Council in writing; or
  - (c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the car park; or
  - (d) for any indecent, improper, offensive or obscene behaviour which may cause harassment, alarm or distress.



32. A motor vehicle shall not be permitted to wait in a car park other than in a parking space. Under no circumstances is parking permitted on single or double yellow lines. Except with the permission of the Council, every part of the motor vehicle must be within the limits of the parking space and not more than one motor vehicle shall occupy any one such parking space.
33. Except with the permission of the Council, every part of a trailer must be parked within the limits of one parking space. A trailer unit must occupy no more than two parking spaces. Separate parking tickets must be purchased for both the motor vehicle and trailer and must be displayed in the relevant position(s).
34. Where within the car park there is a sign or surface marking that indicates a parking space is available only for use by disabled persons, no motor vehicle shall be permitted to stand or wait in the parking space unless it is correctly displaying a valid disabled person's badge and time clock in the relevant position.
35. Where within the car park there is a sign or surface marking that indicates a parking space is available only for use by visitors, council officials, season ticket holders, resident ticket holders, permit holders or other such class of persons as specified in the car park no vehicle shall be permitted to stand or wait in the parking space unless they are of that class and are displaying a valid season ticket, ticket or appropriate permit in the relevant position.
36. No motor vehicle may be parked in such a manner that it obstructs any other motor vehicle.
37. Where in the car park or any part thereof, signs are erected or surface markings are laid for the purpose of:-
- (a) indicating an entrance to or exit from the car park or any part thereof; or
  - (b) indicating that a motor vehicle using the car park or any part thereof shall process in a specific direction within the car park or any part thereof.
38. No person shall drive or permit to be driven any motor vehicle;
- (a) so that it enters the car park or any part thereof, otherwise than by the entrance, or leaves the car park or any part thereof, otherwise than by the exit, so indicated, or;
  - (b) in a direction other than so specified.
39. No motor vehicle shall display a parking ticket that had been previously displayed on another motor vehicle.
40. No motor vehicle shall display any parking ticket, season ticket, resident ticket or permit which has been altered, defaced, mutilated or added to, or upon which the figures or particulars have become illegible.
41. If an authorised officer has reasonable cause to believe that a document or article carried on a motor vehicle, or by the driver or person in charge of a motor vehicle, is a ticket or permit to which this Article applies, or is a document designed to resemble a ticket or permit, he may detain that ticket or permit, and

may for that purpose require the driver or person in charge of the motor vehicle to deliver up the document or article.

### **Exemptions from Payment**

42. Any vehicle left in a parking place that is displaying a disabled person's badge and time clock in the relevant position shall be exempt from payment of any charge specified in Schedule 1 or Schedule 2 to this Order for the first three hours only.

### **Suspension of Charges**

43. Nothing shall restrict the power of the Council to enter into agreements for the letting of such numbers of parking bays or to allow such other vehicles to use the Parking Place as the Council considers appropriate reserves the right to suspend the parking charges within this agreement on a temporary basis as and when it considers appropriate.
44. The Council has the power to suspend charges at Christmas or other nominated dates throughout the year, either in full or for part of the charging period.
45. Any person may apply to the Council for a waiver for a Parking Place provided that:
- (a) the application is made prior to the vehicle being parked;
  - (b) the waiver is granted prior to the vehicle is parked;
  - (c) the appropriate fee is paid;
  - (d) the waiver is displayed in the front of the vehicle waiver is to be exhibited inside the windscreen of the vehicle so that the date and other particulars shown are clearly visible from the outside of the vehicle at all times.

### **Penalty Charge for Use of Car Parks**

46. A Penalty Charge will be payable by the driver of a motor vehicle left in contravention or non-compliance of any Article or Articles of this Order.
47. If a motor vehicle is left in a parking place in contravention of, or non-compliance with this Order, a penalty charge shall be payable by the driver of the vehicle.
48. The penalty charge or reduced penalty charge shall be the sum of the following amounts:-
- (a) The penalty charge for higher level contraventions as set out in The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time) subject to payment being received within 28 days beginning with the date of issue of the Penalty Charge Notice.

- (b) All other contraventions of the Order not so defined as higher level contraventions in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 or re-enactment thereof, will be set at the lower level penalty charge as defined in those regulations.
  - (c) The reduced penalty charge – a fifty percent reduction of the penalty charge is subject to the payment being received within 14 days beginning with the date of issue of the Penalty Charge Notice.
  - (d) If no payment is made within 28 days of the serving of the Penalty Charge Notice the processing authority will issue a Notice to Owner advising of the unpaid charge.
  - (e) If no payment is made within 28 days of serving the Notice to Owner the processing authority may issue a Charge Certificate in accordance with the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time). This will result in the penalty charge being increased by fifty percent.
49. Service of the Penalty Charge Notice, Notice to Owner or Charge Certificate by post is deemed effective on the second working day after the date of posting.
50. Where a contravention has occurred a Civil Enforcement Officer or any authorised officer may attach to the vehicle in a conspicuous position or hand to the driver a Penalty Charge Notice which shall comply with the requirements of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time).
51. Where a penalty charge has been incurred, a Penalty Charge Notice may be issued by post by the enforcement authority if the owner of the motor vehicle drives the motor vehicle away before the Civil Enforcement Officer has issued a Penalty Charge Notice or the Civil Enforcement Officer has been prevented from issuing a Penalty Charge Notice, such a Penalty Charge Notice shall comply with the requirements of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 (as amended or superseded from time to time).
52. The particulars given in the Penalty Charge Notice attached to the motor vehicle in accordance with this Article shall be treated as evidence in any proceedings relating to failure to pay such penalty charge.

53. In the event of the driver failing to pay a penalty charge within the period stipulated in this Order the processing authority may give notice in writing to the owner of the motor vehicle in respect of which the penalty charge was incurred requiring the owner to supply the identity of the driver.
54. When a notice has been attached to a motor vehicle in accordance with any of the foregoing provisions of this Order no person other than a person authorised by the Council in that behalf or the driver or a person authorised by the driver in that behalf shall remove the notice from the motor vehicle.
55. The Council reserves the right to utilise any CCTV present for enforcement purposes. Evidence may be used for the determination of Penalty Charge Notice appeals.

### **Motor Vehicle Removal**

56. If a motor vehicle is parked in a car park in contravention of any of the foregoing provisions of this Order the Council may remove the motor vehicle from that car park or arrange for such removal.
57. Any person removing, or causing the removal of, a motor vehicle by virtue of this Article, may do so by towing or driving the motor vehicle or in such other manner as he may think reasonably necessary to enable the motor vehicle to be removed.
58. Any person removing a motor vehicle by virtue of this Article shall make such arrangements as he considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.
59. A motor vehicle will be stored for a period of 7 days after which time it will be sold and any monies received put towards costs incurred in its removal and storage. Any surplus remaining after deductions for removal and storage costs will be used by Blaby District Council as it sees fit.
60. Any costs associated with the removal and storage of motor vehicles will be payable by the driver of the motor vehicle and if not paid will be recoverable as a civil debt.

### **Power of the Council to Close Car Parks**

61. Nothing in this Order shall restrict the power of the Council by notice, to suspend the operation of the car park or any part thereof and when the operation of the car park or part thereof is suspended, the Council shall display a notice or notices to that effect at the car park and at the ticket machines.
62. When the operation of the car park is suspended pursuant to Article 61, no person shall cause any motor vehicle to enter, stand, wait or be left in the car park or any part thereof, for the duration of the suspension without the written authorisation of the Council, except for an ambulance or any motor vehicle

being used in the service of a fire brigade or police force, or any motor vehicle with the permission of a police constable in uniform or when displaying a valid dispensation.

63. If at any time the Council shall require a car park or part thereof for any purpose whatsoever (including its use as a private car park in connection with a particular event) then the right of any person to park any motor vehicle thereon shall immediately terminate until the Council shall no longer require the car park or part thereof.

### **Right to Refuse Entry to a Parking Place**

64. The Council or its Civil Enforcement Officers may refuse entry to any Parking Place, to any person or to any vehicle.
65. No persons shall in a parking place destroy, damage, interfere with or deface any property belonging to the Council, and in addition to liability for any penalty imposed for breach of this provision of this Order, any person doing so shall be liable for and shall pay the Council the full cost of repair of the damage.
66. No persons shall in a parking place use any threatening, insulting or abusive language gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.
67. A person who is not in a parking place for the purpose of parking or retrieval of a vehicle or a purpose connected therewith on being requested to leave the parking place by an Officer of the Council, Civil Enforcement Officer or any Police Constable shall do so forthwith.
68. No person shall within a parking place without good reason or excuse deposit or leave any goods, builders materials, items of furniture, vehicle parts or rubbish of any description. Items of litter may only be deposited in the bins provided for this purpose.

### **Liability of the Council**

69. The Council shall not be liable in respect of loss or damage to any vehicle or the fittings or contents of any vehicle waiting or moving in or entering or otherwise using a parking place unless at the fault of Council employees.
70. The Council shall not be held accountable for any damages to a person or property using a parking place nor shall it be obligated to provide footage for such incidents. CCTV is only for the purposes outlined in Article 55 of this Order.

IN WITNESS whereof the Blaby District Council have caused the Common Seal to be hereunto affixed the                      day of                      2024.

THE COMMON SEAL of the BLABY                      )  
DISTRICT COUNCIL was hereunto                      )  
affixed the day and year first before                      )  
written                      )

**SCHEDULE OF CHARGES (SCHEDULE 1)**

Name of Car Park	Controlled Hours	Charged Hours	Scale of Charges during Charged Hours
1	2	3	4
Station Road Car Park, Narborough	All days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	All day – £6.00 Up to 20 minutes – FREE in designated short stay red parking bay Minibus bays – FREE parking with valid permit maximum stay 3 hours Season Tickets – £500 per annum Residents Permits – not available Return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity
Narborough Station Ticket Office Car Park	All days	All times	Permit Holders Only in blue hatched area Free parking in Disabled bays with valid Disabled badge & clock 2 free 20 minute only bays



Weavers Court Car Park, Narborough	All Days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	Up to 1 hour – £0.70 Up to 2 hours – £1.00 Up to 3 hours – £1.50 Up to 4 hours – £3.00 Over 4 hours – £6.00 Season Tickets – £500 per annum Residents Permits – £85 per annum subject to residence qualifications Return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity
Enderby Road & Johns Court Car Park, Blaby	All days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	Up to 1 hour – £0.70 Up to 2 hours – £1.00 Up to 3 hours – £1.50 Up to 4 hours – £3.00 Over 4 hours – £6.00 Season Tickets – £500 per annum Residents Permits – £85 per annum subject to residence qualifications NHS Permits – £350 per annum Return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity

Leicester Road Car Park, Narborough	All days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	Up to 1 hour – £0.70 Up to 2 hours – £1.00 Up to 3 hours – £1.50 Up to 20 minutes – FREE in designated short stay red parking bays Season Tickets – not available Residents Permits – £85 per annum subject to residence qualifications Return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity
Bouskell Park Car Park, Blaby	All Days	8am to 6pm Monday – Sunday (inclusive) Including Bank Holidays	Up to 1 hour – £0.70 Up to 2 hours – £1.00 Up to 3 hours – £1.50 Up to 4 hours – £3.00 Over 4 hours – £6.00 Season Tickets – not available Residents Permits – not available Return prohibited within 3 hours

### **PERMITTED WAITING PERIODS (SCHEDULE 2)**

Name of Car Park	Controlled Hours	Date and Time of Operation	Maximum Waiting Time
1	2	3	4
Enderby Leisure Centre & Golf Course Car Parks, Enderby	All days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	6 hours – return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity
Huncote Leisure Centre Car Park, Huncote	All days	8am to 6pm Monday – Saturday (inclusive) Including Bank Holidays	6 hours – return prohibited within 3 hours Maximum 3 hours stay within designated green electric vehicle charging bays during charging hours Charges apply for electricity
Jubilee Park Car Park, Enderby	All days	All times	In line with seasonal opening times
Fosse Meadows Car Park, Sharnford	All days	All times	In line with seasonal opening times

No Season Tickets or Residents Permits are permitted in the above car parks.

Name of Car Park	Controlled Hours	Date and Time of Operation	Maximum Waiting Time
1	2	3	4
Blaby District Council Staff Car Park, Narborough	All days	All times	Staff permits only – subject to qualifications
Blaby District Council Visitors Car Park, Narborough	All days	All times	2 hours – return prohibited within 3 hours
The Grange Car Park, Narborough	All days	All times	Residents Permits only – £55 per annum subject to residence qualifications

### **SCHEDULE 3**

The penalty charge for higher level contraventions will be set as defined in the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 or any amendment or re-enactment thereof.

All other contraventions of the Order not so defined as higher level contraventions in accordance with The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022 or any amendment or re-enactment thereof, will be set at the lower level penalty charge as defined in those Regulations.

If no payment is made within 28 days of the serving of a Penalty Charge Notice the processing authority may issue a Charge Certificate in accordance with the provisions of The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

### **STATION ROAD CAR PARK, NARBOROUGH**



### **NARBOROUGH STATION TICKET OFFICE CAR PARK, NARBOROUGH**

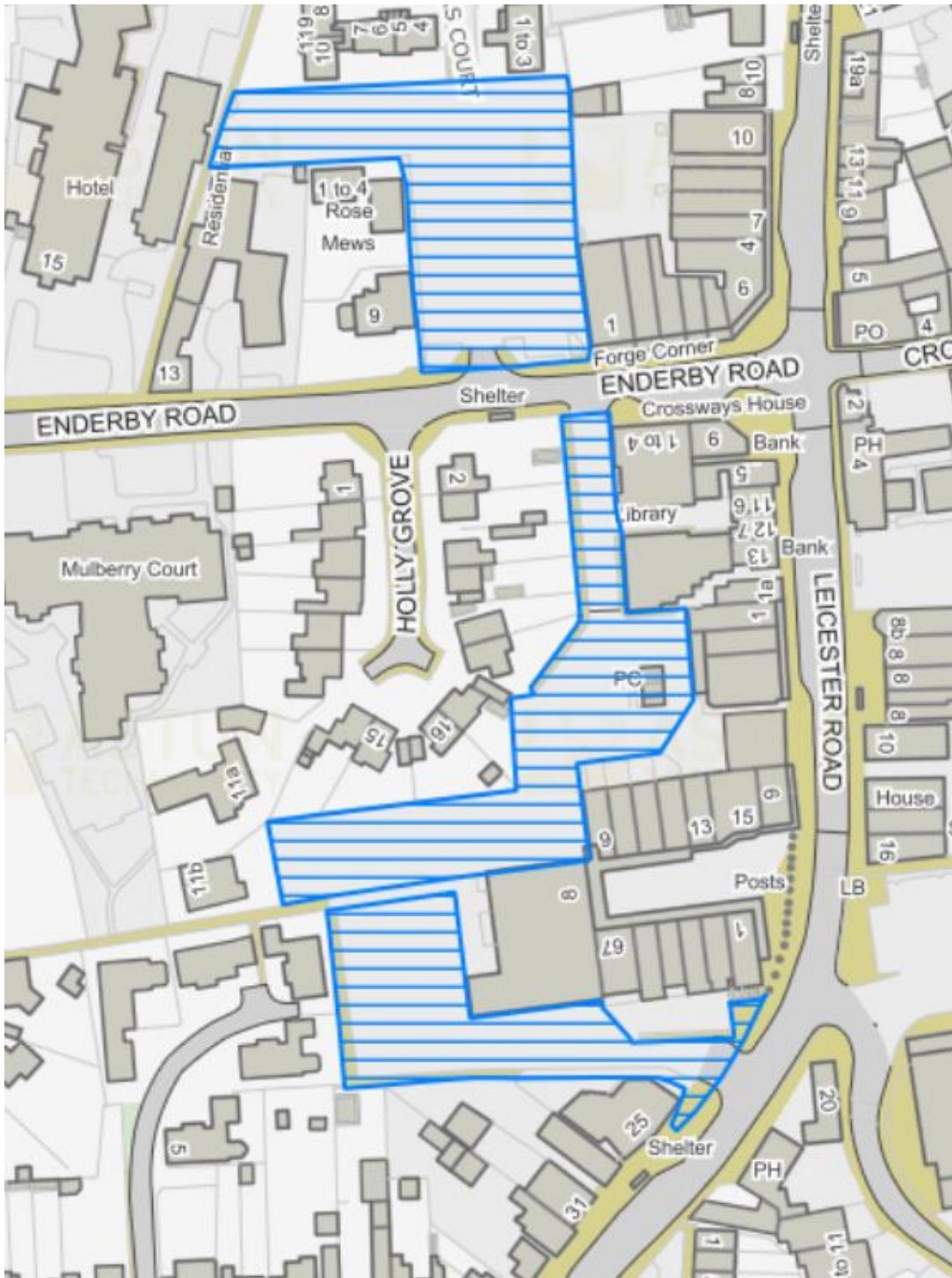


**WEAVERS COURT CAR PARK, NARBOROUGH**





**ENDERBY ROAD & JOHNS COURT CAR PARK, BLABY**



**LEICESTER ROAD CAR PARK, NARBOROUGH**



**BOUSKELL PARK CAR PARK, BLABY**

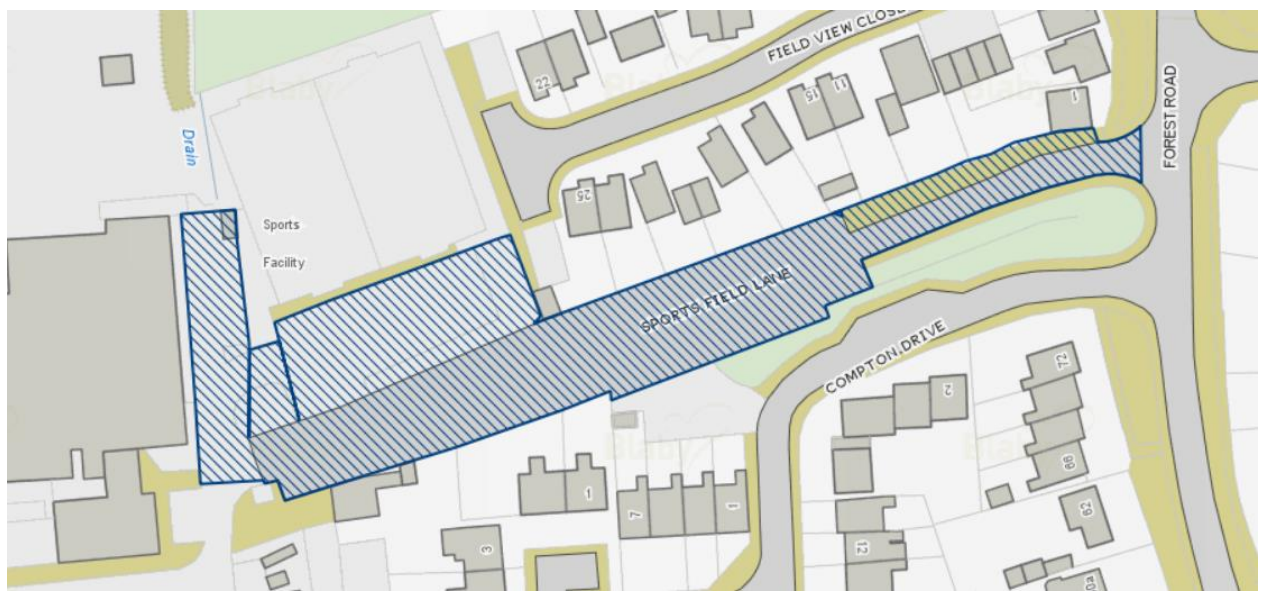




**ENDERBY LEISURE CENTRE & GOLF COURSE CAR PARKS, ENDERBY**



**HUNCOTE LEISURE CENTRE CAR PARK, HUNCOTE**



**JUBILEE PARK CAR PARK, ENDERBY**

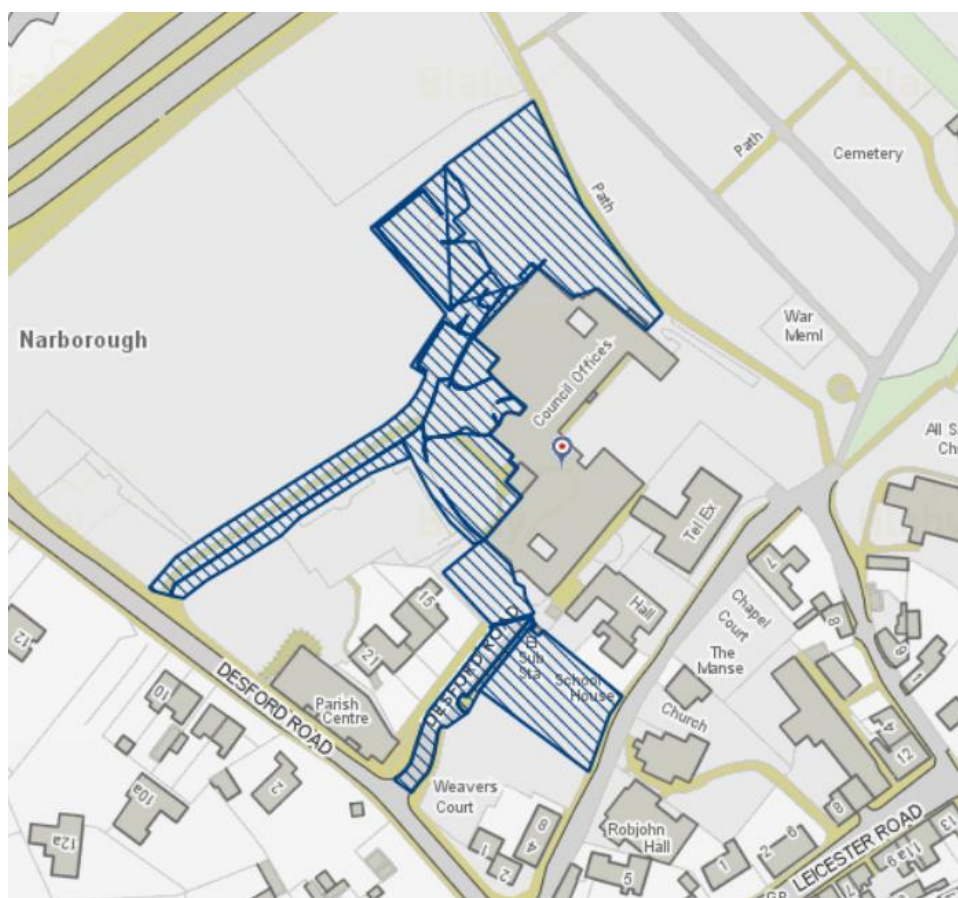


**FOSSE MEADOWS CAR PARK, SHARNFORD**

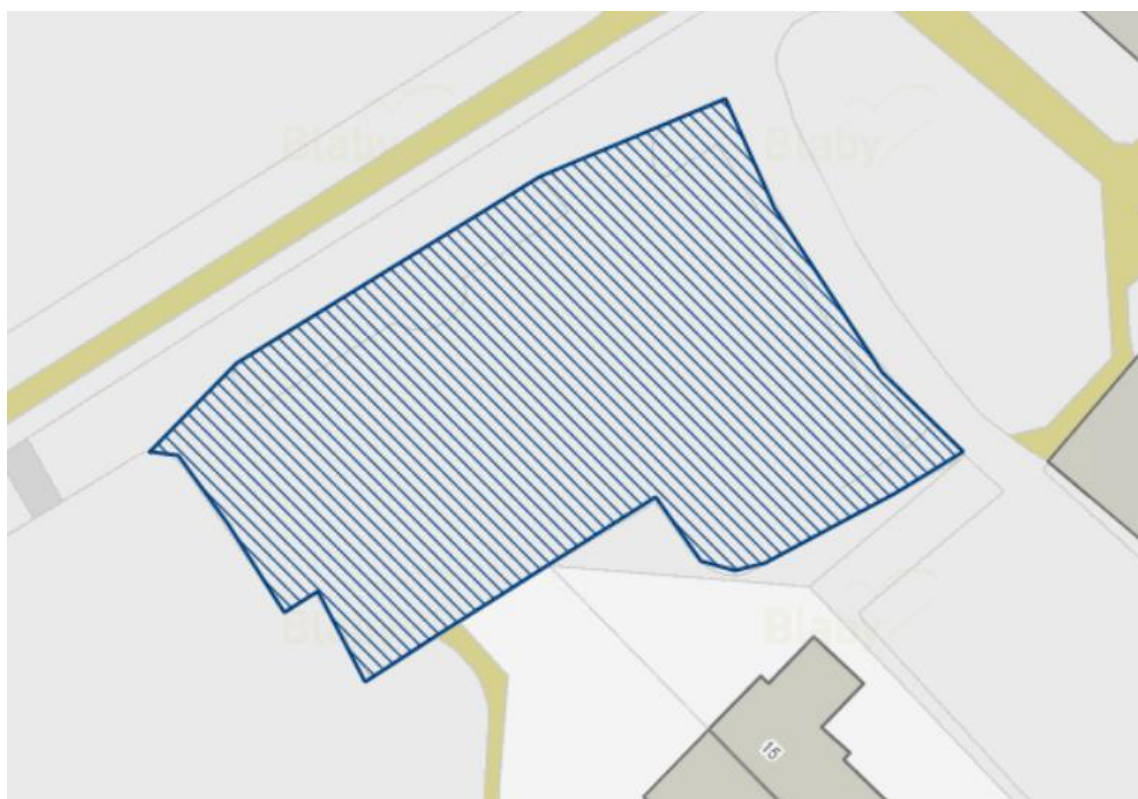




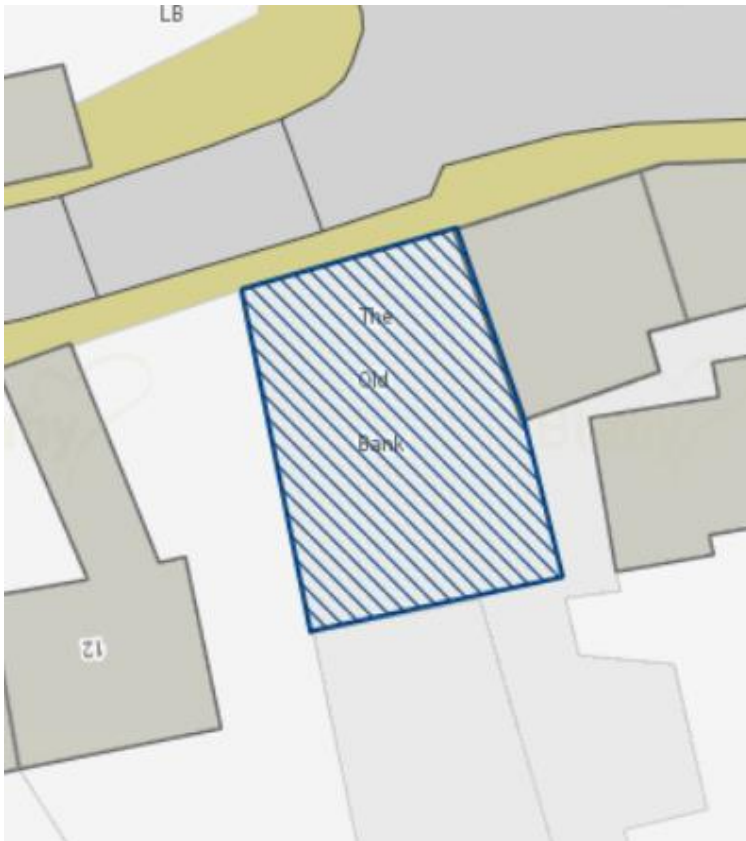
**BLABY DISTRICT COUNCIL STAFF CAR PARK, NARBOROUGH**



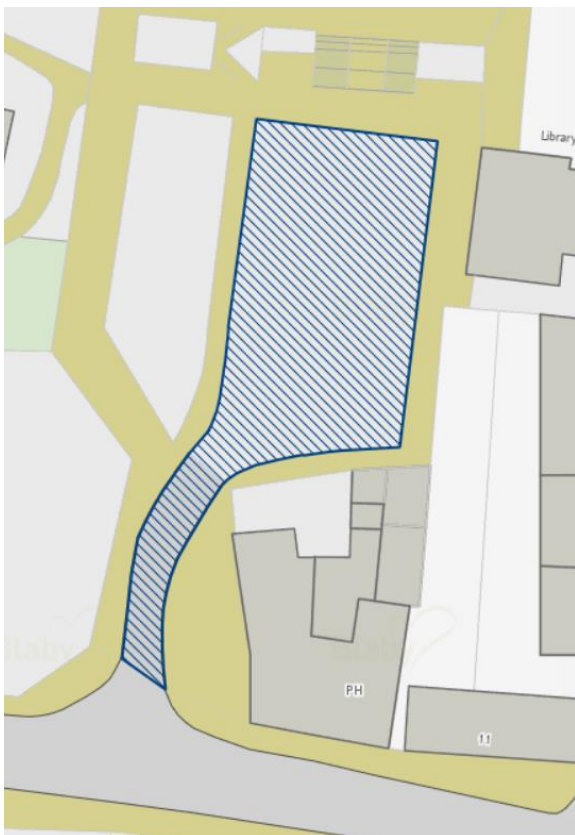
**BLABY DISTRICT COUNCIL VISITORS CAR PARK, NARBOROUGH**



**THE GRANGE CAR PARK, NARBOROUGH**



**ST MICHAELS COURT CAR PARK, STONEY STANTON (REMOVAL FROM ORDER)**



**LONG STREET CAR PARK, STONEY STANTON (REMOVAL FROM ORDER)**



**CENTRAL STREET CAR PARK, COUNTSTHORPE (REMOVAL FROM ORDER)**



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