

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, 4 NOVEMBER 2024** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager & 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 - 6)
To approve and sign the minutes of the meeting held on 16 September 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 2 Budget Review 2024/25 (Pages 7 - 18)
To consider the report of the Finance Group Manager (enclosed).
6. Schedule of Charges 2025/26 (Pages 19 - 60)
To consider the report of the Finance Group Manager (enclosed).
7. Quarter 2 Treasury Management Update 2024/25 (Pages 61 - 80)
To consider the report of the Finance Group Manager (enclosed).
8. Quarter 2 Capital Programme Review 2024/25 (Pages 81 - 88)
To consider the report of the Finance Group Manager (enclosed).
9. Environmental Crime Fixed Penalty Notices (Pages 89 - 96)
To consider the report of the Environmental Health, Housing and Community Services Group Manager (enclosed).
10. Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy (Pages 97 - 126)
To consider the report of the Environmental Health, Housing and Community Services Group Manager (enclosed).
11. Revocation and Declaration of Air Quality Management Areas (Pages 127 - 144)
To consider the report of the Environmental Services Manager (enclosed).

CABINET EXECUTIVE

Minutes of a meeting held in the Council Chamber, Council Offices, Narborough

MONDAY, 16 SEPTEMBER 2024

Present:

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

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

Also in attendance as Observers:

Cllr. Nick Brown (Scrutiny Commissioner)

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 & Community Services Group Manager |
| Gary Morris | - Interim Finance Group Manager |
| Katie Hollis | - Accountancy Services Manager |
| Anna Farish | - Environmental Services Manager |
| Katie Brooman | - Elections and Governance Manager |
| Nicole Cramp | - Democratic & Scrutiny Services Officer |
| Isaac Thomas | - Democracy Support Officer |

81. DISCLOSURE OF INTERESTS FROM MEMBERS

No disclosures were received.

82. MINUTES

The minutes of the meeting held on 24 June 2024, as circulated, were approved and signed as a correct record.

83. PUBLIC SPEAKING PROTOCOL

No requests were received.

84. QUARTER 1 BUDGET REVIEW 2024/25

Considered – Report of the Accountancy Services Manager.

Other options considered:

None.

DECISIONS

1. That the financial performance against the budget for the quarter ending 31st June 2024 be accepted.
2. That the additional budget expenditure of £53,122, and the forecast contribution of £516,978 from General Fund balances be approved.
3. That the Local Plan Earmarked Reserve be increased by £221,070 from the General Fund Balance and that delegated authority be 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.

Reasons:

1. It is good practice that Members have oversight of the Council's financial performance at regular points during the financial year.
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.

85. QUARTER 1 TREASURY MANAGEMENT UPDATE 2024/25

Considered – Report of the Finance Group Manager.

Other options considered:

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

DECISION

That the latest position in respect of treasury activities, and the prudential indicators, be accepted.

Reason:

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.

86. QUARTER 1 CAPITAL PROGRAMME REVIEW 2024/25

Considered – Report of the Accountancy Services Manager.

Other options considered:

None.

RECOMMENDATIONS TO COUNCIL

1. That the report be accepted.
2. That the latest Capital Programme for 2024/25, totalling £8,362,558, be accepted.

Reasons:

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

87. THE BLABY DISTRICT COUNCIL (OFF-STREET PARKING PLACES) ORDER 2024

Considered – Report of the Environmental Services Manager.

The Housing, Community Safety and Environmental Services Portfolio Holder, Cllr. Les Phillimore proposed an amendment to recommendation 2.2 of the report as follows 'Following the consultation the final decision is to return to Cabinet Executive to make minor amendments to the District of Blaby (Off-Street Parking Places) Order prior to implementation.'

Other options considered:

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.

DECISIONS

1. That the District of Blaby (Off-Street Parking Places) Order 2024 be approved.
2. Following the consultation the final decision is to return to Cabinet Executive to make minor amendments to the District of Blaby (Off-Street Parking Places) Order prior to implementation.

Reasons:

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

THE MEETING CONCLUDED AT 5.52 P.M.

Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Quarter 2 Budget Review 2024/25 This is a Key Decision and is on the Forward Plan.
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Finance Group Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 This report gives Members an overview of the financial performance against the budget for the second quarter of 2024/25.

2. Recommendation(s) to Cabinet Executive

- 2.1 That the financial performance against the budget for the quarter ending 30th September 2024 is accepted.
- 2.2 That Cabinet executive approves the forecast contribution as set out in paragraph 4.7 of £499,486 from General Fund balances.
- 2.3 That the irrecoverable debts set out in paragraph 4.5 are authorised to be written off.

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 26th 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.

The 1st quarter report was presented to Cabinet in September, several changes had been made to the budget since February, most significantly the addition of the unspent budget of £2,187,478 carried forward from 2023/24. The approved budget before contributions from reserves and government grants increased to £18,503,777.

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

	£
Approved budget before contributions from reserves and government grant	18,503,777
<u>Additional funding from Earmarked Reserves</u>	
Transfer from the Local Plan Reserve	15,000
Transfer from the Homelessness Reserve	40,000
<u>Additional Funding from/to General Fund Balances</u>	
Establishment savings identified	(13,824)
One-off budget changes, individually £10,000 or under	332
	18,545,285

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 transfer of £40,000 has been undertaken from the Homelessness Earmarked reserve. The funding is being used to provide East Midlands Housing with support for the Housing provision offered at Henson House in Whetstone.

The accommodation includes suitable accommodation for Young People with complex needs. The contribution made by the Council helps to cover the

shortfall of rental income and ensure that the supplemented rate accommodation continues to be offered.

4.2 Establishment

At the end of quarter 2, at an overall level, establishment costs amounted to £8,290,284 against a profiled budget of £8,450,401 i.e., under profile by £160,118. 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. 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 30th September 2024.

Portfolio	(Under)/Over £	Note
Leader	(12,438)	1
Finance, People & Performance	75,659	2
Neighbourhood Services & Assets	37,972	3
Health, Leisure, Climate and Economic Development	(94,613)	4
Housing, Community Safety and Environmental Services	(82,950)	5
Planning, Transformation and ICT	(74,479)	6
Central Provisions	(9,269)	7
Total Variance	(160,118)	

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. The post has now been recruited to on a permanent basis.
3. Additional costs incurred in Refuse and Recycling in relation to bank holiday overtime.
4. Vacant posts within Building Control and vacant posts recruited to on a different spinal point to budgeted
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 vacant Planning Officer posts.

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

	Working Budget	Profiled Budget	Actual to Date	(Surplus)/ Shortfall
	£	£	£	£
Planning Fees	(600,000)	(300,000)	(592,045)	(292,045)
Building Control Fees	(1,092,280)	(786,438)	(418,971)	367,467
Building Control Partnership	(312,371)	(312,371)	(312,855)	(484)
Land Charges	(216,000)	(108,000)	(99,159)	8,841
Investment Interest	(1,000,000)	(500,000)	(753,869)	(253,869)
Refuse and Recycling	(1,805,800)	(1,618,220)	(1,587,970)	30,250
Car Parks	(223,000)	(111,500)	(121,633)	(10,133)
Leisure Income	(857,247)	(428,624)	(433,067)	(4,443)
Total	(6,106,698)	(4,165,153)	(4,319,569)	(154,416)

NB: brackets indicate excess income.

As could be seen in the 1st quarter of the year, Building Control income had fallen below profile. The income stream has continued to struggle in the economic climate, and changes to Building Control regulations have impacted the work that the team is able to undertake.

The agreement that the Building Control partners signed up to was that any loss or surplus at the end of the financial year is shared in accordance with the application data from the previous three years. The partnership budget is currently being reviewed; it is unlikely that the income will reach the current working budget target and will be required to be reduced in line with the expected annual income.

Investment interest has continued to exceed the budget during the first 6 months of the year. The budget is being reviewed and expected to be increased in line with the estimated forecast to the end of the financial year.

Planning income has increased substantially during the second quarter of the year, at the time of writing the report, planning income had surpassed £700,000. The budget is currently being reviewed to be revised and increased to reflect the expected income to the end of the financial year.

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 2nd quarter of the financial year and the forecast to the end of the year appears at Appendix B.

Changes to funding from earmarked reserves highlighted in the table in paragraph 4.1 are reflected in Appendix B.

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 Write-off Irrecoverable Debt

The following debts are presented for write-off subject to the approval of Cabinet Executive. Whilst there is delegated authority in place for the Executive Director (Section 151), in consultation with the Portfolio Holder, to write off debts of this nature at an individual level, given the magnitude of the overall total, for transparency purposes it is considered more appropriate for Cabinet to approve the write offs.

As is evident from the following table, there are a number of reasons for the debt being considered to be irrecoverable, including the existence of a debt relief order, individual voluntary arrangements, and all the usual recovery routes having been attempted without success. The Revenue and Benefits team regularly review training guides to ensure they are kept up to date with any change in legislation and any procedural changes, helping to reduce the risk of errors being made. The local authority error resulting in an overpayment of Housing Benefit shown in the table below, was due to very unusual circumstances. Where the table indicates that recovery action has been exhausted this means that we are unable to obtain a charging order or attachment of earnings, and the use of enforcement agents and other legal means of recovery have proven unsuccessful. In the case of the Housing Benefit overpayment, investigations are still ongoing as to whether any of this can be clawed back but it is felt prudent to recognise that this may not be received at the earliest opportunity. Naturally, if any further information presents itself the debt can still be written back onto the account and collected.

Debt Category	Amount	Reason for Write-off
HB Overpayment	58,408.98	Local Authority error
Council Tax	2,357.83	Debt Relief Order granted
Council Tax	4,663.03	Company in administration
Council Tax	46.59	Company in administration
Council Tax	2,840.33	Individual Voluntary Arrangement granted
Council Tax	2,081.11	Individual Voluntary Arrangement granted
Council Tax	5,634.89	Debt Relief Order granted
Council Tax	4,505.74	Individual Voluntary Arrangement granted
Council Tax	2,366.00	Debt Relief Order granted
Council Tax	2,500.00	Individual Voluntary Arrangement granted
Council Tax	2,596.06	Recovery action exhausted
Council Tax	4,864.49	Company in administration
Council Tax	3,879.26	Unable to pursue recovery action
Council Tax	3,177.50	Individual Voluntary Arrangement granted
Council Tax	3,994.39	Recovery action exhausted
Total	£103,916.20	

4.6 Forecast Outturn

The original approved budget allowed for a contribution of £516,978 to be taken from General Fund Balances. As shown in Appendix A, the required contribution has decreased to £499,486.

The finance team are working with Budget Holders to review all budgets and make revision where required. Any amendments will be included within the Quarter 3 Budget Review report.

4.7 Significant Issues

None

4.8 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.

5. Environmental impact

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

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

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

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

7.1

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.

8. Other options considered

8.1 None

9. Appendix

9.1 Appendix A – Budget Monitoring Statement to 30th September 2024.

9.2 Appendix B – Forecast Reserves Position to 31st March 2025.

10. Background paper(s)

10.1 None

11. Report author's contact details

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BLABY DISTRICT COUNCIL

Appendix A

GENERAL FUND REVENUE ACCOUNT

BUDGET MONITORING STATEMENT TO 30TH SEPTEMBER 2024

Portfolio		A Approved Budget £	B Working Budget £	C Profiled Budget £	D Actual to P6 £	E Variance to Profile £	F Forecast Outturn £
FPP	Finance, People & Performance	3,504,581	3,606,332	1,864,916	1,951,356	86,440	3,606,332
HCES	Housing, Community Safety & Environmental Services	2,286,511	2,764,389	1,299,938	(270,723)	(1,570,660)	2,764,389
HWCEBS	Health & Leisure, Climate and Economic Development	(30,669)	959,651	328,117	(192,641)	(520,758)	959,651
LEAD	Leader	2,265,122	2,394,947	1,209,640	1,286,060	76,420	2,394,947
NSA	Neighbourhood Services & Assets	3,640,324	3,803,640	1,186,500	943,861	(242,639)	3,803,640
PDECT	Planning, Transformation and ICT	3,192,511	3,679,673	2,069,738	441,961	(1,627,776)	3,679,673
Net Expenditure on Services		14,858,380	17,208,633	7,958,848	4,159,875	(3,798,973)	17,208,633
RCCO	Revenue Contributions to Capital Outlay	94,315	94,397	47,240	19,582	(27,657)	94,397
MRP	Minimum Revenue Provision	748,865	748,865	374,433	0	(374,433)	748,865
VRP	Voluntary Revenue Provision	300,000	300,000	150,000	0	(150,000)	300,000
APPROP	Appropriations & Accounting Adjustments	205,390	193,390	96,695	0	(96,695)	193,390
		16,206,950	18,545,285	8,627,215	4,179,457	(4,447,758)	18,545,285
EAR	Contributions to/(from) Earmarked Reserves	(349,315)	(2,652,020)	(2,026,311)	0	2,026,311	(2,652,020)
GFBAL	Contributions to/(from) General Fund Balances	(463,856)	(499,486)	(256,183)	0	256,183	(499,486)
Net Budget Requirement		15,393,779	15,393,779	6,344,721	4,179,457	(2,165,264)	15,393,779

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FORECAST RESERVES & BALANCES AS AT 31ST MARCH 2025

APPENDIX B

	GL Code	Balance at 31/03/24 £	Contributions from I&E A/c £	Utilisation of Balances £	Balance at 31/03/25 £
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/VCJ	(414,576)	(221,070)	272,616	(363,030)
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/VCQ	(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)	2,624,590	(7,409,352)
Usable Earmarked Reserves		(9,812,872)			(7,409,352)
General Fund Balance		(6,564,232)	221,070	0	(6,343,162)
TOTAL RESERVES & BALANCES		(16,377,103)			(13,752,513)

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Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Schedule of Charges 2024/25 This is a Key Decision and is on the Forward Plan.
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Finance Group Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 The purpose of this report is to recommend the proposed level of fees and charges for the financial year commencing 1st April 2025.

2. Recommendation(s) to Cabinet Executive

- 2.1 That the Schedule of Charges for 2025/26, appearing at Appendix A, is approved.

3. Reason for Decisions Recommended

- 3.1 To ensure that the fees and charges for 2025/26 are formally set and approved.

4. Matters to consider

- 4.1 Background

As part of the annual budget setting cycle Service Managers have been asked to undertake a review of the Councils fees and charges with a view of maximising income streams, and to ensure that, where permissible, they are set at a level that achieves cost recovery as a minimum.

There are certain charges that are set at a national level, so these fees remain unchanged. In some cases, there is less scope to increase charges due to external competition, without having a negative impact on demand.

4.2 Proposals

The complete Schedule of Charges for 2025/26 is attached at Appendix A. Members attention is drawn to the following charges in particular -

Legal Fees

The increase in the fees proposed for 2025/26 for Legal fees is due to the officer time involved. The previous fees were not a true reflection of the time and work involved in the request.

Environmental Crime Fixed Penalty Notice Fees

The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 have increased the maximum levels that specified Fixed Penalty Notices can be set at.

It is proposed that Blaby District Council make significant changes to Fixed Penalty Notice amounts in light of the new Regulations. A separate report is being brought to Cabinet members for review and request for approval, and is included on the agenda of the 4th November.

Leisure Centre Fees and Charges

These are set by our leisure management operator, SLM Limited, but have not yet been released. The Schedule of Charges will be updated to include the fees and charges applicable from 1st April 2025 once they are available.

4.3 Relevant Consultations

The Service Managers have been consulted and fully engaged in the calculation of these charges and fees.

4.4 Future Amendments to the Schedule of Charges

The Constitution grants delegated authority to the Executive Director (Section 151 Officer) to amend fees and charges, where necessary, during the financial year.

4.5 Significant Issues

None

4.6 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.

5. Environmental impact

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

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

- 6.1 Not applicable

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

- 7.1

Current Risk	Actions to reduce the risks
The greatest risk is that the increase in a charge will significantly affect the take up of that service.	The elasticity of the demand for the service has been considered for each charge to avoid unnecessary loss of income.

8. Other options considered

- 8.1 Not to review the fees and charges. However, it is considered appropriate that, where possible, charges should be set at a level necessary to achieve full cost recovery.

9. Appendix

- 9.1 Appendix A – Schedule of Charges 2025/26

10. Background paper(s)

- 10.1 None.

11. Report author's contact details

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SCHEDULE OF CHARGES 2025/26

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Classification of headings

The column headed "Basis of Charge" defines the basis for fees and charges to be applied.

Code	Basis of Charge	
A	Minimum Charge	
B	Hourly Rate	
C	Each Collection	
D	Each	
E	Flat Rate	
F	Each Visit	
G	Session	
H	All Day	
I	Part Day	
J	Per Copy	
K	Per Week	
L	Per Year	
M	Per Course	
N	Per Night	
P	Per Ticket	
Q	Per Quarter	
R	Per Page	

The column headed "Vat Category" defines the Value Added Tax (VAT) status of the charge.

A definition of each category is given below:

Category code	Category	Description
OS	Non-Business	The charge is outside the scope of VAT
EX	Exempt	The charge is exempt from VAT
ZR	Zero Rated	The charge is liable to VAT at a zero rate
SR	Standard Rated	The charge is liable to VAT at the standard rate

The standard rate of VAT is currently 20%.

Any future changes in the VAT rate will result in an amended charge from the date of change.

Refuse Collection and Recycling

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Refuse Collection and Recycling								
Business Waste – Refuse Collections								
70 Litre Sacks	2128/MDE	C	OS*	£3.75	£3.75	£4.00	£4.00	1,3
Wheeled Bins (Weekly Collection)								
1100 litre - 1st bin	2128/MDD	Q	OS*	£28.99	£28.99	£29.99	£29.99	3
660 litre	2128/MDD	Q	OS*	£20.79	£20.79	£21.49	£21.49	3
360 litre	2128/MDD	Q	OS*	£13.99	£13.99	£14.49	£14.49	3
240 litre	2128/MDD	Q	OS*	£11.79	£11.79	£12.29	£12.29	3
*Businesses outside of Blaby District will be liable for VAT								
Business Waste Mixed Recycling Collections								
Wheeled Bins (Price Per Collection)	2128/MDT	Q	OS*	£13.99	£13.99	£14.49	£14.49	3
1100 litre	2128/MDT	Q	OS*	£9.69	£9.69	£10.00	£10.00	3
660 litre	2128/MDT	Q	OS*	£5.59	£5.59	£5.79	£5.79	3
360 litre	2128/MDT	Q	OS*	£5.29	£5.29	£5.49	£5.49	3
240 litre								
*Businesses outside of Blaby District will be liable for VAT								
<u>Commercial Glass Recycling Service (per bin)</u>								
Weekly Collection								
360 litre	2128/MDP	Q	OS*	£4.89	£4.89	£5.10	£5.10	3
*Businesses outside of Blaby District will be liable for VAT								
Wheeled Domestic Refuse& Recycling Bins								
Up to 3 residents								
Standard Capacity (140 litres)	2127/MCB	D	OS	FOC	FOC			
Chargeable Capacity (240 LITRES)	2127/MCB	D	OS	£24.50	£24.50	£25.50	£25.50	
4-6 residents								

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Standard Capacity (240 litres)	2127/MCB	D	OS	FOC	FOC			
Chargeable Capacity (380 litres)	2127/MCB	D	OS	£24.50	£24.50	£25.50	£25.50	
7 plus residents								
Standard Capacity (240 litres)	2127/MCB	D	OS	FOC	FOC			
Chargeable Capacity (380 litres)	2127/MCB	D	OS	£24.50	£24.50	£25.50	£25.50	
*one-off charge								
Domestic Garden Waste Collections								
Garden Waste bin (140 litre)	2127/MDH	L	OS	£30.00	£30.00	£31.50	£31.50	
Garden Waste bin (240 litre)	2127/MDH	L	OS	£44.00	£44.00	£46.00	£46.00	
Garden Waste bin Mid Subscription bin size change	2127/MDH	L	OS	£14.00	£14.00	£14.50	£14.50	
Telephone Charge - Per transaction	2127/MDH	L	OS	£2.50	£2.50	£2.50	£2.50	
Negligently Damaged/Stolen Wheeled Bins								
140 litre	2127/MEJ	D	OS	£24.50	£24.50	£25.50	£25.30	2
240 litre	2127/MEJ	D	OS	£24.50	£24.50	£25.50	£25.50	2
Chargeable Household Collections (Via Telephone)								
1 Large item	2127/MZA	C	OS	£32.50	£32.50	£34.00	£34.00	4
cost for each item after up to a maximum of 6	2127/MZA	C	OS	£20.00	£20.00	£21.00	£21.00	4
Chargeable Household Collections (Via Website)								
1 Large item	2127/MZA	C	OS	£30.00	£30.00	£31.50	£31.50	4
cost for each item after up to maximum of 6	2127/MZA	C	OS	£20.00	£20.00	£21.00	£21.00	4

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Cleansing Services								
Non Statutory Litter and Dog Bin Emptying Service								
Standard bin service rate (dog and litter bins)	2126/MDR	Q	SR	£4.19	£3.49	£3.65	£3.65	
Remote bin service rate (dog and litter bins)	2126/MDR	Q	SR	£5.87	£4.89	£5.15	£5.15	
Other Services								
Non Statutory Mechanical Sweeping Service	2126/MDR	Q	SR	POA	POA	POA	POA	
Supplementary (Non Statutory) Litter Picking Service	2126/MDR	Q	SR	POA	POA	POA	POA	
Special waste clearance	2126/MDR	Q	SR	POA	POA	POA	POA	

Notes

1. Price per pack. Sold in packs of 20 sacks
2. Consistent with rates above for Wheeled Domestic refuse and Recycling Bins
3. Registered charitable organisations and schools may be eligible for a reduction on these rates in accordance with the 'Controlled Waste Regulations 2012'. Please send any enquires regarding this to the Business Waste team at business.waste@blaby.gov.uk
4. New charging structure introduced from 2024/25. £30 for first item and £20 for each item thereafter, up to a maximum of 6 items

Environmental Health Services

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
<u>Control of Dogs</u>								
Stray Dogs - Statutory Charge	2114/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Stray Dog Administration Fee	2114/MPF	D	SR	£37.20	£31.00	£38.40	£32.00	
Emergency Vets Fees	2114/MPH	D	SR	Actual Cost	Actual cost	Actual cost	Actual cost	
Pavement Stencils	2114/MCB	D	SR	Note 2	Note 2	Note 2	Note 2	
Fixed Penalty Notices:								
Public Space Protection Order Fixed Penalty Notice	2114/MCP	D	OS	£100.00	£100.00	£100.00	£100.00	
<u>Other Public Health Risks</u>								
Private Water Supplies								
Risk Assessment	2111/MRB	D	OS	Note 3	Note 3	Note 3	Note 3	
Sampling	2111/MRB	D	OS	Note 3	Note 3	Note 3	Note 3	
Investigation of Contamination	2111/MRB	D	OS	Note 3	Note 3	Note 3	Note 3	
Granting of Exceedance Authorisation	2111/MRB	D	OS	Note 3	Note 3	Note 3	Note 3	
Analysis of Domestic Supply	2111/MRB	D	OS	Note 4	Note 4	Note 4	Note 4	
Analysis Check Monitoring (Commercial)	2111/MRB	D	OS	Note 4	Note 4	Note 4	Note 4	
Analysis Audit Monitoring (Commercial)	2111/MRB	D	OS	Note 4	Note 4	Note 4	Note 4	
Section 28 - Statement of Facts	2111/MCB	D	OS	Note 3	Note 3	Note 3	Note 3	
<u>Contaminated Land</u>								
Response to enquiry relating to contaminated site								

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
- Minimum Charge	2115/MPB	A	OS	£78.00	£78.00	£80.00	£80.00	
- Hourly Rate	2115/MPB	B	OS	Negotiable	Negotiable	Negotiable	Negotiable	
<u>Environmental Permitting Regulations</u>								
Prescribed Process Application Fee	2122/MPC	D	OS	Statutory	Statutory	Statutory	Statutory	1
Prescribed Process Subsistence Payments	2122/MPC	D	OS	Statutory	Statutory	Statutory	Statutory	1
Copy of Prescribed Processes Register	2122/MCB	D	OS	£335.00	£335.00	£335.00	£335.00	
Additional copy of Prescribed Process Permit	2122/MCB	D	OS	£18.00	£18.00	£18.00	£18.00	
<u>Private Sector Housing</u>								
Immigration Service Certificates								
Provision of Initial Certificate	2113/MCB	D	OS	£175.00	£175.00	£180.00	£180.00	
Subsequent Revision	2113/MCB	D	OS	£26.00	£26.00	£25.00	£25.00	
HMO Licence Fee (standard)	2113/MCB	D	OS	£605.00	£605.00	£625.00	£625.00	
HMO Licence Fee (subsequent)	2113/MCB	D	OS	£500.00	£500.00	£515.00	£515.00	
HMO Licence Renewal Fee (standard)	2113/MCB	D	OS	£470.00	£470.00	£485.00	£485.00	
HMO Licence Renewal Fee (subsequent)	2113/MCB	D	OS	£385.00	£385.00	£395.00	£395.00	
HMO licence subsistence charge	2113/MCB	D	OS	£330.00	£330.00	£340.00	£340.00	
Additional HMO Licence Related Work	2113/MCB	D	OS	Negotiable	Negotiable	Negotiable	Negotiable	
Section 49 & 50 Housing Notice	2113/MCB	D	OS	Note 3	Note 3	Note 3	Note 3	3
HMO licence application fee if property found already operating as a licensable HMO	2113/MCB	D	OS	£165.00	£165.00	£170.00	£170.00	
<u>Food Safety</u>								
Food Premises Register (Commercial)								
Complete	2108/MCB	D	OS	£435.00	£435.00	£450.00	£450.00	
Per entry (minimum)	2108/MCB	D	OS	£14.00	£14.00	£14.00	£14.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Each additional entry	2108/MCB	D	OS	£8.00	£8.00	£8.00	£8.00	
Food Hygiene Rating Scheme - Revisit Inspection	2108/MCB	D	OS	£200.00	£200.00	£200.00	£200.00	9
Health Certificate - exported food	2108/MCB	D	OS	£160.00	£160.00	£165.00	£165.00	
<u>Envirocrime</u>								
Fixed Penalty Notices								
Depositing Litter - Single Item	2116/MCP	D	OS	£150.00	£150.00	£200.00	£200.00	7
Depositing Litter - Multiple Item	2116/MCP	D	OS	£150.00	£150.00	£400.00	£400.00	8
Failure to comply with:								
Waste Receptacles Notice	2116/MCP	D	OS	£80.00	£80.00	£80.00	£80.00	
Failure to Produce Waste Documents	2116/MCP	D	OS	£300.00	£300.00	£300.00	£300.00	
Failure to Produce Authority to Transport Waste	2116/MCP	D	OS	£300.00	£300.00	£300.00	£300.00	
Unauthorised Distribution of Free Printed Matter	2116/MCP	D	OS	£150.00	£150.00	£150.00	£150.00	
Waste Receptacles Offences	2116/MCP	D	OS	£80.00	£80.00	£80.00	£80.00	
Nuisance Parking	2116/MCP	D	OS	£0.00	£0.00	£0.00	£0.00	
Graffiti	2116/MCP	D	OS	£150.00	£150.00	£300.00	£300.00	12
Fly Posting	2116/MCP	D	OS	£150.00	£150.00	£300.00	£300.00	12
Abandoned Vehicles	2116/MCN	D	OS	£200.00	£200.00	£200.00	£200.00	
Community Protection Fixed Penalty Notice	2116/MCP	D	OS	£100.00	£100.00	£100.00	£100.00	
Fly tipping Fixed Penalty Notice - Trade Waste	2116/MCP	D	OS	£400.00	£400.00	£800.00	£800.00	10
Fly tipping Fixed Penalty Notice - Domestic Waste	2116/MCP	D	OS	£400.00	£400.00	£500.00	£500.00	11
Fly Tipping Duty of Care Fixed Penalty Notice	2116/MCP	D	OS	£400.00	£400.00	£500.00	£500.00	13
Failure to display sign in Smoke free	2116/MCP	D	OS	£50.00	£50.00	£50.00	£50.00	5
Smoke free Fixed penalty notice	2116/MCP	D	OS	£200.00	£200.00	£200.00	£200.00	6

Notes

1. Statutory fee, therefore subject to revision by Government
2. According to quantity ordered
3. Contractor's hourly rate (max £45/£50)
4. Laboratory Costs
5. Reduced to £30 if paid within 15 days
6. Reduced to £150 if paid within 15 days
7. Reduced to £150 if paid within 10 days
8. Reduced to £250 if paid within 10 days
9. The food hygiene rating scheme has been in operation at Blaby District Council since 2007 issuing food businesses with a rating following their routine mandatory food inspection. In 2017 the Food Standards Agency introduced the power for local authorities to charge for a requested rescore visit to try and improve their Food Hygiene Rating score if they wish. Blaby District Council introduced the charging policy from 2017 at a cost of £150 per request for a rescore and this has not been reviewed since its introduction. The new proposed rate is £200 per request for rescore which includes a revised officer hourly rate and a more accurate representation of the time taken to process of revisiting and issuing a rescore."
10. Reduced to £600 if paid within 10 days
11. Reduced to £300 if paid within 10 days
12. Reduced to £200 if paid within 10 days
13. Reduced to £350 if paid within 10 days

Car Parking

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Weavers Court, Narborough								
Up to 1 Hour	4000/MKA	D	SR	£0.70	£0.58	£0.70	£0.58	
Up to 2 hours	4000/MKA	D	SR	£1.00	£0.83	£1.00	£0.83	
Up to 3 hours	4000/MKA	D	SR	£1.50	£1.25	£1.50	£1.25	
Up to 4 hours	4000/MKA	D	SR	£3.00	£2.50	£3.00	£2.50	
Over 4 hours	4000/MKA	D	SR	£6.00	£5.00	£6.00	£5.00	
Residents Parking Permits	4000/MKA	L	SR	£85.00	£70.83	£85.00	£70.83	
Narborough Station, Narborough								
All day	4000/MKA	H	SR	£6.00	£5.00	£6.00	£5.00	
Season Tickets	4000/MKA	L	SR	£500.00	£416.67	£500.00	£416.67	
Leicester Road, Narborough								
Up to 1 hour	4000/MKA	D	SR	£0.70	£0.58	£0.70	£0.58	
Up to 2 hours	4000/MKA	D	SR	£1.00	£0.83	£1.00	£0.83	
Up to 3 hours	4000/MKA	D	SR	£1.50	£1.25	£1.50	£1.25	
Residents Parking Permits	4000/MKA	L	SR	£85.00	£70.83	£85.00	£70.83	
Enderby Road, Blaby								
Up to 1 hour	4000/MKB	D	SR	£0.70	£0.58	£0.70	£0.58	
Up to 2 hours	4000/MKB	D	SR	£1.00	£0.83	£1.00	£0.83	
Up to 3 hours	4000/MKB	D	SR	£1.50	£1.25	£1.50	£1.25	
Up to 4 hours	4000/MKB	D	SR	£3.00	£2.50	£3.00	£2.50	
Over 4 hours	4000/MKB	D	SR	£6.00	£5.00	£6.00	£5.00	
Residents Parking Permits	4000/MKB	L	SR	£85.00	£70.83	£85.00	£70.83	
Johns Court, Blaby								
Up to 1 hour	4000/MKA	D	SR	£0.70	£0.58	£0.70	£0.58	
Up to 2 hours	4000/MKB	D	SR	£1.00	£0.83	£1.00	£0.83	
Up to 3 hours	4000/MKB	D	SR	£1.50	£1.25	£1.50	£1.25	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Up to 4 hours	4000/MKB	D	SR	£3.00	£2.50	£3.00	£2.50	
Over 4 hours	4000/MKB	D	SR	£6.00	£5.00	£6.00	£5.00	
Residents Parking Permits	4000/MKB	L	SR	£85.00	£70.83	£85.00	£70.83	
Other Car Parks								
Residents Parking Permits	4000/MKC	L	SR	£55.00	£45.83	£55.00	£45.83	
Fixed Penalty Notices	4000/MCX	D	OS	Statutory	Statutory	Statutory	Statutory	
Amendments/Cancellation fee to permits	4000/MKB	L	SR	£10.00	£8.33	£10.00	£8.33	

Licences

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2024526 (exc VAT)	Note
Commercial Health Licensing								
Animal Activities Licence Application Fee	2105/MCB	A	OS	£105.00	£105.00	£110.00	£110.00	1
Animal Activities Licence Grant Fee	2105/MCB	D	OS	£115.00	£115.00	£120.00	£120.00	
Animal Activities Licence Minor Variation Fee	2105/MCB	D	OS	£20.00	£20.00	£20.00	£20.00	
Animal Activities Licence Major Variation Fee	2105/MCB	D	OS	£55.00	£55.00	£55.00	£55.00	
Dangerous Wild Animals Act 1976	2105/MCB	D	OS	£235.00	£235.00	£240.00	£240.00	1
Tattooists, Ear Piercing, Acupuncture, Semi- Permanent Make-up & Electrolysis								
Premises	2107/MCB	A	OS	£175.00	£175.00	£180.00	£180.00	
Personal Licence	2107/MCB	A	OS	£105.00	£105.00	£110.00	£110.00	
Hairdressers								
Premises	2107/MCB	A	OS	£120.00	£120.00	£125.00	£125.00	
Personal Licence	2107/MCB	A	OS	£70.00	£70.00	£70.00	£70.00	
Street Trading Licence	2108/MCB	A	OS	£390.00	£390.00	£400.00	£400.00	
Sex Establishments	8013/MCB	A	OS	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Zoo Licences								
New licence application	2105/MCB	A	OS	£960.00	£960.00	£960.00	£960.00	2
Renewal of licence	2105/MCB	A	OS	£960.00	£960.00	£960.00	£960.00	2
Transfer of licence to another person	2105/MCB	A	OS	£285.00	£285.00	£285.00	£285.00	2
Copy of licence	2105/MCB	A	OS	£25.00	£25.00	£25.00	£25.00	2
Change of circumstances	2105/MCB	A	OS	£50.00	£50.00	£50.00	£50.00	2

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Scrap Metal Licensing								
Dealers Licence	2100/MCB	D	OS	£195.00	£195.00	£195.00	£195.00	
Site Licence	2100/MCB	D	OS	£195.00	£195.00	£195.00	£195.00	
Change of Site or Site Manager	2100/MCB	D	OS	£75.00	£75.00	£75.00	£75.00	
Change of Licensee Name	2100/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Renewal of Licence	2100/MCB	D	OS	£180.00	£180.00	£180.00	£180.00	
Hackney Carriages and Private Hire								
Operator's Licence - 1 year	2101/MCB	A	OS	£185.00	£185.00	£185.00	£185.00	
Operator's Licence - 2 year	2101/MCB	A	OS	£290.00	£290.00	£290.00	£290.00	
Operator's Licence - 3 year	2101/MCB	A	OS	£395.00	£395.00	£395.00	£395.00	
Operator's Licence - 4 year	2101/MCB	A	OS	£500.00	£500.00	£500.00	£500.00	
Operator's Licence - 5 year	2101/MCB	A	OS	£605.00	£605.00	£605.00	£605.00	
Replacement Operator Licence	2101/MZA	D	SR	£18.00	£15.00	£18.00	£15.00	
Drivers Licence - 1 year	2101/MCB	A	OS	£120.00	£120.00	£120.00	£120.00	
Drivers Licence - 2 year	2101/MCB	A	OS	£195.00	£195.00	£195.00	£195.00	
Drivers Licence - 3 year	2101/MCB	A	OS	£275.00	£275.00	£275.00	£275.00	
Replacement driver badge and licence	2101/MZA	D	SR	£24.00	£20.00	£24.00	£20.00	
Replacement driver badge	2101/MZA	D	SR	£18.00	£15.00	£18.00	£15.00	
Replacement paper licence	2101/MZA	D	SR	£10.00	£10.00	£12.00	£10.00	
Knowledge & Highway Code Test	2101/MCB	D	OS	£40.00	£40.00	£40.00	£40.00	
Hackney Carriage Licence (Vehicle)	2101/MCB	A	OS	£190.00	£190.00	£190.00	£190.00	
Private Hire Vehicle Licence	2101/MCB	A	OS	£190.00	£190.00	£190.00	£190.00	
Hackney Carriage Licence (Vehicle) - 6 months	2101/MCB	A	OS	£150.00	£150.00	£150.00	£150.00	
Private Hire Vehicle Licence - 6 months	2101/MCB	A	OS	£150.00	£150.00	£150.00	£150.00	
Electric Vehicle	2101/MCB	A	OS	£95.00	£95.00	£95.00	£95.00	
Electric Vehicle - 6 months	2101/MCB	A	OS	£75.00	£75.00	£75.00	£75.00	
Ultra Low Emission Vehicle	2101/MCB	A	OS	£142.50	£142.50	£142.50	£142.50	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Ultra Low Emission Vehicle - 6 months	2101/MCB	A	OS	£112.50	£112.50	£112.50	£112.50	
Wheelchair Accessible Vehicle	2101/MCB	A	OS	£142.50	£142.50	£142.50	£142.50	
Wheelchair Accessible Vehicle - 6 months	2101/MCB	A	OS	£112.50	£112.50	£112.50	£112.50	
Replacement / Hire Vehicle Licence	2101/MCB	A	OS	£80.00	£80.00	£80.00	£80.00	
Novelty Vehicle Licence - limousine	2101/MCB	A	OS	£200.00	£200.00	£200.00	£200.00	
Mechanical inspection	2130/MCB	A	OS	£50.00	£50.00	£50.00	£50.00	
Mechanical inspection - limousine	2130/MCB	A	OS	£70.00	£70.00	£70.00	£70.00	
Mechanical re-inspection due to major fail	2130/MCB	A	OS	£20.00	£20.00	£20.00	£20.00	
Failure to attend mechanical / visual inspection	2130/MCB	A	OS	£55.00	£55.00	£55.00	£55.00	
Vehicle visual inspection	2130/MCB	A	OS	£5.00	£5.00	£5.00	£5.00	
Vehicle MOT	2130/MCB	A	OS	£25.00	£25.00	£25.00	£25.00	
Replacement vehicle plate (external)	2101/MZA	D	SR	£18.00	£15.00	£18.00	£15.00	
Replacement vehicle plate (internal)	2101/MZA	D	SR	£18.00	£15.00	£18.00	£15.00	
Replacement paper licence	2101/MZA	D	SR	£10.00	£10.00	£12.00	£10.00	
Vehicle transfer - PHV to HCV	2101/MZA	D	SR	£60.00	£50.00	£60.00	£50.00	
Trailer Licence	2101/MZA	A	OS	£50.00	£50.00	£50.00	£50.00	
Residential Park Homes & Caravan Sites								
Annual Fee								
Band 1 - 0 to 10 Pitches	2118/MCB	D	OS	£205.00	£205.00	£210.00	£210.00	
Band 2 - 11 to 40 Pitches	2118/MCB	D	OS	£255.00	£255.00	£265.00	£265.00	
Band 3 - 41+ Pitches	2118/MCB	D	OS	£310.00	£310.00	£320.00	£320.00	
New site licence								
Band 1 - 0 to 10 Pitches	2118/MCB	D	OS	£530.00	£530.00	£545.00	£545.00	
Band 2 - 11 to 40 Pitches	2118/MCB	D	OS	£560.00	£560.00	£575.00	£575.00	
Band 3 - 41+ Pitches	2118/MCB	D	OS	£580.00	£580.00	£595.00	£595.00	
Transfer of licence								
All sites	2118/MCB	D	OS	£225.00	£225.00	£230.00	£230.00	
Amendment of licence (no inspection)								

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Band 1-0 to 10 Pitches	2118/MCB	D	OS	£320.00	£320.00	£330.00	£330.00	
Band 2-11 to 40 Pitches	2118/MCB	D	OS	£320.00	£320.00	£330.00	£330.00	
Band 3-41 + Pitches	2118/MCB	D	OS	£320.00	£320.00	£330.00	£330.00	
Amendment of licence (with inspection)								
Band 1 - 0 to 10 Pitches	2118/MCB	D	OS	£370.00	£370.00	£380.00	£380.00	
Band 2 - 11 to 40 Pitches	2118/MCB	D	OS	£390.00	£390.00	£400.00	£400.00	
Band 3 - 41+ Pitches	2118/MCB	D	OS	£420.00	£420.00	£435.00	£435.00	
Depositing site rules								
All sites	2118/MCB	D	OS	£160.00	£160.00	£165.00	£165.00	
Application for Fit and Proper Person register.								
All sites	2118/MCB	D	OS	£285.00	£285.00	£295.00	£295.00	
Licensing Act 2003								
Application/Annual Fees	2102/MCB	D	OS	Statutory	Statutory	Statutory	Statutory	
Gambling Act 2005								
New Small Casino								
New Application fee with provisional statement	2103/MCB	D	OS	£3,000.00	£3,000.00	£3,000.00	£3,000.00	
New Application fee	2103/MCB	D	OS	£8,000.00	£8,000.00	£8,000.00	£8,000.00	
Annual fee	2103/MCB	D	OS	£5,000.00	£5,000.00	£5,000.00	£5,000.00	
Variation fee	2103/MCB	D	OS	£4,000.00	£4,000.00	£4,000.00	£4,000.00	
Change of circumstances	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Transfer of licence	2103/MCB	D	OS	£1,800.00	£1,800.00	£1,800.00	£1,800.00	
Reinstatement fee	2103/MCB	D	OS	£1,800.00	£1,800.00	£1,800.00	£1,800.00	
Provisional Statement	2103/MCB	D	OS	£8,000.00	£8,000.00	£8,000.00	£8,000.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
New Large Casino								
New Application fee with provisional statement	2103/MCB	D	OS	£5,000.00	£5,000.00	£5,000.00	£5,000.00	
New Application fee	2103/MCB	D	OS	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
Annual fee	2103/MCB	D	OS	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
Variation fee	2103/MCB	D	OS	£5,000.00	£5,000.00	£5,000.00	£5,000.00	
Change of circumstances	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Transfer of licence	2103/MCB	D	OS	£2,150.00	£2,150.00	£2,150.00	£2,150.00	
Reinstatement fee	2103/MCB	D	OS	£2,150.00	£2,150.00	£2,150.00	£2,150.00	
Provisional Statement	2103/MCB	D	OS	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Regional Casino								
New Application fee with provisional statement	2103/MCB	D	OS	£8,000.00	£8,000.00	£8,000.00	£8,000.00	
New Application fee	2103/MCB	D	OS	£15,000.00	£15,000.00	£15,000.00	£15,000.00	
Annual fee	2103/MCB	D	OS	£15,000.00	£15,000.00	£15,000.00	£15,000.00	
Variation fee	2103/MCB	D	OS	£7,500.00	£7,500.00	£7,500.00	£7,500.00	
Change of circumstances	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Transfer of licence	2103/MCB	D	OS	£6,500.00	£6,500.00	£6,500.00	£6,500.00	
Reinstatement fee	2103/MCB	D	OS	£6,500.00	£6,500.00	£6,500.00	£6,500.00	
Provisional Statement	2103/MCB	D	OS	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Bingo Club								
New Application fee with provisional statement	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
New Application fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Annual fee	2103/MCB	D	OS	£275.00	£275.00	£275.00	£275.00	
Variation fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Change of circumstances	2103/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
Transfer of licence	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Reinstatement fee	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Provisional Statement	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Tracks								
New Application fee with provisional statement	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
New Application fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Annual fee	2103/MCB	D	OS	£275.00	£275.00	£275.00	£275.00	
Variation fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Change of circumstances	2103/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
Transfer of licence	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Reinstatement fee	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Provisional Statement	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Family Entertainment Centres								
New Application fee with provisional statement	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
New Application fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Annual fee	2103/MCB	D	OS	£275.00	£275.00	£275.00	£275.00	
Variation fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Change of circumstances	2103/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
Transfer of licence	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Reinstatement fee	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Provisional Statement	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Adult Gaming Centre								
New Application fee with provisional statement	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
New Application fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Annual fee	2103/MCB	D	OS	£275.00	£275.00	£275.00	£275.00	
Variation fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Change of circumstances	2103/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
Transfer of licence	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Reinstatement fee	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Provisional Statement	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Betting Premises (Other)								
New Application fee with provisional statement	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
New Application fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Annual fee	2103/MCB	D	OS	£275.00	£275.00	£275.00	£275.00	
Variation fee	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Change of circumstances	2103/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Transfer of licence	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Reinstatement fee	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Provisional Statement	2103/MCB	D	OS	£900.00	£900.00	£900.00	£900.00	
Copy of licence	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Family Entertainment Centre Gaming Machine								
New applications	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Renewal	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Application fee	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Change of name	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Copy of permit	2103/MCB	D	OS	£15.00	£15.00	£15.00	£15.00	
Prize Gaming Permit								
New applications	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Renewal	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Application fee	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Change of name	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Copy of permit	2103/MCB	D	OS	£15.00	£15.00	£15.00	£15.00	
Gaming Machines Notifications & Permits in Licensed Premises								
New applications fee	2103/MCB	D	OS	£150.00	£150.00	£150.00	£150.00	
Annual fee	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Application fee (existing S34 Operator)	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Vary application	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Transfer application	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Change of name	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Copy of permit	2103/MCB	D	OS	£15.00	£15.00	£15.00	£15.00	
Notification fee	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Club Gaming Permit								
New applications	2103/MCB	D	OS	£200.00	£200.00	£200.00	£200.00	
Annual fee	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Renewal	2103/MCB	D	OS	£200.00	£200.00	£200.00	£200.00	
Renewal (Club Premises Cert Holder)	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Application fee (fast track)	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Vary application	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Copy of permit	2103/MCB	D	OS	£15.00	£15.00	£15.00	£15.00	
Club Machine Permit								
New applications	2103/MCB	D	OS	£200.00	£200.00	£200.00	£200.00	
Annual fee	2103/MCB	D	OS	£50.00	£50.00	£50.00	£50.00	
Renewal	2103/MCB	D	OS	£200.00	£200.00	£200.00	£200.00	
Renewal (Club Premises Cert Holder)	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Application fee (fast track)	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Vary application	2103/MCB	D	OS	£100.00	£100.00	£100.00	£100.00	
Copy of permit	2103/MCB	D	OS	£15.00	£15.00	£15.00	£15.00	
Temporary Use Notice (TUN)	2103/MCB	D	OS	£300.00	£300.00	£300.00	£300.00	
Temporary Use Notice - copy	2103/MCB	D	OS	£25.00	£25.00	£25.00	£25.00	
Small Society Lottery Registration	2103/MCB	D	OS	£40.00	£40.00	£40.00	£40.00	
Small Society Lottery Registration Annual Fee	2103/MCB	D	OS	£20.00	£20.00	£20.00	£20.00	

Notes

1. Plus Vet Fees
2. Plus Vet fees and Secretary of State Inspection Fee

Planning Services

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Planning Applications								
Planning Application Fees	2202/MCB	D	OS	Statutory	Statutory	Statutory	Statutory	
Copies of Documents from Planning Application Files:								
Document Search and black & white copy thereof up to & including A3 size	2202/MZA	R	OS	£1.00	£1.00	£1.00	£1.00	1
Document Search and colour copy thereof up to & including A3 size	2202/MZA	R	OS	£1.50	£1.50	£1.50	£1.50	1
Document Search and colour copy thereof over A3 size	2202/MZA	R	OS	£4.00	£4.00	£4.00	£4.00	1
Statutory Plans								
Blaby Neighbourhood plan (Made)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Examiners Report	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Fosse Villages Neighbourhood plan (Made)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Examiners report	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Fosse Villages Neighbourhood plan environmental report	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby District Local Plan (Adopted)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Inspector's Report	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Statement of Decisions on the Inspector's	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Sustainability Appraisal and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby District Local Plan (Delivery DPD) (Adopted)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
including Policies Map	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Policies Map only	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Inspector's Report and Appendices	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Main Modifications	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Additional Modifications	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Sustainability Appraisal and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Habitats Regulations Assessment and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby District Local Development Framework								
Blaby District Local Plan (Core Strategy) (Adopted)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Inspector's Report	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Statement of Decisions on the Inspector's Report & Proposed Modifications	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Sustainability Appraisal and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby District Local Plan (Delivery DPD) (Adopted)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Including Policies Map	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Policies Map only	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Inspector's Report and Appendices	2206/MCB	D	OS	£57.00	£57.00	£57.00	£57.00	
Main Modifications	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Additional Modifications	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Sustainability Appraisal and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Habitats Regulations Assessment and Addendum	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby District Local Development Framework								
Annual Monitoring Report	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Sustainability Appraisal Scoping Report	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Housing Needs Survey	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Employment Land Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Urban Capacity Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Gypsy & Travellers' Accommodation	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Assessment								
Strategic Flood Risk Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Landscape Character Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Climate Change Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Retail Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Phase 1 Vegetation & Habitat Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Blaby Town Centre Masterplan	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Sustainability Appraisal (Issues & Options v2)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Sustainability Appraisal (Alternative Options)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Local Development Scheme	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Statement of Community Involvement	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Village Services Factfile	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Settlement Hierarchy Report	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Leicester & Leicestershire Strategic Housing Market Area Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Leicester and Leicestershire Housing and Economic Development Needs Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Leicester & Leicestershire Housing Market Area Employment Land Study	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Strategic Housing and Employment Land Availability Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Open Space Audit	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Strategic Green Wedge Review	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Assessment of Transport Implications	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Affordable Housing Viability Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Sustainability Assessment (Submission)	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Key Employment Sites Assessment	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Site Selection Methodology and Papers	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Delivery DPD Summary of Reg 18 Consultations	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Local Plan (Delivery DPD) - Preferred Options	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Local Plan (Delivery DPD) - Submission Version	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Core Strategy - all other versions	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
Leicester & Leicestershire Growth	2206/MCB	D	OS	£111.50	£111.50	£111.50	£111.50	
Infrastructure Assessment								
Review of Local Plan	2206/MCB	D	OS	£39.00	£39.00	£39.00	£39.00	
<u>Other Documents</u>								
Annual Residential Land Availability Statement	2205/MCB	D	OS	£56.50	£56.50	£56.50	£56.50	
Annual Employment Land Availability Statement	2205/MCB	D	OS	£35.50	£35.50	£35.50	£35.50	
Motorway's Retail Area Information Pack	2205/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
Meridian Leisure Information Pack	2205/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	
<u>Supplementary Planning Guidance</u>								
Affordable Housing	2205/MCB	D	OS	£35.50	£35.50	£35.50	£35.50	
Conservation Area Character Statement	2205/MCB	D	OS	£35.50	£35.50	£35.50	£35.50	
Planning & Noise	2205/MCB	D	OS	£35.50	£35.50	£35.50	£35.50	
Planning Obligations & Developer Contributions								
SPD	2205/MCB	D	OS	£35.50	£35.50	£35.50	£35.50	
<u>High Hedges</u>	2204/MCB	D	OS	£500.00	£500.00	£500.00	£500.00	

Notes

1. Including Appeal Decision Letters, Inspectors' Reports and Plans
2. Postage and Packaging extra
3. Subject to minimum charge of £12 if an invoice is required
4. 50% reduction to residents of Blaby District
5. Free to bona fide students
6. New policy guidance
7. A charge out rate for particular work can be obtained by application
8. No amendments following consultation

Building Regulations

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Building Regulation Applications								
New Dwellings	5001/MCB	D	SR	Note 1	Note 1	Note 1	Note 1	
Domestic Extensions	5001/MCB	D	SR	Note 1	Note 1	Note 1	Note 1	
Other Domestic Works	5001/MCB	D	SR	Note 1	Note 1	Note 1	Note 1	
Commercial	5001/MCB	D	SR	Note 1	Note 1	Note 1	Note 1	
Demolition Application Charges	5001/MCB	D	OS	Note 1	Note 1	Note 1	Note 1	
Street Naming & Numbering	5001/MZA	D	OS	Note 1	Note 1	Note 1	Note 1	
Document Search of Building Regulation Files	5001/MCB	D	SR	£75.60	£63.00	£78.62	£65.52	
Document Search of Building Regulation Files and supplying copy of Decision Notice and Completion Certificate (if available)	5001/MCB	D	SR	£37.20	£31.00	£38.69	£32.24	
Letter re public sewer issues	5001/MZA	D	SR	£37.20	£31.00	£38.69	£32.24	
Letter re Exempt Buildings	5001/MCB	D	SR	£37.20	£31.00	£38.69	£32.24	
Letter re Exempt Buildings requiring inspection to confirm	5001/MCB	D	SR	£75.60	£63.00	£78.62	£65.52	
Copies of other documents from Building Regulation Files (to be charged in conjunction with Document Search fee detailed above):								
Black & white copy up to & including A3 size	5001/MCB	R	OS	£1.00	£1.00	£1.00	£1.00	
Colour copy up to and including A3 size	5001/MCB	R	OS	£1.00	£1.00	£1.00	£1.00	
Black & white copy over A3 size	5001/MCB	R	OS	£4.00	£4.00	£4.00	£4.00	

Notes

1. Fees as per the Building Control Charges Scheme.
2. Postage and packaging extra.
3. Written consent must be obtained from the originator of documents or copyright holders.

Legal Services

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
<u>Legal Services</u>								
Planning Agreements	1370/MCB	A	OS	£2,750.00	£2,750.00	£3,000.00	£3,000.00	1
Unilateral Undertaking	1370/MCB	A	OS	£750.00	£750.00	£1,750.00	£1,750.00	1
Variation of Planning Agreement	1370/MCB	A	OS	£1,500.00	£1,500.00	£1,750.00	£1,750.00	
Lease of industrial estate unit/shop	1370/MCB	D	EX	£450.00	£450.00	£500.00	£500.00	
Non standard lease	1370/MCB	D	EX	£650.00	£650.00	£750.00	£750.00	
Deed of licence or variation of lease	1370/MCB	D	EX	£500.00	£500.00	£500.00	£500.00	
Surrender of lease	1370/MCB	D	EX	£750.00	£750.00	£750.00	£750.00	
Lease to assign	1370/MCB	D	EX	£750.00	£750.00	£750.00	£750.00	
Licence for works	1370/MCB	D	EX	£500.00	£500.00	£600.00	£600.00	
Costs in relation to sale or purchase of land	1370/MCB	A	EX	£1,000.00	£1,000.00	£1,500.00	£1,500.00	
Deed of release from restrictive covenant	1370/MCB	D	SR	£550.00	£440.00	£600.00	£500.00	
Adoption of open space	1370/MCB	A	EX	£1,200.00	£1,200.00	£1,500.00	£1,500.00	
Deed of dedication	1370/MCB	D	OS	£400.00	£400.00	£500.00	£500.00	
Deed of rectification	1370/MCB	D	SR	£750.00	£600.00	£840.00	£700.00	
Right of way (standard easement)	1370/MCB	D	OS	£500.00	£500.00	£600.00	£600.00	
Non standard easement	1370/MCB	A	OS	£750.00	£750.00	£800.00	£800.00	
Licence authorising change of use	1370/MCB	D	OS	£500.00	£500.00	£600.00	£600.00	
Grazing licence	1370/MCB	D	ZR	£250.00	£250.00	£300.00	£300.00	
JCT minor works contract	1370/MCB	D	OS	£600.00	£600.00	£750.00	£750.00	
Litigation for the recovery of debts, breaches in contract or other agreement	1370/MCB	D	OS	Note 2	Note 2	Note 2	Note 2	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2024/26 (exc VAT)	Note
Litigation costs in the event of prosecution for an offence	1370/MCB	D	OS	Note 2	Note 2	Note 2	Note 2	
Footpath Orders								
Charge for diversion/extinguishment								
Of right of way								
First path:								
- Preliminary	1370/MCB	D	OS	£1,750.00	£1,750.00	£2,000.00	£2,000.00	3
- Making order	1370/MCB	D	OS	£600.00	£600.00	£700.00	£700.00	3
- Order opposed and sent to Sec. of State	1370/MCB	D	OS	£800.00	£800.00	£1,000.00	£1,000.00	3
- Confirmation of order	1370/MCB	D	OS	£400.00	£400.00	£500.00	£500.00	3
Additional paths:								
- Preliminary	1370/MCB	D	OS	£400.00	£400.00	£500.00	£500.00	3
- Making order	1370/MCB	D	OS	£250.00	£250.00	£300.00	£300.00	3
- Order opposed and sent to Sec. of State	1370/MCB	D	OS	£250.00	£250.00	£1,000.00	£1,000.00	3
- Confirmation of order	1370/MCB	D	OS	£200.00	£200.00	£250.00	£250.00	3

Notes

1. At cost - minimum charge.
2. Cost determined by court if appropriate.
3. Plus advertising costs

Land Charges

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Local Land Charge Search Fees								
LLC1 Search:								1
- Residential/Commercial	1308/MCB	D	OS	£30.00	£30.00	£30.00	£30.00	2
CON 29 Required Search:								
- Commercial	1308/MCB	D	SR	£140.00	£116.67	£150.00	£125.00	
- Residential	1308/MCB	D	SR	£120.00	£100.00	£130.00	£108.33	2
CON 29 Optional (Questions 4 to 22)	1308/MCB	D	SR	£25.00	£20.83	£28.00	£23.33	3
CON 29 Building Regulations (Questions 1.1 (f) - (h) and 3.8)	1308/MCB	D	SR	£8.00	£6.67	£10.00	£8.33	3
LLC1 Additional Parcel Fee	1308/MCB	D	OS	£1.00	£1.00	£1.00	£1.00	4
CON 29R Additional Parcel Fee	1308/MCB	D	SR	£20.00	£16.67	£22.00	£18.33	4
Own written questions	1308/MCB	D	SR	£40.00	£33.33	£45.00	£37.50	3

Notes

1. Delegated to Corporate Services Group Manager in consultation with the Strategic Director (S151), subject to County Council element of charge. Law Society recommendations and any revision by the Lord Chancellor's Department.
2. Full Search (LLC1 & CON 29R) total cost is £127.40. Only the CON29 element of the charge attracts the standard rate of VAT. The LLC1 remains outside scope.
3. Cost per question
4. Subject to a "Parcel Cap" – the maximum number of additional parcels which will attract a fee in any one search is 15.

Leisure Centres – Enderby Leisure Centre

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Enderby Activity Charges								
Group exercise Classes Member	n/a	G	SR	£ 6.60	£ 5.50			
Group exercise Classes Non Member	n/a	G	SR	£ 8.15	£ 6.79			
Badminton Court Member	n/a	B	SR	£ 10.00	£ 8.33			
Badminton Court Non Member	n/a	B	SR	£ 11.30	£ 9.42			
GP Referrals	n/a	G	EX	FREE	FREE			
Mature Movers	n/a	G	SR	£ 4.60	£ 3.83			
Hire of Badminton Racket	n/a	D	EX	£ 2.00	£ 2.00			
Hire of Soccer Ball	n/a	D	EX	£ 2.00	£ 2.00			
Indoor 5-a-side Football Etc	n/a	G	OS	£ 42.00	£ 35.00			
Bowls Hall								
Leisure Centre Member (2 hours)								
Peak (October to April)	n/a	D	EX	£ 4.00	£ 4.00			
Non Member	n/a	D	EX	£ 5.75	£ 5.75			
Hire of woods	n/a	G	EX	£ 2.00	£ 2.00			
Pool Charges								
Leisure Centre Member								
Adult	n/a	G	SR	£ 4.75	£ 3.96			

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Junior	n/a	G	SR	£ 2.50	£ 2.08			
Over 60's	n/a	G	SR	£ 3.35	£ 2.79			
Non-Member								
Adult	n/a	G	SR	£ 5.25	£ 4.38			
Junior	n/a	G	SR	£ 3.40	£ 2.83			
Over 60's	n/a	G	SR	£ 3.40	£ 2.83			
Member	n/a	G	SR	£ 4.00	£ 3.33			
Non Member	n/a	G	SR	£ 4.35	£ 3.63			
Family Swim								
Member	n/a	G	SR	£ 15.00	£ 12.50			
Aqua Aerobics								
Member	n/a	G	EX	£ 6.55	£ 6.25			
Non Member	n/a	G	EX	£ 8.15	£ 7.75			
Swimming Lessons								
Leisure Centre Member								
Adult per 1/2 hour lesson	n/a	A	SR	£ 8.00	£ 6.67			
Junior per 1/2 hour lesson	n/a	A	SR	£ 8.00	£ 6.67			
Non-Member								
Adult per 1/2 hour lesson	n/a	A	SR	£ 9.00	£ 7.50			
Junior per 1/2 hour lesson	n/a	A	SR	£ 9.00	£ 7.50			

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Schools (30 Minutes)	n/a	D	OS	£19.30	£19.30			
One-to-One (30 Minutes)								
Leisure Centre Member								
- Adult	n/a	G	SR	£ 21.00	£ 17.50			
- Junior	n/a	G	SR	£ 21.00	£ 17.50			
Non-Member								
- Adult	n/a	G	SR	£ 21.00	£ 17.50			
- Junior	n/a	G	SR	£ 21.00	£ 17.50			
Enderby Membership								
Monthly Direct Debit								
Adult	n/a	Monthly	SR	£ 39.99	£ 33.33			
Junior	n/a	Monthly	SR	£ 21.99	£ 18.33			
Concession	n/a	Monthly	SR	£ 31.99	£ 26.66			
Spa Add On	n/a	Monthly	SR	£ 7.50	£ 6.25			
Annual Membership								
Adult	n/a	L	SR	£ 399.90	£ 333.25			
Junior	n/a	L	SR	£ 219.90	£ 183.25			
Concession	n/a	L	SR	£ 319.90	£ 266.58			
Spa Add On	n/a	L	SR	£ 75.00	£ 62.50			

Leisure Centres – Huncote Leisure Centre

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Huncote Activity Charges								
Badminton Court - Adult	n/a	B	SR	£10.90	£9.08			
Badminton - Junior/Concessions	n/a	B	SR	£8.80	£7.33			
Badminton - Over 50's	n/a	B	SR	£3.65	£3.04			
Badminton Off Peak (8am - 5pm)	n/a	B	SR	£5.50	£4.58			
Table Tennis Off Peak (8am - 5pm)	n/a	B	SR	£5.50	£4.58			
Basketball (large court)	n/a	G	SR	£47.50	£39.58			
Indoor 5-a-side Football	n/a	G	SR	£47.50	£39.58			
Outdoor 5-a-side Football	n/a	G	SR	£47.50	£39.58			
Squash Court (40 minutes) - Adults	n/a	G	SR	£8.80	£7.33			1
Squash - Junior/Concessions	n/a	G	SR	£7.70	£6.42			1
Squash Off Peak (8am - 5pm)	n/a	B	SR	£5.40	£4.50			1
Table Tennis	n/a	G	SR	£8.80	£7.33			
Huncote Membership								
Adult Monthly Membership Flexible	n/a	Monthly	SR	£ 19.99	£ 16.66			
Adult Annual Membership	n/a	L	SR	£ 199.90	£ 166.58			
Start up fee - Adult	n/a	A	SR	£ 17.50	£ 14.58			

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Adult Gym Session	n/a	G	SR	£ 7.75	£ 6.46			
Concession Gym Session	n/a	G	SR	£ 5.60	£ 4.67			
Junior Gym Session (selected times)	n/a	G	SR	£ 4.60	£ 3.83			
GP Referral	n/a	G	EX	Free	Free			

Notes

1. Note – for the latter part of 23/24 Huncote has run a promotion of £5 Squash courts at all times to try and invigorate the market, we aim to continue with this at this point but reserve the right to increase this as and when required back to 24/25 rates.

Other Health & Leisure Services

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
Hire a Place to Grow								
Community Plot	2036/MZA	L	EX	£60.00	£60.00	£60.00	£60.00	
Concession Rate	2036/MZA	B	EX	£9.00	£9.00	£9.00	£9.00	
Commercial Rate	2036/MZA	B	EX	£13.50	£13.50	£13.50	£13.50	
Fitness Classes								
Steady Steps Plus	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Keep Moving Count	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Easy Movers	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Fit2Dance	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Back to it Plus	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Walking Netball	2003/MCB	B	EX	£4.00	£4.00	£5.00	£5.00	
Tai Chi	2003/MCB	B	EX	£5.00	£5.00	£5.00	£5.00	
Ice House Tours	2037/MCB	D	SR	£5.75	£4.80	£5.75	£4.80	

Miscellaneous Fees and Charges

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
<u>Corporate Services</u>								
Photocopying (Black & White)								
A4	8000/MCB	J	SR	Note 1	Note 1	Note 1	Note 1	
To and including A3	8000/MCB	J	SR	Note 1	Note 1	Note 1	Note 1	
Sale of minutes and agendas								
Per copy	8005/MCB	J	ZR	Note 1	Note 1	Note 1	Note 1	
Annual subscription	8005/MCB	L	ZR	Note 1	Note 1	Note 1	Note 1	
Planning Committee - annual subscription	8005/MCB	L	ZR	Note 1	Note 1	Note 1	Note 1	
Environmental Information Regulations 2004	1111/MCB	D	OS	Statutory	Statutory	Statutory	Statutory	
Freedom of Information Act 2000	1111/MCB	D	OS	Statutory	Statutory	Statutory	Statutory	
<u>Finance & Assets</u>								
Rent of Glebe Drive, Countesthorpe								
Weekly rent (no.'s 16,18,20 & 32 only)	3009/MCC	L	OS	Note 2	Note 2	Note 2	Note 2	
Weekly rent (all others)	3009/MCC	K	OS	Note 2	Note 2	Note 2	Note 2	
Hire of Council Chamber								
- Per Hour or part thereof	8008/MCC	B	EX	POA	POA	POA	POA	
Hire of Brooks Room								
- Per Hour or part thereof	8008/MCC	B	EX	POA	POA	POA	POA	
Blaby Toilets	2124/MZA	F	SR	£0.20	£0.17	£0.20	£0.17	

Service	General Ledger Code	Basis of Charge	VAT Category	2024/25 (inc VAT)	2024/25 (exc VAT)	2025/26 (inc VAT)	2025/26 (exc VAT)	Note
<u>Council Tax Civil Penalties</u>								
- Failure to notify or provide information	1302/MZA	D	OS	£70.00	£70.00	£70.00	£70.00	4
- Subsequent failure to provide information	1302/MZA	D	OS	£280.00	£280.00	£280.00	£280.00	4
<u>Electoral Services</u>								
Sale of Register of Electors								
On paper								
- base charge	1305/MCB	A	OS	£10.00	£10.00	£10.00	£10.00	
- each additional 1,000 entries or part	1305/MCB	D	OS	£5.00	£5.00	£5.00	£5.00	
In computer data format								
- base charge	1305/MCB	A	OS	£20.00	£20.00	£20.00	£20.00	
- each additional 1,000 entries or part	1305/MCB	D	OS	£1.50	£1.50	£1.50	£1.50	
Letter of Confirmation of Registration	1305/MCB	D	OS	Note 3	Note 3	Note 3	Note 3	
<u>Workplace Charger Tariff</u>								
Electric Vehicle Chargers (per kw)	TBC	D	SR	£0.48	£0.40	£0.48	£0.40	

Notes

1. Price available upon request
2. Subject to RPI upon uplift
3. Delegated to the Customer Access and Electoral Services Manager
4. Statutory charge

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Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Treasury Management Mid Year Monitoring Report 2024/25
	This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Finance Group Manager
Strategic Themes	Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 To provide members with an update on the Council's Treasury activities for the half year ended 30th September 2024, and the economic factors which have affected those activities.
- 1.2 The report also demonstrates compliance with the prudential indicators that were approved by Council on 27th February 2024.

2. Recommendation(s) to Cabinet Executive and Council

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

3. Reason for Decisions Recommended

- 3.1 The regulatory framework governing treasury management activities includes a requirement that the Council should, as a minimum, receive quarterly treasury monitoring reports in addition to the forward-looking annual treasury strategy and the backward-looking annual treasury report. 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.
- 3.2 This report fulfils the requirement above and incorporates the needs of the Prudential Code to ensure adequate monitoring of capital expenditure plans and the Council's prudential indicators. The treasury strategy and prudential indicators for 2024/25 were contained in the report approved by Council on 27th February 2024.

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 activities at least quarterly. This report, therefore, ensures that the Council is following best practice in accordance with the Code. It is the second quarterly report to be presented to Cabinet Executive but the first which requires ratification by full Council.

As part of the February strategy report Council also approved a range of Prudential Indicators for 2024/25 which are designed to ensure that the Council's capital expenditure plans are prudent, affordable, and sustainable. Officers monitor performance against these indicators on a quarterly basis, and the results are shown at Appendix D, compared with the original estimate and the forecast outturn position. As well as reviewing treasury activity to date, this report provides an explanation for any divergence from the original estimates.

4.2 Economic Update

The economic update for the first 6 months 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 9 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 20th June. However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.

Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.

Nonetheless, November still looks most likely to be the next month to see a rate cut to 4.75% but, thereafter, inflation and employment data releases, as well as geo-political events, are likely to be the determinant for what happens in the remainder of 2024/25 and into 2025/26.

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 latest forecast at Appendix B, sets out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance

4.4 Prudential Indicators

The Annual Treasury Management Strategy for 2024/25, including the Annual Investment Strategy, was approved by Council on 27th February 2024. There have been no policy changes to the strategy to date this financial year, and so the details in this report are an update to the original plans based on the latest economic position and budgetary changes which have already been approved.

The Council's treasury and prudential indicators are set out in Appendix D. It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. During the first half year the Council has operated within the treasury and prudential indicators that were approved in February.

Capital Expenditure & Financing

The Council's capital expenditure plans and sources of finance is the first Prudential Indicator appearing at Appendix D. The original approved programme for 2024/25 was £3.827m of which it was planned that £1.666m would be financed through borrowing.

Since February further additions have been made to the programme, including £4.528m unspent budgets brought forward from the previous financial year.

As a result of these changes, the 2024/25 Capital Programme totalled £8.436m on 30th September.

Capital Financing Requirement

Another key Prudential Indicator is the Capital Financing Requirement (CFR) which is a measure of the Council's underlying need to borrow for capital purposes. If the latest Capital Programme is fully spent the CFR will rise to £19.629m by 31st March 2025, compared with the original estimate of £20.525m. It is probable that the CFR will exceed actual debt for the foreseeable future due to the Council's ongoing practice of borrowing internally to finance capital investment. However, over time, the gap between the CFR and external debt will gradually close as reserves and balances are utilised, and further borrowing is undertaken.

Borrowing Limits

Appendix A shows the Operational Boundary for External Debt, and the Authorised Limit for External Debt as approved by Council in February. The first of these represents the level of external debt that the Council would not normally expect to exceed. It is normally a similar figure to the CFR but can vary according to the actual level of external debt. The Authorised Limit is the maximum level of borrowing permitted. Even if the Council fully spends its Capital Programme and borrows to fund expenditure, external debt will remain below the Authorised Limit. However, this is highly unlikely and at this point in time it is not recommended that the borrowing limits need to be increased.

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.

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In the first six months of 2024/25, no new borrowing has been undertaken. However, there have been scheduled loan repayments of £802,700, meaning that the outstanding debt is £4,910,739 on 30th September 2024.

For several years, the Council has been in 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 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.

Debt repayment and rescheduling opportunities have increased over the course of the past six months and will be considered if giving rise to long-term savings. However, no debt repayments or rescheduling have been undertaken to date in the current financial year.

Gilt yields and PWLB certainty rates were less volatile than at this time last year. Overall, the 10, 25 and 50-year part of the curve endured a little volatility but finished September very much as it started in April.

At the beginning of April, the 5-year rate was the cheapest part of the curve at 4.72% whilst the 25-year rate was relatively expensive at 5.28%. May saw yields at their highest across the whole curve.

Conversely, 17 September saw the low point for the whole curve, with the 5-year certainty rate falling to 4.31% before rebounding to 4.55% by the end of the month. Similarly, the 50-year certainty rate fell to 4.88% but finished the month at 5.13%, slightly higher than at the start of April.

Our treasury advisor forecast rates to fall back over the next two to three years as inflation dampens, although there is upside risk to our Bank Rate forecast at present. The CPI measure of inflation is expected to fall below 2% in the second half of 2025, however, and we forecast 50-year rates to stand at 4.20% by the end of September 2026. The major caveats are that there is considerable gilt issuance to be digested by the market over the next couple of years, and geo-political uncertainties – which are generally negative for inflation prospects – abound in Eastern Europe and the Middle East, in particular.

4.6 Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2024/25, which includes the Annual Investment Strategy, was approved by the Council on 27th 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.

Creditworthiness.

The UK's sovereign rating has proven robust through the first half of 2024/25. The new Labour Government is expected to outline in detail its future fiscal proposals in the Budget scheduled for 30 October 2024.

Investment counterparty criteria

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

CDS prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances.

Investment balances

The funds available over the first half of the financial year 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. The funds available for investment purposes as at 30th September was £27.077m.

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 30th September 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	5.33
Low	5.00	4.95	4.95	4.96	5.06	5.18	5.09
Average	5.17	5.12	5.12	5.15	5.20	5.25	5.26
Spread	0.25	0.25	0.25	0.25	0.17	0.08	0.24

The Council's approved budget for in-house investment income in 2024/25 is £1m. On 30th September, the Council had already secured a return of £0.754m.

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the half year to 30th September 2024. A full list of investments held at the end of the quarter is shown at Appendix C.

Property Fund

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

Following the winding up of this fund on the 30th 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 16th July 2024, the investment is being transferred as capital distributions to UBS (UBS Triton property fund LP). In the first quarter of the year there were three distributions from the former Lothbury Property Trust into the Council's investments totalling £0.437m. The 4th distribution is expected to be made in November.

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

4.9 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

5. Environmental impact

5.1 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.

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

6.1 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.

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

7.1

Current Risk	Actions to reduce the risks
That external borrowing might not be undertaken at the most advantageous rate	Treasury officers maintain regular contact with the Council's advisors, Link 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	Monitoring of the maturity profile of debt to make sure that loans do not all mature in the same period. Monitoring the maturity

renew a loan or investment at disadvantageous interest rates	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.

8. Other options considered

8.1 None, this report is a requirement of the 2024/25 Prudential Code.

9. Appendix

9.1 Appendix A – Economic Update

9.2 Appendix B – Interest Rate Forecast

9.3 Appendix C – Investments Held at 30th September 2024

9.4 Appendix D – Treasury and Prudential Indicators

10. Background paper(s)

10.1 None

11. Report author's contact details

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1. Economics update

The third quarter of 2024 (July to September) saw:

- GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
- A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July;
- CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
- Core CPI inflation increasing from 3.3% in July to 3.6% in August;
- The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
- 10-year gilt yields falling to 4.0% in September.
- The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI balance suggests non-retail services output grew by 0.5% q/q in Q3. Additionally, the services PMI future activity balance showed an uptick in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.
- The 1.0% m/m jump in retail sales in August was stronger than the consensus forecast for a 0.4% m/m increase. The rise was reasonably broad based, with six of the seven main sub sectors recording monthly increases, though the biggest gains came from clothing stores and supermarkets, which the ONS reported was driven by the warmer-than-usual weather and end of season sales. As a result, some of that strength is probably temporary.
- The government's plans to raise public spending by around £16bn a year (0.6% GDP) have caused concerns that a big rise in taxes will be announced in the Budget, which could weaken GDP growth in the medium-term. However, if taxes are raised in line with spending (i.e., by £16bn) that would mean the overall stance of fiscal policy would be similar to the previous government's plan to reduce the budget deficit. Additionally, rises in public spending tend to boost GDP by more than increases in taxes reduce it. Our colleagues at Capital Economics suggest GDP growth will hit 1.2% in 2024 before reaching 1.5% for both 2025 and 2026.
- The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3myy growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023. Excluding bonuses, the 3myy rate fell from 5.4% to 5.1%.

- Other labour market indicators also point to a further loosening in the labour market. The 59,000 fall in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in Q2. The downward trend in job vacancies continued too. The number of job vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.
- CPI inflation stayed at 2.2% in August, but services inflation rose from a two-year low of 5.2% in July to 5.6%, significantly above its long-run average of 3.5%. Food and fuel price inflation exerted some downward pressure on CPI inflation, but these were offset by the upward effects from rising furniture/household equipment inflation, recreation/culture inflation and a surprisingly large rise in airfares inflation from -10.4% in July to +11.9% in August. As a result, core inflation crept back up from 3.3% to 3.6%. CPI inflation is also expected to rise in the coming months, potentially reaching 2.9% in November, before declining to around 2.0% by mid-2025.
- The Bank initiated its loosening cycle in August with a 25bps rate cut, lowering rates from 5.25% to 5.0%. In its September meeting, the Bank, resembling the ECB more than the Fed, opted to hold rates steady at 5.0%, signalling a preference for a more gradual approach to rate cuts. Notably, one Monetary Policy Committee (MPC) member (Swati Dhingra) voted for a consecutive 25bps cut, while four members swung back to voting to leave rates unchanged. That meant the slim 5-4 vote in favour of a cut in August shifted to a solid 8-1 vote in favour of no change.
- Looking ahead, CPI inflation will likely rise in the coming months before it falls back to its target of 2.0% in mid-2025. The increasing uncertainties of the Middle East may also exert an upward pressure on inflation, with oil prices rising in the aftermath of Iran's missile attack on Israel on 1 October. China's recent outpouring of new fiscal support measures in the latter stages of September has also added to the upshift in broader commodity prices, which, in turn, may impact on global inflation levels and thus monetary policy decisions. Despite these recent developments, our central forecast is still for rates to fall to 4.5% by the end of 2024 with further cuts likely throughout 2025. This is in line with market expectations, however, although a November rate cut still looks likely, December may be more problematic for the Bank if CPI inflation spikes towards 3%. In the second half of 2025, though, we think a more marked easing in inflation will prompt the Bank to speed up, resulting in rates eventually reaching 3.0%, rather than the 3.25-3.50% currently priced in by financial markets.
- Our forecast is next due to be updated around mid-November following the 30 October Budget, 5 November US presidential election and the 7 November MPC meeting and the release of the Bank of England Quarterly Monetary Policy Report.
- Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank's

August rate cut signalled the start of its loosening cycle. Following the decision to hold the Bank Rate at 5.0% in September, the market response was muted, with the 10-year yield rising by only 5bps after the announcement. This likely reflected the fact that money markets had priced in a 25% chance of a rate cut prior to the meeting. The yield had already increased by about 10bps in the days leading up to the meeting, driven in part by the Fed's "hawkish cut" on 18 September. There is a possibility that gilt yields will rise near-term as UK policymakers remain cautious due to persistent inflation concerns, before declining in the longer term as rates fall to 3.0%.

- The FTSE 100 reached a peak of 8,380 in the third quarter of 2024, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 threshold on several occasions recently. Its progress, however, may pause for the time being whilst investors wait to see who is elected the next US President, and how events in the Middle East (and Ukraine) unfold. The catalyst for any further rally (or not) is likely to be the degree of investors' faith in AI.

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

- PWLB rate forecasts are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

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INVESTMENTS HELD ON 30TH SEPTEMBER 2024

Appendix C

Counterparty	Investment Type	Investment Date	Maturity Date	Interest Rate	Principal
Aberdeen Liquidity Fund	Money Market Fund	n/a	n/a	5.00%	£7,100,000
Federated Investors	Money Market Fund	n/a	n/a	4.97%	£905,000
SMBC Bank International PLC	Time Deposit	30/08/24	29/11/24	5.34%	£3,000,000
Landesbank Hessen-Thuringen Girozentrale	Time Deposit	05/06/24	05/12/24	5.34%	£3,000,000
SMBC Bank International PLC	Time Deposit	15/08/24	15/11/24	5.30%	£2,300,000
Standard Chartered Bank	Sustainable Fixed Term Deposit	06/08/24	06/11/24	4.90%	£2,000,000
HSBC Bank PLC	31 Day Notice Account	n/a	n/a	5.35%	£2,000,000
National Bank of Canada	Time Deposit	16/08/24	15/11/24	5.42%	£1,800,000
Lloyds Bank Corporate Markets	Time Deposit	03/07/23	03/01/24	5.95%	£2,000,000
Lloyds Treasury Call Account	Money Market Call Account	n/a	n/a	4.88%	£891,200
HSBC Business Account	Call Account	n/a	n/a	2.02%	£81,000
Landesbank Hessen-Thuringen Girozentrale	Time Deposit	18/08/24	15/11/24	5.18%	2000000
					<u>£27,077,200</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.

	2024/25 Approved Budget £	Position as at 30th September 2024 £	2024/25 Revised Estimate £
Total Capital Programme	3,826,900	1,054,655	8,435,559
Financed by:			
Capital receipts	574,000	260,878	1,464,710
Capital grants and contributions	1,492,647	394,114	2,607,455
Capital reserves	94,315	22,364	145,315
Revenue contributions	0	82	100,082
Total Financing	2,160,962	677,438	4,317,562
Borrowing Requirement	1,665,938	377,217	4,117,997

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).

	2024/25 Approved Budget £	Position as at 30th September 2024 £	2024/25 Revised Estimate £
CFR as at 1 st April 2024	19,907,475	16,560,287	16,560,287
Capital Expenditure in Year	3,826,900	1,054,655	8,435,559
Financing in Year	(2,160,962)	(677,438)	(4,317,562)
Minimum Revenue Provision	(748,865)	0	(748,865)
Voluntary Revenue Provision	(300,000)	0	(300,000)
CFR as at 31st March 2025	20,524,548	16,937,504	19,629,419

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 30th September 2024 £	2024/25 Revised Estimate £
External Debt			
Debt at 1 st April 2024	9,013,439	4,963,439	4,962,439
Finance Leases at 1 st 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)
Estimated Debt at 31st March 2025	11,912,200	5,418,303	6,061,173
CFR (as above)	20,524,548	16,937,504	19,629,419
Under/(Over) Borrowing	8,612,348	11,519,201	13,568,246

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 30th September 2024 £	2024/25 Revised Estimate £
Borrowing	18,200,000	4,910,739	18,200,000
Other Long-Term Liabilities	2,500,000	454,864	2,500,000
Total	20,700,000	5,365,603	20,700,000

5. Authorised Limit for External Debt

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

	2024/25 Approved Budget £	Position as at 30th September 2024 £	2024/25 Revised Estimate £
Borrowing	20,222,200	4,910,739	20,222,200
Other Long-Term Liabilities	2,777,800	454,864	2,777,800
Total	23,000,000	5,365,603	23,000,000

6. Treasury Management Limits on Activity

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

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

	2024/25 Approved Budget £	Position as at 30 th September 2024 £	2024/25 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 30th 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 estimated valuation as at 30/09/24 was: £299,724 a further capital distribution early November will be made. We do not have the valuation of the capital distribution as at yet but the remaining balance will be reduced after the capital distribution.

As of 30th September 2024, the UBS Triton Property Fund LP investment value stood at £437,781.56

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

	2024/25 Approved Budget £	Position as at 30 th September 2024 £	2024/25 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

Date of Meeting	4 November 2024
Title of Report	Quarter 2 Capital Programme Review 2024/25 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	Finance Group Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 This report provides Members an update on expenditure against the Capital Programme for the second 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 £8,435,559, 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 that have occurred in the 2nd quarter of the year.

4. Matters to consider

4.1 Background

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

The revised Capital Programme following the 1st quarter of 2024/25 was approved in September 2024 and amounted to £8,449,878. The following table shows the latest Capital Programme which now amounts to £8,435,559. This includes £4,528,430 of unspent budget brought forward from 2023/24. Appendix A gives a scheme-by-scheme breakdown of the planned expenditure for 2024/25.

	£
Approved Capital Programme 2024/25	8,449,878
<u>New Additions</u>	
1. Fleet Vehicle Replacement Programme	178,328
<u>Reductions</u>	
2. Installation of PV Panels at Enderby Leisure Centre	(192,647)
Revised Capital Programme 2024/25	8,435,559

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

Additions

1. Funding has been received from Defra to retrofit and electrify an existing refuse collection vehicle and the additional cost, although externally funded needs to be added to the capital programme.
2. The grant funding associated with the Installation of solar panels at the Enderby Leisure Centre has not been pursued given the grant conditions were unfavourable to the Council. An amount still remains in the capital programme to develop a scheme without utilising the Sport England funding stream.

4.2 At the end of September 2024, the Council had spent £1,054,655 against its planned Capital Programme.

The reasons behind the main variances are as follows:

- Net Zero at the Depot - £1,175,587 planned spend not yet utilised: Planning permission has been granted and tendered costs have been received for the installation of solar panels at the depot. There are some

minor stakeholder queries that have been raised which are currently being investigated, these are not foreseen to delay the works which are forecast to complete by March 2025. Appropriate infrastructure solutions for the Electric Vehicle infrastructure at the Council's depot are currently being reviewed. Soft market testing will commence in early November which will be followed by a tender process.

- Fleet Vehicle Replacement Programme - £1,222,085 planned spend not yet utilised: The majority of budget is allocated for three new waste collection vehicles and the retrofitting of an existing refuse collection vehicle. Orders are to be placed for vehicles that are fuelled by diesel and HVO.
- IT Infrastructure Improvements - £941,772 planned spend not yet utilised: whilst the plans to move the IT to an in-house service are going well the expenditure to June 2024 has been limited. It is expected that the expenditure will increase during the second half of the year and the works are forecast to be completed by March 2025.
- Disabled Facilities Grants - £810,682 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: Although a suitable property had been identified a further survey gave concerns and substantial renovations were necessary. As a result an alternative property is being considered for purchase to provide accommodation under the resettlement scheme and funded partly through the Local Authority Housing Fund 2 (LAHF2) funding.
- Car Park, Bouskell Park, Blaby - £430,317 planned spend not yet utilised: A contractor has been appointed and is currently on site for the completion of the improvements to the car park. It is anticipated that the project will be completed by March 2025.
- Strategic Review: Land Rear Of Enderby Leisure Centre - £404,791 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.
- Strategic Asset Review - £250,000 planned spend not yet utilised: Consultants have been appointed to provide an options appraisal. The strategic review is forecast to complete this financial year.

- Installation of PV Panels at Enderby Leisure Centre - £192,753 planned spend not yet utilised: A review of the funding options is currently being undertaken.
- 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 by the end of November 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 agreement to enter into a lease with Green Circle to manage Fosse Meadows Green Circle will look 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.

4.3 Significant Issues

None

- 4.4 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.

5. Environmental impact

- 5.1 In preparing this report the author has considered the impact on the environment and there are no areas of concern. Officers delivering the projects within the Capital Programme are asked to consider environmental impacts in each case.

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

6.1 Details are set out in the preceding paragraphs

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

7.1

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

8. Other options considered

8.1 None.

9 Appendix

9.1 Appendix A – Capital Monitoring Statement to 30th September 2024

10. Background paper(s)

10.1 None.

11. Report author's contact details

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	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 September 2024 £	Variance as at 30th September 2024 £
Invest to Save Schemes							
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	98,919	404,791
Revenues & Benefits - Document Management & MyView	0	0	28,595	0	28,595	20,567	8,028
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	119,786	1,510,991
Essential/Contractual Schemes							
Net Zero at the Depot	0	1,176,000	0	0	1,176,000	413	1,175,587
Refurbishment of Vacant Units at Enderby Road Industrial Estate	0	11,825	0	0	11,825	11,825	0
Walk & Ride Blaby	0	140,000	0	0	140,000	0	140,000
Finance System Upgrade	0	0	87,320	0	87,320	0	87,320
Installation of PV Panels at Enderby Leisure Centre	385,400	0	(192,647)	0	192,753	0	192,753
Capital Grants Programme	54,500	10,365	0	0	64,865	9,997	54,868
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	3,242	6,758
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	7,346	64,730
ICT Infrastructure Improvements	500,000	497,378	0	0	997,378	55,606	941,772
Multi factorAuthentication	0	5,000	0	0	5,000	0	5,000
Fleet Vehicle Replacement Programme	1,308,000	142,000	178,328	0	1,628,328	406,243	1,222,085
Vehicle CCTV & Tracking Upgrade	0	13,000	0	0	13,000	5,320	7,680
Upgrades to IDOX DMS and UNI-form Public Access	14,000	0	0	0	14,000	7,150	6,850
Refurbishment of Council Offices	0	2,950	0	0	2,950	2,950	0
	2,396,900	2,473,555	58,001	0	4,928,456	540,754	4,387,702
Desirable Schemes (subject to affordability)							
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	9,683	430,317
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	9,683	565,594
Externally Funded Schemes							
Disabled Facilities Grants	630,000	512,790	0	0	1,142,790	332,108	810,682
Housing Support Grants	30,000	34,707	0	0	64,707	45,095	19,612
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	7,228	84,692
	660,000	633,821	7,228	0	1,301,049	384,431	916,618
TOTAL CAPITAL PROGRAMME 2024/25	3,826,900	4,528,430	80,229	0	8,435,559	1,054,655	7,380,905

	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 September 2024 £	Variance as at 30th September 2024 £
FINANCED BY:							
Internally Resources							
Prudential Borrowing	1,665,938	2,540,411	(88,352)	0	4,117,997	377,217	3,740,780
Usable Capital Receipts	574,000	890,710	0	0	1,464,710	260,878	1,203,832
Blaby District Council Plan Priorities Reserve	54,500	31,000	0	0	85,500	22,364	63,136
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
External Resources							
Disabled Facilities Grant	660,000	547,497	0	0	1,207,497	377,203	830,294
Defra	0	0	354,000	0	354,000	0	354,000
LA Housing Fund Round 2	0	312,406	0	0	312,406	0	312,406
S106 Contributions - Various	0	84,692	7,228	0	91,920	7,228	84,692
UK Shared Prosperity Fund	510,000	1,632	0	0	511,632	9,683	501,949
Sport England	192,647	0	(192,647)	0	0	0	0
Unconfirmed government grant	130,000	0	0	0	130,000	0	130,000
TOTAL FUNDING	3,826,900	4,528,430	80,229	0	8,435,559	1,054,655	7,380,905

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Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Environmental Crime Fixed Penalty Notices This is a Key Decision and is on the Forward Plan.
Lead Member	Cllr. Les Phillimore - Housing, Community Safety and Environmental Services
Report Author	Environmental Health, Housing & Community Services Group Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 To advise Cabinet Executive of the proposed new Fixed Penalty Notice (FPN) amounts for specified environmental crime offences following a change in the legislation allowing these to be increased/changed.

2. Recommendations to Cabinet Executive

- 2.1 For Cabinet Executive to approve the proposed revised fixed penalty notice (FPN) amounts for specified environmental crime offences as shown in Table 1 below.
- 2.2 That delegated authority be granted to the Group Manager for Environmental Health, Housing & community Services, in consultation with the Portfolio Holder, to make any changes to fixed penalty notice amounts and early repayment discounts moving forwards via the Schedule of Charges.

3. Reason for Decisions Recommended

- 3.1 Environmental Crime has a negative impact on the local environment and have a financial for the authority to remedy this impact.
- 3.2 Fixed Penalty Notices provide a proportionate approach to be able to deal with offences in an expedient and cost-effective way.

4. Matters to consider

4.1 Background

Fixed penalty notices (FPNs) are an alternative to taking a prosecution for specified offences. This report concerns the new potential maximum FPN amounts for specified environmental crime offences, and those that are proposed to be enforced within the District.

Blaby District Council have previously set FPN amounts for these offences and they are confirmed annually as part of the fees and charges review. The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 increased the maximum levels that specified FPNs can be set at. It is proposed that Blaby District Council make significant changes to FPN amounts in light of the new Regulations and these proposals are being brought before Scrutiny Commission for comment prior to be taken Cabinet Executive for approval in November.

Fixed penalty notices are offered as a way of a defendant discharging an offence as an alternative to prosecution. They benefit the offender in that they do not receive a criminal record, there are no Court costs and the fine amount is usually lower than a Court would set.

FPN's benefit the Council and the Courts as they provide a more expedient process, reducing the amount of both officer and Court time saving public money and provide a resolution to all parties at a faster rate. Any income from environmental crime FPNs is retained by the Council and should be used to support awareness raising and enforcement work in the field.

Fines issued should a case go to Court are retained by central government and although legal / investigation costs are claimed, it is the Court's decision on whether these costs are awarded to the Council, and they are often not recouped in full.

For serious cases such as tipping of a large amount of waste, or depositing harmful waste, prosecution is seen as a more appropriate option than an FPN.

If a defendant has been served a FPN for an environmental offence previously, a further FPN would not be offered, as they should only be offered, if appropriate, in the first instance. In a case of this nature the case would proceed to court and the defendant would be prosecuted.

The Environmental Offences (Fixed Penalties) (Amendment) (England) Regulations 2023 set new maximum and minimum levels for these FPNs. FPN amounts should be set at a level that they are a sufficient deterrent and punishment. However, if set too high, defendants may opt for Court as although the overall fine and costs may be higher, they can be paid in small instalments whereas FPNs are paid in a single payment.

The Council can also set banding of levels for the same offence depending on severity, provided there is no ambiguity. The advantage of banding is that it allows for a differential in fines to be offered in cases such as trade and domestic fly tipping incidents, and an increased littering fine for a bag of waste (multiple items) versus a single cigarette butt.

4.2 Proposal(s)

For Cabinet Executive to approve the proposed revised fixed penalty notice (FPN) amounts for specified environmental crime offences as shown in Table 1 below:

FPN Type	Current amount	New maximum amount	Recommendation
Fly-tipping	£400 no reduction for early payment	£1000	Trade Waste £800 reduced to £600 for early payment Domestic waste £500 reduced to £300 for early payment
Littering	£150 reduced to £100 for early payment	£500	Single item £200 reduced to £150 for early payment Multiple items £400 reduced to £250 for early payment
Graffiti	£150 no reduction for early payment	£500	£300 reduced to £200 for early payment
Duty of Care	£400 reduced to £300 for early payment	£600	£500 reduced to £350 for early payment
Fly posting	£150 no reduction for early payment	£500	£300 reduced to £200 for early payment

4.3 Relevant Consultations

Discussed at the Countywide Liaison and Enforcement forum and benchmarked against the amounts charged by other authorities within the County. See appendix

The proposed FPN amounts were consulted on with Scrutiny Commission in September 2024, and Members agreed with the officer recommended amounts.

4.4 Significant Issues

Any enforcement action taken in relation to the investigation of the offences covered by this legislation and subsequent formal sanctions will be undertaken in line with the Environmental Health, Environmental Services & Community Services Enforcement and Compliance Policy 2025 – 2028 (subject to its approval on 4th November 24).

In setting FPN charges consideration must be given to the deterrent effect of different levels and the likely fines imposed by the Magistrates Court.

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

5. Environmental impact

- 5.1 The Environmental Crime offences covered by the proposed FPN's can have a significant detrimental impact on the environmental conditions of the District.

Any ability to raise the profile, public awareness and possible sanctions for breaching these regulations should be taken to help improve the overall compliance with the legislation.

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

- 6.1 The new FPN amounts will complement existing activities, so is unlikely to incur any additional cost. Payment of the FPN can be retained by the Council to offset the cost of providing the service

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

7.1

Current Risk	Actions to reduce the risks
Appropriateness of enforcement option (i.e. FPN or prosecution)	Training programme for Officers to ensure enforcement is both reasonable and proportionate. Clear procedures and processes.
Over zealous enforcement	Training programme for Officers to ensure enforcement is both reasonable and

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Appendix A: Current FPN levels for other Leicestershire Local Authorities for comparison

	Fly-tipping	Littering	Graffiti	Duty of care	Flyposting
OWBC	£600 – discount to £525 in 10 days	£225 – discount to £200 in 10 days	£225 – discount to £200 in 10 days	£600 – discount to £525 in 10 days	
NWLDC	£600 – discount to £525 in 10 days	£225 – discount to £200 in 10 days	£225 – discount to £200 in 10 days	£600 – discount to £525 in 10 days	
MBC	£1000	£500	£500	£600	£500
CBC	£800 – discount to £500	£150 – discount to £75	£150 – discount to £75	£400 – discount to £280	£150 – discount to £75
LCC	£400 – discounted to £280 in 10 days	£150 – discount to £100 in 14 days	£150 – discount to £100 in 14 days	£400 – discounted to £280 in 10 days	£150 – discount to £100 in 14 days
HDC	£400 – discounted to £300 in 14 days	£150	£150	Not available	£150
HBBC	£400 – discounted to £200 in 10 days	£150 – discounted to £100 in 10 days	Minor: £80 – discounted to £60 10 in days	£400	£80 – discounted to £60 in 10 days
BDC	£400	£150 – discounted to £100 in 10 days	£150	£400 – discounted to £300 in 10 days	£150

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Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Environmental Health, Environmental Services & Community Services Enforcement and Compliance Policy 2025- 2028 This is a Key Decision and is on the Forward Plan.
Lead Member	Cllr. Les Phillimore - Housing, Community Safety and Environmental Services
Report Author	Environmental Health, Housing & Community Services Group Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 To seek Cabinet Approval for the proposed Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2025 – 2028
- 1.2 The policy is a revision of the 2021 – 2024 Policy and seeks to ensure best practice and consistency of approach to enforcement across the District.

2. Recommendations to Cabinet Executive

- 2.1 That the Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2025 – 2028 be adopted.
- 2.2 To delegate responsibility for minor changes to the policy to the Group manager of Environmental Health, Housing and community Services in conjunction with the Portfolio Holder

3. Reason for Decisions Recommended

- 3.1 To ensure best practice and consistency of approach to enforcement across the District.

- | |
|---|
| <p>3.2 This policy is required to be revised regularly to ensure that it reflects the most up to date changes in legislation and good practice.</p> |
|---|

4. Matters to consider

4.1 Background

The Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2021 – 2024 brought together the enforcement responsibilities for the three services including, but not exclusive to Food Safety, Health & Safety, Licensing, Private Sector Housing, Environmental Crime, Environmental Permits and, Anti-social behaviour.

The policy has an end date to ensure that it is reviewed regularly and is consistent with current legislation, guidance and incorporating changing best practice.

A separate Graffiti and Fly-posting Policy was adopted in 2012 and the matters in this policy have been incorporated into this review to provide a single policy covering all environmental crime enforced by the Environmental Health Team.

The approach adopted by the Environmental Health, Environmental Services and Community Services Departments is one of working with businesses and individuals to achieve compliance and promote economic growth by taking an advisory and educational stance, as supported by the Leicester and Leicestershire Better Business for All initiative.

The policy also recognises that enforcement action can be necessary and appropriate in certain circumstances including where there has been blatant disregard for the law, persistent offences or where the level of risk or concern for public health is significant.

The policy is supported by operational procedures to ensure that enforcement activities are carried out in a consistent, fair and transparent manner and that all officers receive regular training.

The current enforcement and compliance policy has been in use since 2021 with no significant issues raised. The proposed 2025 – 2028 policy is broadly the same but with the following changes:

- Revised wording on how the policy supports the Council's priorities in the most recent Blaby District Council (corporate) Plan.
- Further clarity on how the Council ensures that their actions will be consistent with the Council's commitment to equality and diversity.
- Ensuring that the list of sanctions available is up to date.

- The addition of an environmental crime appendix to replace the Graffiti and Fly-Posting Policy 2012.

4.2 Proposal(s)

That the Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2025 – 2028 be adopted.

4.3 Relevant Consultations

The proposed policy was placed on the Blaby District Council consultations webpage between 18 July 2024 and 16 August 2024 with a survey for comments.

In addition, Parish Councils were advised of the consultation at the Parish Liaison meeting on 15 May 2024. On 19 July 2024 an email was sent to all Parish and Town Council Clerks advising that the consultation was live and providing a link to the consultations web page to encourage responses.

There were no survey responses submitted for the consultation. There was one email requesting clarification of one word relating to the removal of graffiti from Council owned assets. In response the word “of” was replaced with “from” in section E of Appendix A.

The draft policy was also taken to Scrutiny Commission for consideration in September 2024 and no changes or amendments to the policy were recommended.

4.4 Significant Issues

Human rights have been considered but there were no overarching matters for concern in relation to this report.

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

5. **Environmental impact**

5.1 The implementation of the controls and enforcement actions outlined within the report, specifically relating to Envirocrime, Smoke Control, Accumulation, Statutory Nuisance and Public Health should positively impact on the environmental conditions within the District.

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

6.1 There are no cost implications as a result of this report.

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

7.1 There are no cost implications associated with this report.

8. Other options considered

- 8.1 It is a legal requirement to have considered the implications of enforcement and to take steps to ensure consistency of approach and compliance with the Regulators Code of Practice.

9. Appendix

- 9.1 Appendix A – Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2025 – 2028.

10. Background paper(s)

- 10.1 Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2021 – 2024

Blaby District Council Graffiti and Fly Posting Policy 2012

11. Report author's contact details

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Blaby District Council **Policy**

Environmental Health, Environmental Services & Community Services
Enforcement and Compliance Policy

Original Publish Date		Review Frequency	Every 3 Years	Current Version Publish Date	
Approved By*	Cabinet	Approval Date*		Version Number	001
Author Job Title	Environmental Health Manager	Service Area	Environmental Health	Document Register Reference	[Input by iPlan Team]

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

Review History			
Version*	Reviewed By (Job Title)	Review Completion Date	Brief Description of Changes (add 'no changes required' if applicable)

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

Document Definition / Approval & Review

Defining the document type and how it is approved and reviewed

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

Key published documents are approved for publication in line with the approval matrix illustrated in the Key Published Document Procedure.

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

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

Scope

To what and to whom this policy applies

This details the way that enforcement action will be taken by the Environmental Health, Environmental Services, Community Safety and Housing teams. It applies to all persons and businesses that have interaction with those teams.

Terms & Definitions

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

Term	Definition



DRAFT Environmental Health, Environmental Services & Community Services Enforcement and Compliance Policy

2025-2028

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1. Introduction

1.1 Scope of Environmental Health, Environmental Services and Community Services

The Environmental Health, Environmental Services and Community Services (EH/ES/CS) teams at Blaby District Council enforce over 100 pieces of legislation related to both businesses and individuals.

The main areas of enforcement are:

- Food Safety
- Health and Safety
- Taxi Licensing
- Premises and Personal Licensing
- Environmental Protection
- Pollution Control
- Mobile Homes Site Licensing
- Environmental Crime
- Private Sector Housing
- Animal Behaviour and Welfare
- Anti Social Behaviour
- Public Health

The EH/ES/CS services are committed to ensuring that legislation is enforced fairly and consistently to ensure that one member of the community cannot enjoy an unfair competitive advantage over the rest of the community by illegal activities or biased enforcement procedures.

The effectiveness of legislation in protecting residents depends on the compliance of those being regulated. We recognise that in most cases individuals and businesses want to comply with the law and we will take care to offer assistance to them to meet their legal obligations without unnecessary expense. However, we will take firm action where appropriate, including prosecution, against those who disregard their obligations under the law or act irresponsibly and put our residents' health at risk.

1.2 How this Policy Supports the Council's Priorities

By enforcing the legislation available to us the EH/ES/CS service supports the following strategic themes and organisational values.

The five strategic themes are:

1. Enabling our communities and supporting our vulnerable residents
2. Enhancing and maintaining our natural and built environment
3. Growing and supporting our economy
4. Keeping you safe and healthy
5. Ambitious and well managed Council, valuing our people.

The four organisational values that will serve as guiding principles in day-to-day operations are:

1. Put the customer as the heart of everything we do
2. Be innovative, adaptable and resourceful
3. Understand the needs of our communities and treat everyone fairly
4. Be open, honest and clearly communicate

The legislation that the EH/ES/CS Service enforce is there to protect communities and residents (especially those with vulnerabilities), to enhance the environment, to support businesses and protect health. The purpose of this policy is to ensure that this regulation is conducted fairly in an open and transparent manner and delivers benefits for both residents and businesses. The EH/ES/CS Service feeds into countywide initiatives and liaison groups to achieve consistency in regulation between local authorities as far as it is possible.

1.3 Joint Working

The EH/ES/CS service will work with our internal and external partners to ensure individuals and businesses comply with legislation. This means that we can pool our resources and provide better value for money to our customers when carrying out our duties.

In particular the EH/ES/CS service works closely with other agencies dealing with the wider aspects of anti-social behaviour. This includes sharing our data with the Police where appropriate.

1.4 Policy Review

This policy will be reviewed every three years to ensure it stays relevant to current guidance.

2. Competence of Enforcement Officers

The Council recognises that only appropriate, competent, authorised personnel may undertake certain aspects of EH/ES/CS law enforcement. The Council's constitution provides for such authorisation of Officers through its published scheme of delegation.

The service will assess the competence of enforcement officers using nationally recognised standards of competence, such as those provided by the Better Regulation Delivery Office (BRDO).

Each Service Manager will confirm the extent of each officer's authorisation and keep a copy of this on file. Any limitations to the extent of authorisation will also be noted for each officer.

3. Consistency of action

The Council is committed to applying its powers in a way that is consistent with other local authorities. To achieve this, the Council may take part in benchmarking and consistency exercises where it is believed the resources needed to do this will be justified by the improvements which come about as a result.

4. Planning and Reporting

Each Service Manager will review and plan the work of the service area on an ongoing basis and in line with the latest legislative requirements, current service demands and emerging threats/trends.

5. Charging for Enforcement Action

Some legislation such as the Housing Act 2004 and Caravan Sites and Control of Development Act 1960 (as amended) gives Local Authorities the power to make a charge if enforcement action is necessary. The service will make use of these powers and will make a charge to ensure that, where the legislation allows, we recover the full costs of enforcement. Where possible fees will be set and reviewed as part of the fees and charges review process.

6. Equality

The Council fully recognises and endorses the rights of individuals and will ensure that all enforcement action occurs in strict accordance with the relevant legislation and guidance. Action taken against an individual, business or organisation will be consistent with the Council's commitment to equality and diversity.

The EH/ES/CS Service recognises that some individuals need additional support or information in different formats to enable equal access to our service and where possible this will be accommodated. However, where the proprietor of a business does not speak or read English they will be encouraged to arrange their own translations. If this is not possible then the Council will aim to provide this service via Language Line, Leicestershire County Council translation services or an equivalent service.

Mental capacity issues are considered in each case to ensure that the individual we are taking enforcement action against understands the consequences of their actions and is able to make informed decisions. The Council will also consider any other barriers arising from protected characteristics individuals may have.

7. Indemnification of Officers

The Council has adopted an indemnification policy with regard to authorised officers. This means the Council covers any potential liability of authorised officers whilst carrying out their duties.

8. Conduct of Investigations

All investigations will be carried out in accordance with any associated guidance or codes of practice, in so far as they relate to Blaby District Council.

Overt surveillance will form part of some investigations. If for any reason the service needs to carry out any covert surveillance, we will follow the relevant guidance such as the Regulation of Investigatory Powers Act (RIPA) 2000.

9. Principles of Enforcement

The Legislative and Regulatory Reform Act 2006 set out the approach regulators should take when carrying out their enforcement functions. The purpose of the legislation is to remove unnecessary burdens from businesses. These burdens are described as:

- a) A financial cost
- b) An administrative inconvenience
- c) An obstacle to efficiency, productivity or profitability or
- d) A sanction, criminal or otherwise, which affects the carrying on of any lawful activity.

10. Regulators' Code

The Regulators' Code is a statutory code and the Council must adhere to it when making enforcement decisions. The Code provides a flexible, principles-based framework that supports and enables regulators to design their service and enforcement policies in a way that best suits the needs of businesses and other regulated bodies. The main principles are:

- a) Regulators should carry out their activities in a way that supports those they regulate to comply and grow.
- b) Regulators should provide simple and straightforward ways to engage with those they regulate and acknowledge their views.
- c) Regulators should base their regulatory activities on risk.
- d) Regulators should share information about compliance and risk.
- e) Regulators should ensure clear information, guidance and advice is available to help those they regulate meet their responsibilities to comply.
- f) Regulators should ensure that their approach to their regulatory activities is transparent.

11. General Enforcement

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Code sets out two tests:

Evidential Test - is there enough evidence against the defendant?

Public Interest Test - is it in the public interest for the case to be brought to court?

Before a prosecution proceeds, the appropriate Officer must be satisfied that the case is in the public interest and is supported by sufficient relevant evidence which is:

- Admissible
- Substantial
- Reliable

The Code for Crown Prosecutors contains the following factors and these (as well as other relevant factors) will be taken into account:

- a) The seriousness of the alleged offence.
- b) The previous history of the party concerned.
- c) The likelihood that a defence can be established.
- d) Whether important witnesses are willing and able to co-operate.
- e) Willingness of the party to prevent the problem recurring.
- f) Whether prosecution would be of public benefit.
- g) Whether a Simple Caution might be more appropriate.
- h) Any explanation offered by the party concerned
- i) The victim's view.

12. Enforcement Options

Blaby District Council uses the following enforcement options:

- a) Informal Action
- b) Written Warnings
- c) Statutory Notices
- d) Simple Cautions
- e) Prosecution
- f) Work in default
- g) Fixed Penalty Notices
- h) Seizure of equipment
- i) Forfeiture Proceedings
- j) Licence Reviews
- k) Refusal, Suspension and Revocation of Licence
- l) Civil Penalties
- m) Rent repayment Orders
- n) Criminal Behaviour Orders
- o) Closure Orders

12.1 Enforcement Approach

The approach to enforcement action will take into account a number of factors including risks to health, previous compliance history, confidence in management/individual and seriousness of the contravention. Where appropriate, the Council offers support and guidance to businesses and individuals to help them comply with legal requirements as a precursor to enforcement action. Stronger action is likely to be taken where risk is high and/or confidence is low but the individual circumstances surrounding a situation will also be taken into consideration. Where there is an imminent risk to health then there will be a presumption in favour of enforcement unless an equivalent alternative can be identified.

Additionally, we will take into account, guidance and advice from Government Departments, Advisory Bodies, Local Authority Associations and Professional and or Technical Bodies.

Investigation and decision-making will not be unduly prolonged or delayed. It will be in accordance with principles laid out in the:

- Human Rights Act 1998
- Police and Criminal Evidence Act 1984
- Criminal Procedure and Investigations Act 1996
- Regulation of Investigatory Powers Act 2000

We will keep witnesses, complainants or other parties informed as to the progress of the case.

Once the decision to prosecute has been made, we will refer the matter to Legal Services.

12.2 Publicity

In October 2014 the Government updated its guidance Publicising Sentencing Outcomes. This document states that;

- Verdicts and sentences in criminal cases are given out in open court and are a matter of public record.
- There should be a presumption in favour of the police, local authorities and other relevant criminal justice agencies publicising outcomes of criminal cases and basic personal information about convicted offenders so as to:
 - reassure the public;
 - increase trust and confidence in the Criminal Justice System (CJS);
 - improve the effectiveness of the CJS;
 - discourage offending and/or re-offending.

The service will therefore aim to publicise the outcomes of cases taken.

12.3 Proceeds of Crime

The Council either through its own Officers or in co-operation with the Police may make an application under the Proceeds of Crime Act 2002 to restrain or confiscate the assets of the offender. The purpose of any such actions would be to recover any financial benefit that the offender has obtained from his/her criminal conduct.

12.4 Work in Default

The local authority has the discretion on whether or not to carry out work if a Statutory Notice has not been complied with. Non-compliance with a Notice will not automatically result in the instigation of works in default. If it becomes necessary to carry out default work consideration should always be given to whether a prosecution is appropriate in addition to or as well as carrying out the work.

The decision is not taken lightly and is based on the circumstances of each case. The circumstances, which are likely to warrant works in default may be characterised by one or more of the following criteria:

- a) The conditions are such that the occupant's or the public's health, safety or wellbeing is put at risk
- b) The person responsible either cannot be found or has not responded to requests to contact us.
- c) A failure by the offender to correct an identified serious potential risk to safety after having been given a reasonable opportunity to do so.

Work in default will be subject to the approval of a Manager with authority to spend up to the estimated costs of the work. It is the Council's duty to spend public money in a responsible way and make attempts to recover any costs. Depending on the legislation a local land charge will be applied and/or an invoice raised for the full costs including officer time and other expenses.

12.5 Fixed Penalty Notices

Some legislation allows local authorities to offer a Fixed Penalty Notice (FPN) to an offender as a way of discharging their liability for the offence. In circumstances where a person or business fails to accept or pay a FPN, then in order to maintain the integrity of these legislative regimes, Environmental Health, Environmental Services and Community Services will consider an escalation of enforcement action.

12.6 Forfeiture Proceedings

This procedure may be used in conjunction with seizure and/or prosecution where there is a need to dispose of goods in order to prevent them being used to cause a further problem. In appropriate circumstances, an application for forfeiture to the Magistrates Courts will be made.

12.7 Seizure of goods/equipment

Certain legislation enables authorised Officers to seize goods, equipment or documents for example unsafe food, sound equipment that is being used to cause a statutory noise nuisance, or any goods that may be required as evidence for possible future court proceedings. An appropriate receipt will be issued when goods are seized.

12.8 Licence Reviews

A premises licence may be reviewed by the licensing authority of its own volition or following the receipt of an application for a review, which is essentially a request by a third party to the licensing authority to review a particular licence.

12.9 Refusal, Suspension and Revocation of Licences and Permits

Where there is a requirement for a business to be licensed by the local authority, the licence may be granted unless representations or objections are received against the application.

Some legislation requires any appeals or representations to be heard at the Licensing Committee or its subcommittee. The Committee can decide to grant, grant with conditions, or refuse the licence application.

Where the Licensing Committee does not form part of the licensing process an applicant can use the complaints procedure to have the decision looked at again.

Licences and permits may be suspended or revoked with immediate effect if such a decision is deemed necessary in the interests of public safety and/or animal welfare.

12.10 Civil Penalties

Civil penalties provide an alternative and potentially more useful sanction to local authorities. It enables consideration to be given in regards to the approach taken to deal with some landlords, could reduce lengthy legal processes and provides a very clear framework for the level of penalty in relation to the level of offence and harm. These are available for specified housing offences and are the subject of a separate Civil Penalties policy.

12.11 Rent Repayment Orders

There is provision within the Housing Act 2004 to make rent repayment orders for the following:

- Offence in relation to licensing of Houses in Multiple Occupation (section 72)
- Failure to comply with an Improvement Notice (section 30)
- Failure to comply with a Prohibition Order (section 32)
- Breach of a banning order made under section 21 of the Housing and Planning Act 2016
- Using violence to secure entry to a property (under section 6 of the Criminal Law Act 1977)
- Illegal eviction or harassment of the occupiers of a property (under section 1 of the Protection from Eviction Act 1977)

These orders are made by the First Tier Tribunal and can require a landlord to repay a specified amount of rent back to the Council or the tenant, which can be up to 12 months' rent.

Orders can be granted to either the tenant or the local housing authority, depending on who paid the rent. The repayment or rent via an order is distributed to the person or body that paid the rent in the first instance, or where it was shared in an equitable manner.

A rent repayment order can be made against a landlord who has received a civil penalty, but only at a time when there is no longer any prospect of the landlord appealing against the penalty. The Government has made clear the local authorities must always consider a rent repayment order after a civil penalty has been successfully imposed.

There is also an expectation that local authorities will help, support and advise tenants who wish to pursue rent repayment orders.

13. Prevent Duty

In all enforcement decisions Blaby District Council will give due regard to any legislation that has been introduced to reduce the threat of terrorism from individuals/groups; and to enhance the protection of publicly accessible locations across Blaby District from terrorist attacks and to ensure organisational preparedness.

14. Martyn's Law – Terrorism (Protection of Premises) Bill

The proposed bill would impose requirements in relation to certain premises and events to increase their preparedness for, and protection from, a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place at their premises. Should this bill be passed Blaby District Council will work collaboratively with the regulatory body that is responsible for enforcing this legislation if it is not within the remit of lower tier Local Authorities.

APPENDIX A – Environmental Crime

A. Introduction

This Appendix to the Environmental Health, Environmental Services and Community Services Enforcement and Compliance Policy 2025 - 2028 relates to matters or issues that can have a significant and/or detrimental impact on the environment, both physically and visually, as well as the possibility for harm to be caused to the public.

These issues are primarily as a result of unlawful offences being committed by irresponsible persons and businesses, and as a consequence, spoils the enjoyment of Blaby as a location for residents, businesses, and visitors.

This Appendix identifies these offences, explains how the Council will appropriately investigate and take enforcement action.

B. Fly-tipping

There is no precise definition of fly-tipping other than the offences set out in section 33 of The Environmental Protection Act 1990, i.e. the illegal disposal of controlled waste. Common types of fly-tipped waste include:

- Household waste
- Large domestic items, such as fridges and mattresses
- Garden waste
- Commercial waste such as builders' rubble, tyres, and clinical waste
- Asbestos

Fly-tipping is illegal, unsightly and unsafe with some fly-tipped waste containing dangerous items including syringes, asbestos, and toxic waste. It can also attract flies, rats, and other disease-carrying pests.

It is an offence to fly-tip any material, carrying an unlimited fine or a prison sentence of up to five years for the most serious offences. A Fixed Penalty Notice (FPN) may be offered as an alternative sanction for first-time offenders.

When fly-tipping from a vehicle, the Council can prosecute the registered keeper even when only the vehicle and not the driver is identifiable. The law also allows the Council to seize vehicles used to commit offences.

The Council will investigate all fly-tipping incidents where there is evidence that could identify an offender. This includes cases on private land with the landowner's permission.

The Council are only responsible for removal of fly-tipped waste found on public land. Fly-tipping on private land is the responsibility of the landowner to remove but the

Council may agree to do this at a cost to the landowner. Therefore fly-tipping on private land may take longer to be removed.

C. Waste Duty of Care – Residents and Businesses

Residents

The duty of care legislation makes provision for the safe management of waste to protect human health and the environment. This duty of care applies to anyone who imports, produces, carries, keeps, treats, disposes of, or are a dealer or broker that has control of controlled waste.

Section 34 (2A) of the Environmental Protection Act 1990 makes it a legal obligation or duty of care, for the occupiers of a domestic property to take all reasonable measures available to ensure that they only transfer household waste to an authorised person. This reduces the chance of waste ending up in the hands of those who might commit fly-tipping. Household waste is generally considered to be any waste produced within a domestic property which includes normal domestic refuse such as food waste, as well as larger items such as furniture and household appliances.

If waste is being passed to any other person or business that is not the Council, householders are advised to ask to view their Waste Carriers Licence (issued by the Environment Agency) and obtain a receipt confirming what they have taken, where they have disposed the rubbish, and details of any payment made. If the waste carrier cannot, or does not, provide these details, householders should not use them to ensure they do not breach their duty of care. Details of registered waste carriers can be found on the Environment Agency website.

It is a criminal offence if all reasonable measures are not taken to ensure that the duty of care is met. An individual could face prosecution and, on conviction, a fine and criminal record. A FPN may be offered as an alternative sanction for first-time offenders.

Waste receptacle notice

The Council considers it good practice to inform households about how to present waste for collection, identifiably with regards to domestic waste, recyclable materials, food waste, and green waste.

The Council may, under Section 46 of the Environmental Protection Act 1990, serve a Notice on residents instructing on how to dispose, store, and present waste for collection. Failure to comply with such a Notice can result in a FPN being issued or alternative enforcement action.

Businesses

Under section 34 (1) of the Environmental Protection Act 1990, businesses have a legal duty of care to manage waste correctly including ensuring that it is only passed

to an authorised waste carrier. Businesses must retain two years' worth of evidence of their waste management arrangements and often do so in the form of Waste Transfer Notes or a Duty of Care Certificate. If a business is required to provide evidence to the Council of their waste arrangements, or of their own authority to carry waste, and fail to do so, this can result in a FPN being issued, or prosecution. Details of registered waste carriers can be found on the Environment Agency website.

Where businesses fail to adhere to their duty of care requirements, or if their actions cause or are likely to cause a nuisance or are likely to have a detrimental effect on the local amenity, the Council may serve a Notice under Section 47 of the Environmental Protection Act 1990. This Notice will instruct the business on how to contain and secure their waste, and an evidential requirement that waste is only transferred to an authorised person or organisation. Failure to comply with a Notice can result in a FPN being issued. If the FPN is not paid the Council may take further enforcement action and prosecute the business.

D. Littering

Littering is the act of dropping or discarding small amounts of waste in public places, or by discarding it from vehicles. It can be anything from a cigarette stub to a small bag of rubbish. Put together, these small items can make an area look untidy and cause harm to wildlife and the environment.

Any identified person caught littering may be issued with an FPN. If the FPN is not paid the Council may take further enforcement action and prosecute the person responsible.

E. Graffiti

Graffiti relates to any drawings, tags, pictures, messages, or scribbles that are painted, written, on walls, street furniture and other surfaces.

Graffiti can be deemed as non-offensive or offensive. For graffiti to be deemed offensive it would usually contain some or all of the following elements:

- Offensive language
- Language of a political, racial, religious insulting or inciting nature
- A hate statement
- A graphically explicit image

Graffiti is usually classed as a problem, as it has the potential to:

- Indicate a neglected neighbourhood and is associated with crime and anti-social behaviour
- Discourage people from visiting an area
- Be costly to remove
- Be associated with other crimes - areas with graffiti can attract other crimes in the area and heighten the fear of crime

Graffiti is vandalism and therefore an offence of criminal damage which is enforced by the police. In addition, both the Police and Council can deal with graffiti under anti-social behaviour legislation. Those who cause graffiti can be issued with a Community Protection Warning, Community Protection Notice, or issued with a Fixed Penalty Notice. If the offence is serious or repeated, the offender can be prosecuted and fined. The offender can also face the possibility of a Criminal Behaviour Order, which if breached can result in a prison sentence.

The Council will arrange for the removal of the graffiti of its own assets in a timescale determined by the content, with the highest priority likely to be given to graffiti which is racist or hate speech, or offensive language.

Graffiti on private land is the responsibility of the owner to remove if they wish to do so. However, if there is offensive graffiti on private land the Council can use anti-social behaviour powers to require the owner to remove or cover up the items that are offensive. Private owners can contact the Council for advice and possible assistance on the removal or covering up of offensive graffiti.

F. Fly-Posting

There is no formal definition of fly-posting. However, it is generally taken to be the display of advertising material on buildings and street furniture without the consent of the owner, contrary to the provisions of the Town and Country Planning (Control of Advertisement) Regulations 2007 and the Highways Act 1980.

In practical terms, fly-posting can be divided into three broad types, each with particular characteristics and problems of control:

- Adverts primarily for local events, often photocopies put up in large numbers on a regular basis. These may advertise bands playing in pubs, car-boot sales, lost pets, and fairgrounds. They may be attached to lampposts, railings, bins, and street furniture or pasted on buildings.
- Posters advertising products of large organisations and put up by professional poster companies. These are usually larger (8/16 sheet), higher quality, colour posters, such as for record releases or national events. These are often pasted on vacant buildings and signal control/telecoms boxes
- Posters displayed by pressure groups or political bodies. These are generally ad hoc and sporadic with no clear pattern to their location.

There are other types of unauthorised advertisements (such as hoardings, A boards and business cards displayed in telephone boxes) which fall outside the normal definition of flyposting. The control of these is outside the scope of the Regulations.

The primary legislation used to control fly-posting are the Town and Country Planning Act 1990, the Town and Country Planning (Control of Advertisement) Regulations 2007, and the Highways Act 1980. Where an offence is proven the offender can be liable on conviction to a fine up to £2,500 and, in the case of a continuing offence, £250 for each day during which the offence continues after conviction.

This provision applies to all types of unauthorised advertisement and not exclusively to fly-posting. Under section 224(4) of the above Act, a person shall be deemed to display an advertisement if they are:

- The owner or occupier of the land on which the advertisement is displayed;
- Or the advertisement gives publicity to his goods, trade, business or other concerns.

However, in both cases, a person shall not be guilty of an offence if they can prove that the advertisement was displayed without their knowledge or consent.

The Council are responsible for the removal of illegally posted advertisements on both Council and privately owned property in the district. Under section 225 of the Act, it allows the Council to remove or obliterate any item displayed in contravention of the Advertisements Regulations, and this can be done:

Without notice where it does not identify the person who displayed it and he cannot be identified after reasonable inquiry, and;

After providing two days' notice where this information is given on the poster.

Exemptions to Fly-Posting

Election posters fall outside the regime of the Town & Country Planning (Control of Advertisements) (England) Regulations 2007 (as amended) if they relate to an upcoming election. The advertisements / posters must be taken down 14 days after the close of the poll. This exemption DOES NOT include posters displayed by pressure groups / political bodies that are not for an upcoming election.

Advertisements / posters shall be allowed for events held by organisations that are voluntary, charitable or a community groups (which can include Parish and Town Councils), but only where there is limited impact and duration, the event will result in community benefit and is not commercial in nature. The advertisements / posters must be removed within 14 days of the event.

G. Abandoned, untaxed and Nuisance Vehicles

Abandoned vehicles

An abandoned vehicle is usually reported to the Council because of some or all of the following:

- It has not moved or been attended to for a long time
- Is untaxed
- Has no valid MOT
- It has visible damage to suggest a crash or signs the vehicle has been stolen
- It is run-down or unroadworthy, including being rusted, broken windows, flat tyres
- Is burned out
- It has missing or suspicious number plates
- Contains a lot of rubbish inside it

The Council can remove abandoned vehicles from both public and private land which may require serving a 15-day notice on the vehicle and/or the registered keeper of the vehicle if known. Registered keepers can reclaim vehicles following collection but are liable for the collection and storage costs.

Abandoning a vehicle on any land in the open air, or any other land forming part of a highway, is a criminal offence under Section 2 of the Refuse Disposal (Amenity) Act 1978. Abandoned vehicles can also be dealt with as an offence under Section 10 of

the Clean Neighbourhoods and Environment Act 2005. The Council can choose to issue a FPN or prosecute for this offence if deemed appropriate.

Untaxed Vehicles

Blaby District Council have devolved powers from the Driver and Vehicle Licensing Authority (DVLA) to remove vehicles from the highway that are more than 2 months out of tax.

Nuisance vehicles

Section 3 of the Clean Neighbourhoods and Environment Act 2005 makes it an offence to expose vehicles for sale on a road and a person is guilty of an offence if at any time they leave two or more motor vehicles parked within 500 metres of each other on a road or roads where they are exposed or advertised for sale. Section 4 of the Clean Neighbourhoods and Environmental Act 2005 makes it an offence for a person to carry out repairs to a vehicle on a road unless they have been in an accident within the last 72 hours or have broken down and repairs are necessary.

H. Public Spaces Protection Order (PSPO)

Public Spaces Protection Orders (PSPO), were implemented following the introduction of the Anti-social Behaviour, Crime and Policing Act 2014, and in accordance with Section 59 of the Act, the Council introduced its PSPO to control offences in relation to dogs, inclusive of:

- Dog fouling
- Dogs on lead by order
- Dogs on lead
- Dog exclusion

Dog fouling

Under the PSPO it is an offence if anyone in charge of a dog, whether it belongs to them or not, fails to remove the dog's faeces should it foul in any public area. This includes parks, footpaths and also private land to which the public are permitted to have access. Anyone who fails to clear up after their dog can be issued with a FPN. If the case goes to court the owner or person in charge of the animal can be fined up to £1,000.

The law states that being unaware a dog has fouled or not having a suitable bag is not a reasonable excuse. The Council can investigate reports of a known individual who fails to clean up after their dog.

Dogs on lead by direction

This order concerns the requirement to comply with a direction given by an officer of the Council to a person in control of a dog to keep the dog on a lead, in order to prevent the dog from causing, or being likely to cause, annoyance or disturbance to another person, bird, or other animals.

Dogs on lead

This order identifies specific locations where dogs must be kept on a lead at all times, and generally includes cemeteries, graveyards, churchyards or burial grounds.

Dog exclusion

This order identifies specific locations where dogs are excluded and prohibited from entering, namely children's play areas.

General

Any person in control of a dog who fails to comply with the PSPO can be issued with a FPN. If the case goes to court the owner or person in charge of the animal can be fined up to £1,000.

Further information about the Council's PSPO, including the orders, can be found on the Council's website.

I. Stray dogs

A dog is classified as a stray if it is unsupervised in any public place or private place where it is not permitted to be, whether or not it is wearing an identification tag.

The Council collect stray dogs from a variety of public places or from members of the public on request. This is completed through our partnership with a contractor who collect, kennel and return stray dogs. The owner of the dog is then charged accordingly for the costs associated.

If an owner continues to allow or fails to prevent their dog from straying, which causes, or is likely to cause, nuisance to the public or passing traffic, enforcement action can be taken to require owners to prevent the escape of their dogs. Issuing Community Protection Warning or Notices under the Antisocial Behaviour Crime and Policing Act 2014 can occur, and if the recipient of a Community Protection Notice fails to comply with its requirements, the Council may take action to ensure that the failure is remedied.

J. Untidy Land and Buildings

Untidy and poorly maintained gardens or land and neglected buildings can have a negative impact on neighbourhoods and the street scene.

The Council have legal powers available to control the tidiness / appearance of land and buildings, but this would usually be a last resort after attempting to reach a resolution with the landowner first.

If a resolution still cannot be achieved, the Council may take action and serve a Notice (known as a Section 215 notice) on the owner or occupier when the poor condition and appearance of the building or land have a detrimental effect on the surrounding area or neighbourhood.

The s.215 Notice requires proper maintenance of the property or land in question, and it specifies what steps need to be taken, by whom and by when. Failure to comply with such a notice is a criminal offence and the Council may choose to carry out works in default, charging the costs to the landowner.

Community Protection Warning or Notices under the Antisocial Behaviour Crime and Policing Act 2014 can also be issued to deal with these matters.

K. Campaigns and Education

The Council will regularly engage in campaigns and promotional activities to make residents, visitors, and businesses aware of the requirements placed upon them to prevent environmental matters as referenced in the previous section.

Environmental issues such as fly-tipping, waste control, littering, graffiti, and dog fouling for example are often the highest profile campaigns the Council promote, using education as a preventative measure, and therefore avoiding the negative impacts, such as cost and convictions associated to clearance and enforcement action.

The Council will work with the Leicestershire Waste Partnership, a collective of other Leicestershire Council environmental protection departments, who regularly work together to promote common themes and issues. Examples may include joint fly-tipping, duty of care or littering from vehicle campaigns. The Council will look to involve local voluntary groups when undertaking campaigns regarding littering.

The Council may engage with educational providers when promoting campaigns regarding littering and graffiti and dog fouling. The Council hopes that by engaging with young people, and highlighting environmental issues to them early on, and warning them of the potential consequences should they commit such offences, promotes a culture where young people act responsibly, caring for their local community.

Blaby District Council

Cabinet Executive

Date of Meeting	4 November 2024
Title of Report	Declaration and Revocations of Air Quality Management Areas This is a Key Decision and is on the Forward Plan.
Lead Member	Cllr. Les Phillimore - Housing, Community Safety and Environmental Services
Report Author	Environmental Services Manager
Strategic Themes	All Themes: Enabling communities and supporting vulnerable residents; Enhancing and maintaining our natural and built environment; Growing and supporting our economy; Keeping you safe and healthy; Ambitious and well managed Council, valuing our people

1. What is this report about?

- 1.1 To seek approval for the Revocations and Declaration of Air Quality management areas (AQMA) in the Blaby District as recommended by the Department for the Environment, Food and Rural Affairs (Defra).

2. Recommendations to Cabinet Executive

- 2.1 To approve the revocations of the following AQMA as recommended by Defra, due to the ongoing compliance of the Air Quality Objectives for a number of years:
- AQMA 1: A5460 Narborough Road South as recommended by Defra.
AQMA 2: M1 corridor in Enderby and Narborough
AQMA 3: M1 corridor between Thorpe Astley and Kirby Muxloe
AQMA 4B: Enderby Road, Whetstone.
- 2.2 To approve the declaration of AQMA 7: Lubbethorpe Road, Braunstone Town as advised by Defra under section 83 (1) of the 1995 Environment Act.

3. Reason for Decisions Recommended

- 3.1 For the proposed revocations: Monitoring has shown that the Air Quality Objective for Nitrogen Dioxide has been met in all areas for a number of years.
- 3.2 For the proposed declaration: Local Authorities have a duty under section 83 (1) of the 1995 Environment Act to designate those areas where the Air Quality Objectives have not been met, where people are likely to be regularly present, as an AQMA. Monitoring has shown that the Air Quality Objective for Nitrogen Dioxide was not met in this area in 2022.

4. Matters to consider

4.1 Background

The declaration of AQMA 1, 2 and 3 were approved by Council on 19th January 2001, and the declaration of AQMA 4b was approved by Council on 20th October 2005. All were declared due to exceedances of the National Air Quality Objectives for Nitrogen Dioxide (over 40µg/m³). Annual monitoring has taken place using Diffusion Tubes (DT) and Continuous Monitoring Stations (CM). The results have shown the air quality in these areas has improved greatly, and there have been no exceedances of Nitrogen Dioxide Objectives in the past 5 years. The results are shown both in the table below and in the maps detailed in Appendix A:

AQMA	MONITOR	2019*	2020*	2021*	2022*	2023*
AQMA 1	DT 25	23	17	18	22	29
	DT 23	25	21	20	25	19
	DT 35	22	17	17	23	18
AQMA 2	CM 1	31	16	24	22	16
	DT 80	N/A	16	16	17	15
	DT 48	25	18	18	24	21
AQMA 3	DT16	28	22	22	28	25
	DT 57	30	22	24	28	26
	DT 56	21	16	16	17	16
	DT 54	27	22	21	23	24
	DT 93	N/A	N/A	20	24	20
	DT 51	18	13	13	17	14
	CM4	38	23	27	23	19
AQMA 4b	DT20	21	16	17	22	20

*All measurements are annual averages recorded in microgrammes per cubic metre (µg/m³).

The proposed declaration of AQMA 7 is due to an exceedance of the Air Quality Objectives limit of Nitrogen Dioxide of 40µg/m³ around the junction of Lubbesthorpe Road and Narborough Road South in Braunstone Town. The exceedance was recorded in 2022 with a measurement of 43 µg/m³, which reduced to 36µg/m³* in 2023. In last year's Annual Status Report, the Council proposed to declare a new AQMA. This proposal is to be taken forward, as there is still a risk of the Air Quality Objectives being exceeded. The new AQMA will be known as AQMA 7 and a map showing the outline of the proposed area can be seen in Appendix A (maps). The declaration of the new AQMA has taken longer than anticipated due to delays in acceptance of the ASR for 2023 by Defra and a formal consultation needing to take place prior to submitting to Cabinet for approval.

4.2 Proposal(s)

To approve the revocations of AQMAs 1, 2, 3 and 4b due to ongoing compliance with the Air Quality Objective for Nitrogen Dioxide.

To approve the declaration of AQMA 7 at the junction of Lubbesthorpe Road and Narborough Road South in Braunstone Town, due to an exceedance of the Air Quality Objective for Nitrogen Dioxide in 2022.

4.3 Relevant Consultations

The proposals to revoke and declare all the AQMAs, have been subject to 6-week consultation periods. A summary of responses received can be viewed in Appendix B.

Concerns were raised at the revocation of AQMA 4b by Whetstone Parish Council and residents. The Parish Council and residents have been assured that the area will continue to be monitored following revocation to ensure ongoing compliance with the Air Quality Objective.

Concerns were also raised by Ward Councillors for the revocation of AQMA 3 due to the levels of ongoing planning developments in the area. The Council will continue to monitor air quality in all areas to ensure ongoing compliance. The Council will also ensure all current and future planning consultations will consider any risks posed to air quality and if appropriate, apply conditions to ensure ongoing compliance.

The Public Health Team at Leicestershire County Council commented on the revocation of AQMA 3 due to inequalities within the area, this can be viewed in Appendix B. This was discussed in person with Public Health on 4th October 2024 and was agreed to proceed with guidance from Defra, but to continue to monitor Air Quality in the area to ensure ongoing compliance with the Air Quality Objective.

The UK Health Security Agency, The Environment Agency, National Highways Authority and Braunstone Town Council support the revocations and declaration of the AQMAs.

4.4 Significant Issues

The Council understand the concerns raised and are committed to the ongoing monitoring of these AQMAs that are being revoked to ensure ongoing compliance of the Air Quality Objectives. Should the Air Quality Objectives not be met in future, a new AQMA would be declared following Defra guidance.

- 4.5 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, and there are no areas of concern

5. Environmental impact

- 5.1 The continued improvements in air quality within the District are encouraging.
- 5.2 The Environmental Services Team continue to work with key partners including Development Control Colleagues to ensure that air quality is a key consideration in the planning process and the Transportation and Highways and Public Health Teams at Leicestershire County Council and the NHS. Work with these partners includes undertaking monitoring and educational campaigns, raising awareness of air quality across the District and acting on concerns and demonstrating improvements.
- 5.3 A Net Zero and Climate Impact Assessment (NZCIA) has been carried out and no adverse impacts identified.

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

- 6.1 There are no direct financial implications arising from this report.

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

7.1

Current Risk	Actions to reduce the risks
The levels of Nitrogen Dioxide increase in the future.	Monitoring will be maintained as appropriate to detect any change.
Developments cause significant increases in traffic flows and therefore Nitrogen Dioxide.	The planning system seeks to minimise the impact of new developments.

8. Other options considered

- 8.1 It would be possible to retain current AQMAs. However, this does not follow the advice and guidance set out by Defra in relation to AQMAs. The guidance states "For revocation this should demonstrate that air quality

objectives are being met and will continue to do so". In the AQMAs where revocation is proposed the Council have confidence that the improvements will be sustained due to a number of years of monitoring demonstrating compliance with the objective.

9. Appendix

9.1 Appendix A – Maps: AQMA 1 – A5460 Narborough Road South, AQMA 2 – M1 corridor in Enderby and Narborough, AQMA 3 – M1 corridor between Thorpe Astley and Leicester Forest East, AQMA 4B – Enderby Road, AQMA 7 (Proposed) – Lubbesthorpe Road, Braunstone Town Whetstone

9.2 Appendix B – Consultation Responses

10. Background paper(s)

10.1 Cabinet Executive- Monday 10th July 2023- Air Quality Annual Status Report 2023

10.2 Cabinet Executive- Monday 24th June 2024- Air Quality Annual Status Report 2024

11. Report author's contact details

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APPENDIX A – MAPS

AQMA 1 – A5460 Narborough Road South

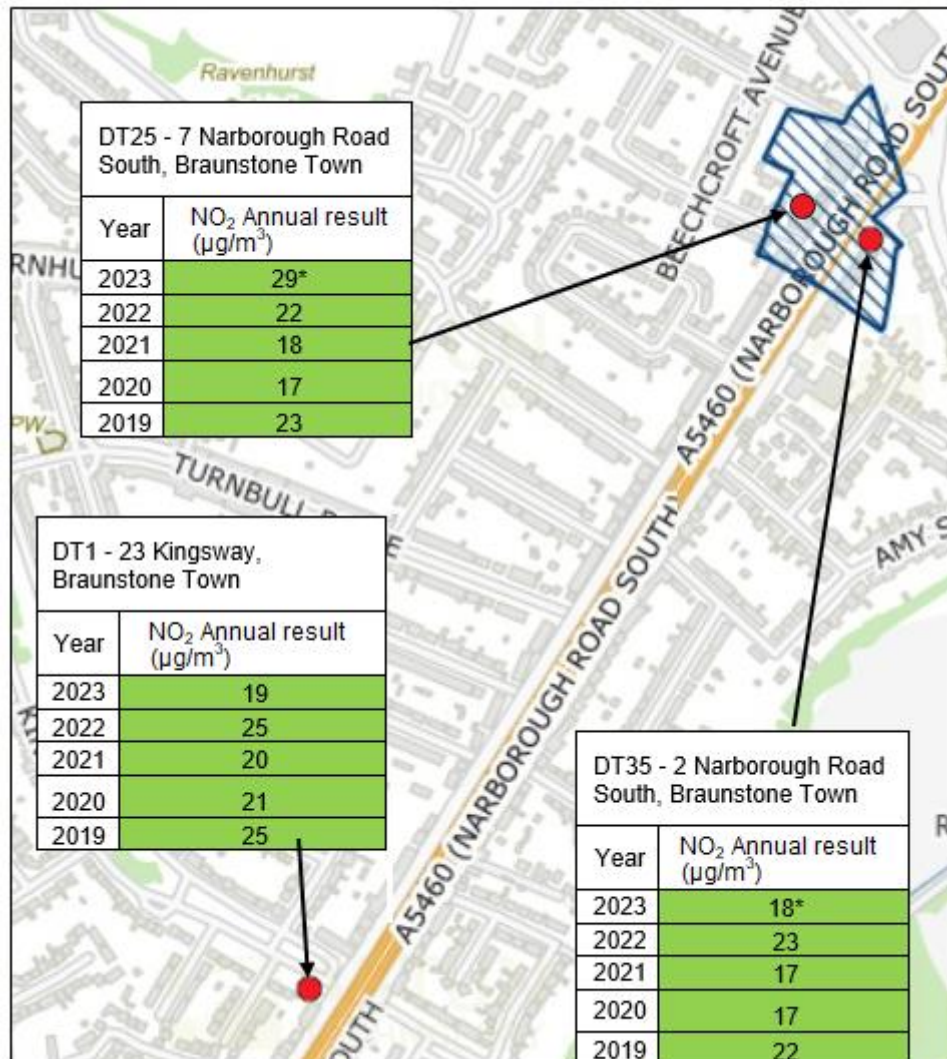


Figure 1: Map showing the locations and results of diffusion tubes in AQMA 1, including Narborough Road South and parts of Braunstone Town. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m³ is the national air quality objective for this pollutant. Numbers with a * represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

AQMA 2 – M1 corridor in Enderby and Narborough

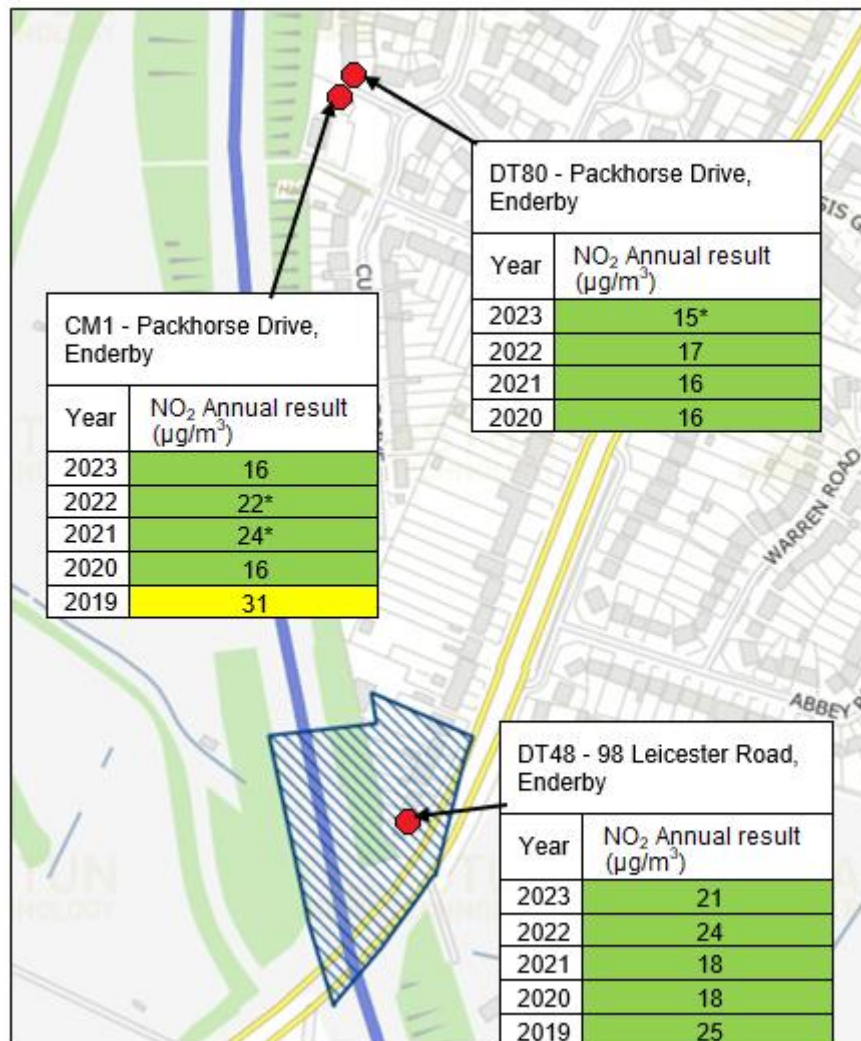


Figure 2: Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 2, along a corridor of the M1 between Enderby to the north and Narborough to the south. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m³ is the national air quality objective for this pollutant. Numbers with a * represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

AQMA 3 – M1 corridor between Thorpe Astley and Leicester Forest East

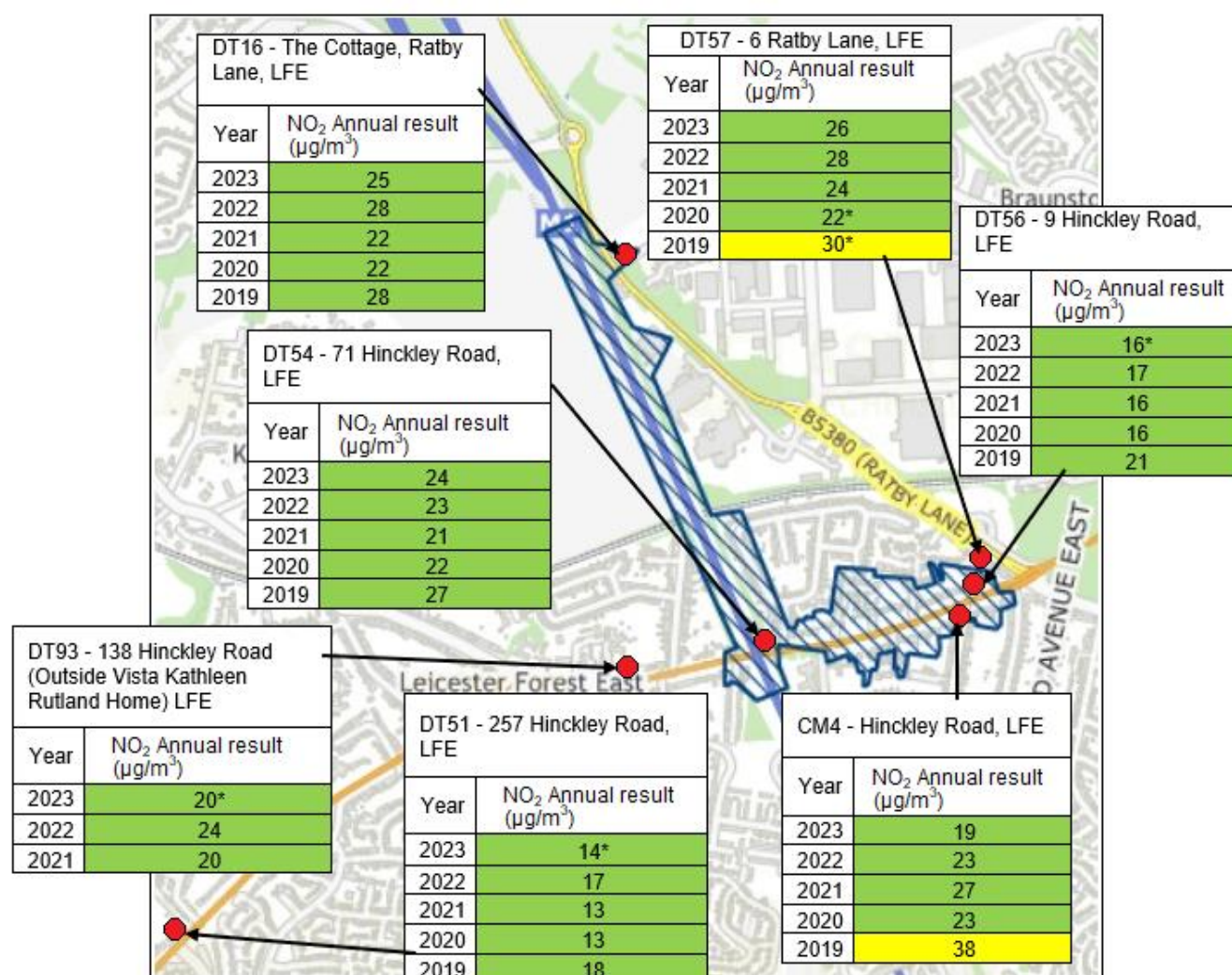


Figure 3: Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 3, along a corridor of the M1 between Thorpe Astley and Leicester Forest East. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m³ is the national air quality objective for this pollutant. Numbers with a * represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

AQMA 4B – Enderby Road, Whetstone

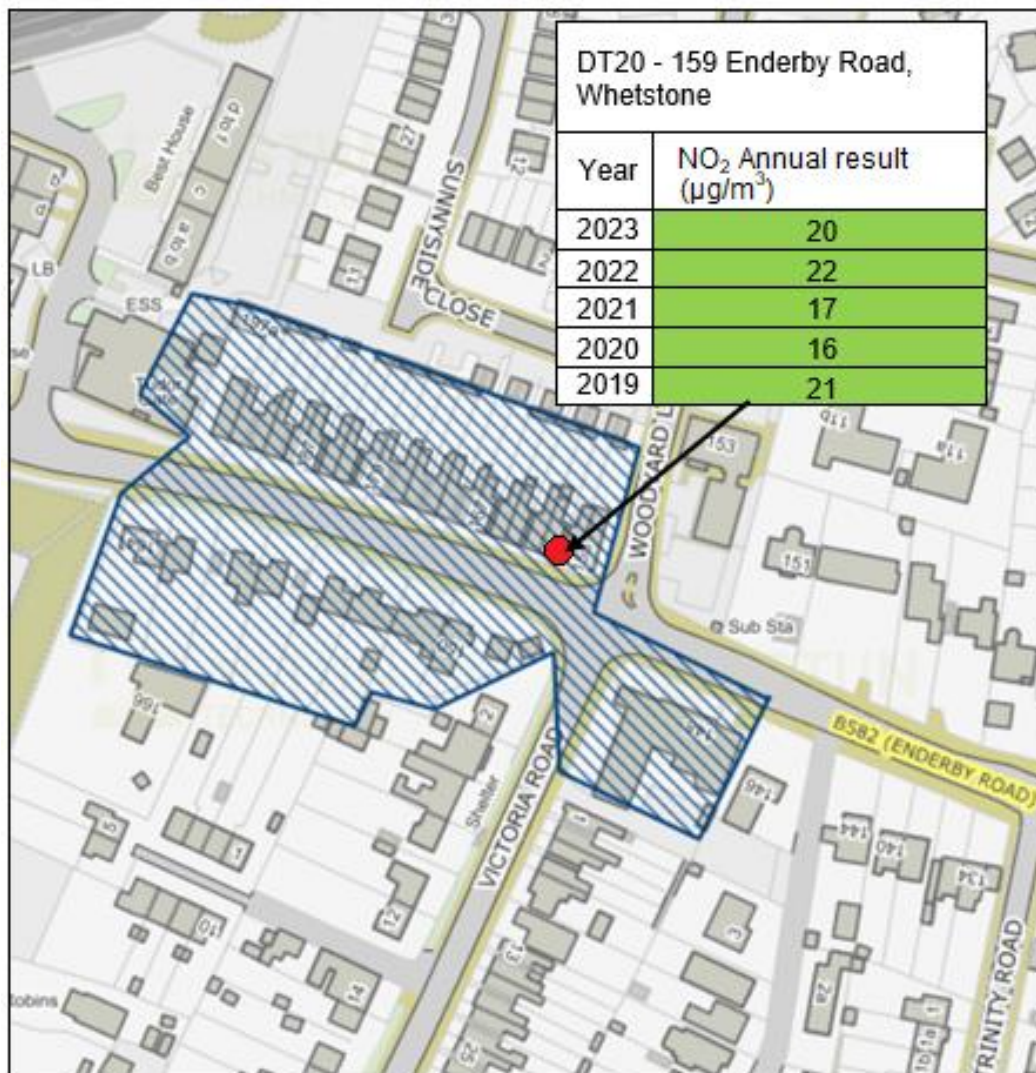


Figure 4: Map showing the locations and results of diffusion tubes in AQMA 4B, along Enderby Road in Whetstone. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m³ is the national air quality objective for this pollutant. © Crown copyright. All rights reserved.

AQMA 7 (Proposed) – Lubbesthorpe Road, Braunstone Town

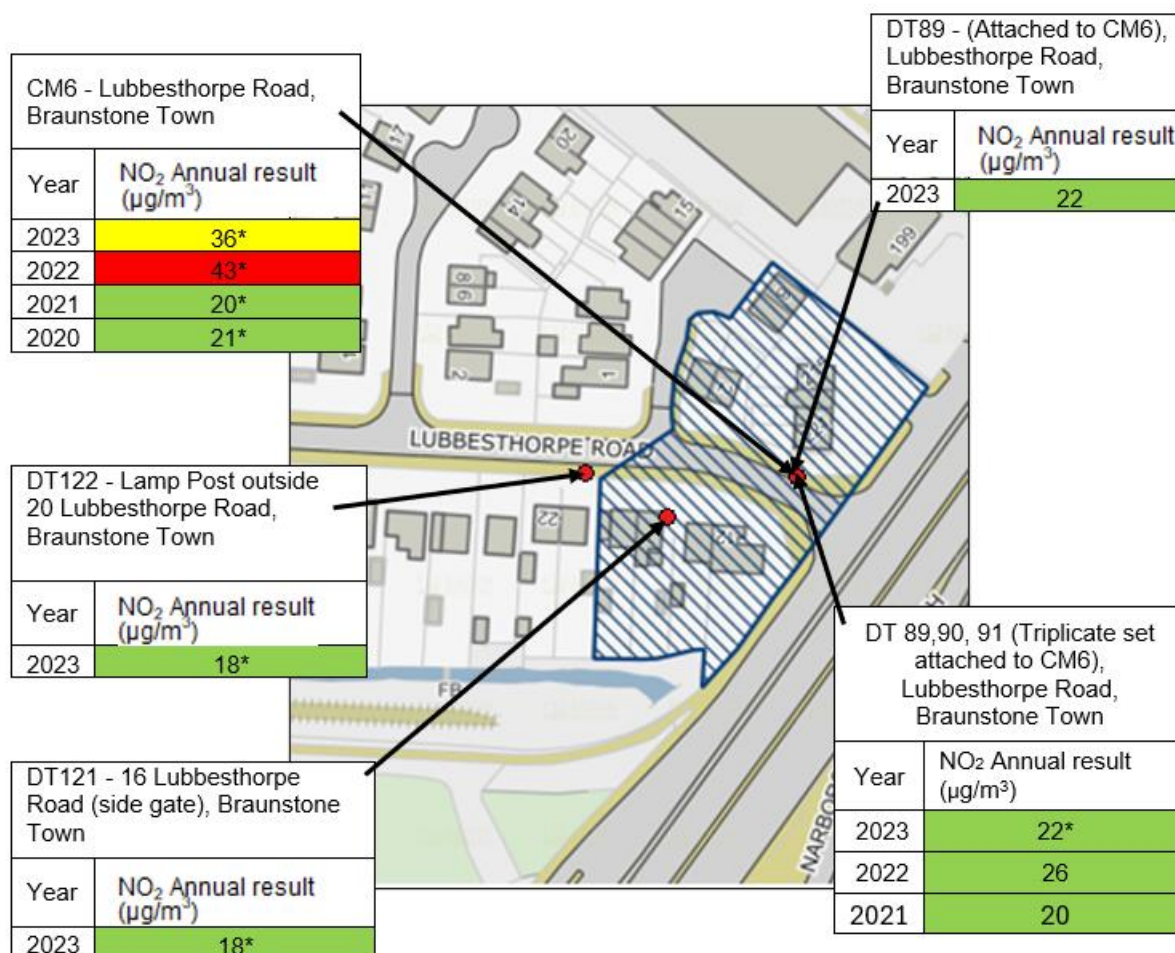


Figure 5: Map showing the locations and results of diffusion tubes and continuous monitoring stations in AQMA 7 (Proposed), at the end of Lubbesthorpe Road in Braunstone Town. AQMA boundary is represented by the blue grid lines. Results have been rounded to the nearest whole number. 40µg/m³ is the national air quality objective for this pollutant. Numbers with a * represent a figure that has been annualised and/or distance corrected. © Crown copyright. All rights reserved.

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APPENDIX B- CONSULTATION RESPONSES

The **UK Health Security Agency** made the following comments:

Thank you for the opportunity to comment on the Blaby District Council AQMA proposals. Air pollution has a significant public health impact in the UK: long term exposure to air pollution affects mortality and morbidity from cardiovascular and respiratory conditions. UKHSA fully support the continued work of Local Authorities in seeking to achieve compliance with the UK Air Quality Objectives.

The information provided evidences that the nitrogen dioxide (NO₂) annual mean concentrations within the 3 AQMAs for revocation (1, 2 and 4b) have been below the UK national air quality objective of 40µg/m³ for a number of years. We are reassured to note Blaby District Council has committed to continue to monitor air quality in these areas after the AQMAs are revoked.

UKHSA support the declaration of an AQMA to work towards the reduction of NO₂ levels in Braunstone Town and we look forward to receiving a copy of any prepared Action Plan with details of how air quality will be improved.

The **Environment Agency** made the following comments:

Thank you for consulting the Environment Agency on your proposals. I can confirm that we have no comments to make.

I did note from your 2023 ASR that you have been very successful in securing grant funding for your Particulate Matters and Lets Go Electric projects. I'm impressed with this as, for a number of years, we have been supporting bids by North Lincolnshire Council for funding to help with their (Scunthorpe steelworks related) AQMA for PM₁₀ and have had no success.

Braunstone Town Council made the following comments:

Thank you for your email dated 26th April 2024, setting out Blaby District Council's proposals to revoke three of the existing Air Quality Management Areas (AQMA) in the district and to declare a new AQMA, and inviting Braunstone Town Council to submit comments.

1. Braunstone Town Council does not object to the revocation of AQMA 1: Narborough Road South; subject to Diffusion Tube monitoring (DT25 and DT35) remaining in place; and
2. Braunstone Town Council supports the declaration of AQMA 7: Lubbesthorpe Road, Braunstone Town and requests that it be engaged on the development of the proposed Action Plan.

The Reasons for the above consultation response are:

1. While the annual average of NO₂ was below 40µg/m³ for the past five years; on a monthly basis, the average NO₂ has exceeded 40µg/m³. In 2022 both DT25 and DT35 exceeded 40µg/m³ in January and DT35 exceeded 40µg/m³ in March.
2. Monthly average of NO₂ was consistently above 40µg/m³ from March to December 2022 and an Action Plan to address this was needed.

Whetstone Parish Council made the following comments:

The Clerk had tabled the email and map. The tubes only measured NO₂ as they were diffuser tubes. The Earthsense Zephyr monitor had measured over limit readings, but as it was the average reading, it was below the national acceptable levels. The Zephyr was still monitoring the Dog and Gun Lane location. It was suggested that it be brought back to Enderby Road. The intention to revoke was discussed.

RESOLVED: That the Clerk discuss the concerns of the Parish Council in revocation of the AQMA on Enderby Road. That the Clerk object to the revocation based on the measurements and sheer traffic volume using Enderby Road.

So we will await the report to cabinet and make our comments

Your AQMA 7 is accepted by me as a passing daily user of the roads and knowing the traffic flows on them. You have no plans that will alleviate these increases, same as the M1 through LFE / Braunstone Town.

National Highways Authority made the following comments:

Always useful to know about revocations adjacent to our network, however no further comments.

Comments made by **Ward Councillor** for Leicester Forest East:

With a further 3,500 homes currently planned and to be built in the area, I am of the opinion that this Air Quality monitoring must continue until the completion of all housing projects.

Whilst I appreciate Air Quality has improved, a further 3500 homes will realistically generate a further 6,000 vehicles onto the roads in the area.

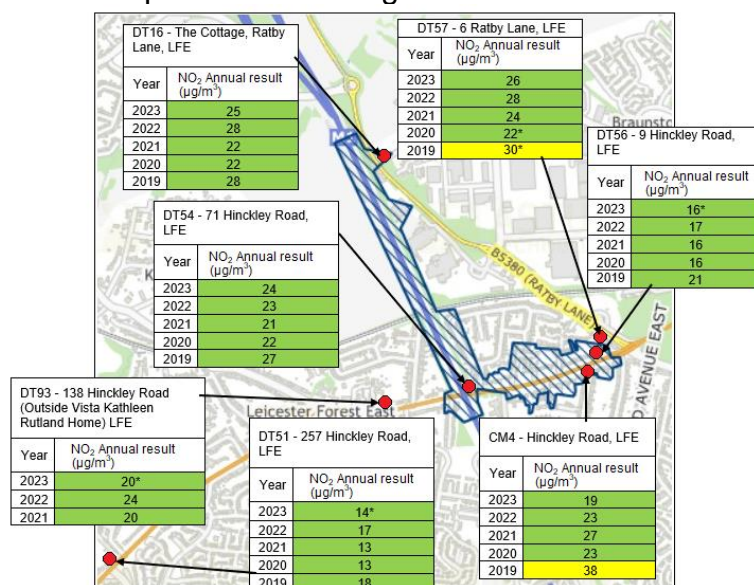
Anna Farish spoke to Cllr in response to his e-mail on Friday 30th August. Concerns were discussed and reassurance was given that monitoring will continue in this area.

Public Health Leicestershire made the following comments which were discussed in a meeting on Friday 4th October. It is acknowledged that it is an area for concern, but agreed that Defra guidelines need to be followed, and the area will continue to be monitored:

Thank you for your email seeking comments from the Leicestershire County Council Public Health team.

In addition to any UKHSA response, as a party with an interest in broader air quality as part of our overall duty to take steps to improve the health of the population, we would wish to highlight the below for consideration in the context of air quality and health.

In this response we are referring to AQMA 3 in Blaby District. The blue shaded area on the map below indicating the area in discussion.



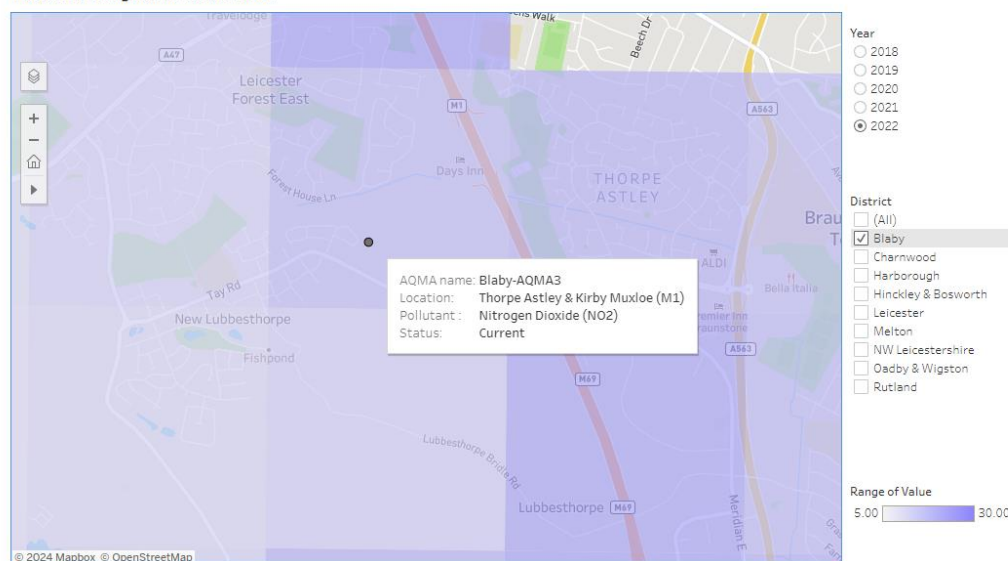
Data found within this document can be accessed through Shape Atlas.

<https://app.shapeatlas.net/place/E54000015#11/52.7087/-1.1137/b-E07000130/sc-pc/m-LA,ml-LA/rh-0,rdr-t>

**Data may vary dependent on postcode used for each area.*

LLR Modelled Background Pollution Data with AQMA locations

Modelled Background Data for NO2



AQMA 3 – Leicester Forest East

Postcode Used: LE3 3GD.

MSOA: E02005334 Leicester Forest East

Factors to consider:

- The deprivation level across the AQMA varies with certain postcodes, one being in the 8th least deprived decile and one in the 3rd most deprived decile.
- There have been 2 scores of air quality vulnerability indicators identified for this AQMA, for NO2 these are 7 and 10, and for PM2.5 these are 5 and 10. Levels vary greatly within the nearby area. This is a ranking of the level of vulnerability from low (1-2) to high (9-10) decile scores.
- The Quality and Outcomes Framework - prevalence at the closest GP practice for a variety of conditions.
 - o Hypertension = 15.13% (The indicator shows the recorded prevalence of patients with hypertension expressed as a percentage of the practice list size for 2022/23)
 - o CHD = 2.88% (The indicator shows the recorded prevalence of patients with coronary heart disease expressed as a percentage of the practice list size for 2022/23)
 - o Stroke = 2.07% (The indicator shows the recorded prevalence of strokes in patients expressed as a percentage of the practice list size for 2022/23)
 - o COPD = 1.56% (The indicator shows the recorded prevalence of patients with chronic obstructive pulmonary disease expressed as a percentage of the practice list size for 2022/23)

Traveller groups have been highlighted as a group particularly vulnerable to worsening health inequalities in the Leicestershire Health Inequalities Joint Strategic Needs Assessment <https://www.lsr-online.org/inequalities>. Evidence suggests that the Gypsy/Traveller population were disproportionately impacted by the COVID-19 pandemic.

Although there are various listed traveller sites across Blaby district, none of these are close to the above AQMA.

INHALE Data for Blaby district.

- Mortality rate from respiratory disease, all ages (3 years) – 77.1 per 100,000
- Under 75 Mortality rate from respiratory disease (3 years) – 13.6 per 100,000
- Under 75 Mortality rate from respiratory disease considered preventable – 6.1 per 100,000
- Mortality rate from chronic obstructive pulmonary disease, all ages – 25.6 per 100,000
- COPD: QOF Prevalence (all ages) – 1.7%
- Asthma: QOF Prevalence (6 + years) – 6.8%

**This data is available through fingertips <https://fingertips.phe.org.uk/>*

By its nature, air quality cannot be controlled by geographical boundaries. Collective and systematic efforts are required to reduce air pollution and its harmful effects on health. The Leicestershire Air Quality and Health Partnership Steering Group delivers joint proactive actions to improve air quality across the County, and its impacts on the most vulnerable within the population. Working in collaboration with key partners and stakeholders to ensure that air quality issues that may harm health are addressed and monitor any changes to the above data that may be a cause for concern.

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