

DATE:
MY REF:
YOUR REF:
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30 January 2024
Scrutiny Commission

Democratic Services
0116 272 7640
committees@blaby.gov.uk

To Members of the Scrutiny Commission

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Roy Denney (Vice-Chairman - Scrutiny Commissioner)

Cllr. Nick Chapman
Cllr. Luke Cousin
Cllr. Susan Findlay

Cllr. Janet Forey
Cllr. Antony Moseley
Cllr. Tracey Shepherd

Cllr. Matt Tomeo
Cllr. Neil Wright

Dear Councillor,

A meeting of the **SCRUTINY COMMISSION** will be held in the Council Chamber, Council Offices, Narborough on **WEDNESDAY, 7 FEBRUARY 2024** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Louisa Horton
Monitoring Officer



AGENDA

1. Apologies for absence.
2. Disclosures of Interests from Members
To receive disclosures of interests from Members (ie. The existence and the nature of those interests in respect of items on this agenda).
3. Minutes (Pages 3 - 8)
To approve and sign the minutes of the meeting held on 8 November 2023 (enclosed).
4. Gender Pay Gap Report 2023 (Pages 9 - 16)
To consider the report of the HR Service Manager (enclosed).
5. Scrutiny of the Administrations draft 2024/25 Budget Proposals (Pages 17 - 22)
To consider the report of the Scrutiny of the Administration's Budget Proposals Working Group (enclosed).
6. Scrutiny Work Programme (Pages 23 - 26)
7. Consideration of Forward Plan Items (Pages 27 - 34)
8. Further Actions for Scrutiny arising from Meeting

SCRUTINY COMMISSION

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 8 NOVEMBER 2023

Present:-

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Roy Denney (Vice-Chairman - Scrutiny Commissioner)

Cllr. Luke Cousin
Cllr. Janet Forey

Cllr. Antony Moseley
Cllr. Tracey Shepherd

Cllr. Neil Wright

Officers present:-

Julia Smith	- Chief Executive
Nick Brown	- Finance Group Manager
Katie Brooman	- Elections and Governance Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer
Isaac Thomas	- Democracy Support Officer

Apologies:-

Cllr. Susan Findlay and Cllr. Matt Tomeo

147. DISCLOSURES OF INTERESTS FROM MEMBERS

No disclosures were received.

148. MINUTES

The minutes of the meeting held on 20 September 2023, as circulated, were approved and signed as a correct record.

149. QUARTER 2 BUDGET REVIEW 2023-24

Considered - report of the Accountancy Services Manager, presented by the Finance Group Manager.

The Chairman, Cllr. Nick Brown queried the profiled budget for car park income and asked why this figure was reduced.

The Finance Group Manager explained that the forecast budget was reduced to a more realistic level to reflect the reduction of footfall that was experienced since the pandemic.

The Chairman, Cllr. Nick Brown highlighted the risk of planning appeals and asked whether there was a need to review the budget to reflect the current risk.

The Finance Group Manager responded that Planning Appeals are not generally included in the budget due to their unpredictability. However, given the likelihood of an appeal forthcoming against the decision made at a recent Planning Committee, this would be accounted for in the Quarter 3 Budget.

The Vice-Chair, Cllr. Roy Denney asked for general feedback on the performance of Fosse Park given the current climate and reduced footfall mentioned in the report.

The Chief Executive responded that Fosse Park was one of the best performing retail centres in the country during the pandemic and that while the shopping park has not reached pre-Covid levels of growth, it has experienced more growth than several equivalent developments. The Chief Executive stated that Fosse Park continues to attract high numbers of visitors due to the diversity of the site, particularly the nature and leisure offer at Everards Meadows.

Cllr. Luke Cousin asked why there was a shortfall in both Planning and Building Control fee income. Cllr. Cousin asked whether this downturn was related to residents having less disposable income.

The Finance Group Manager responded that the downward trend in Planning fee income began during the pandemic as the Council received fewer large fee applications. The Finance Group Manager explained that the decision by the Department for Levelling Up, Housing and Communities to permit an increase in Planning Fees would help to bring the Council back towards its target, although the income provided would likely remain short of the budgeted target. Regarding the decline in Building Control fee income, the Finance Group Manager stated that he believed this was caused by the general economic situation with fewer residents being able to afford extensions. The Finance Group Manager also pointed out that the Building Control deficit would be shared with BDC's partners.

Cllr. Luke Cousin asked whether the Council was pricing correctly in terms of Planning and Building Control fees?

The Finance Group Manager responded that the extent to which BDC can increase fees and charges is impacted by market forces. The Finance Group Manager explained that the Council would seek an inflationary increase of fees and charges.

The Chairman, Cllr. Nick Brown asked for the Chief Executive's comments on the recruitment and retention of staff.

The Chief Executive explained that vacancies are dealt with on an individual basis and reflect each department's specific demand for staff and ability to deal with staff shortages. The Chief Executive discussed the impact of two senior staff members, the Executive Director and the Business Partnership & Health Improvement Group Manager, due to be leaving BDC in the near future. The Chief Executive advised Members that both would be replaced on a permanent basis, with an interim replacement being sought for the Executive Director. The Chief Executive also informed Members of the difficulties competing with the private sector, particularly in terms of IT recruitment, and the difficulties recruiting temporary staff to departments such as Finance.

150. QUARTER 2 CAPITAL PROGRAMME 2023-24

Considered - report of the Accountancy Services Manager, presented by the Finance Group Manager.

Members questioned the Finance Group Manager on the following:

- The impact of additional borrowing costs through interest rate rises.
- The impact of building costs, given the increase in labour and material costs across the sector.
- The affordability of schemes and strategies, e.g. the Green agenda and the Parks & Open Spaces Strategy.
- How the Council's reserves are performing in the investment market and whether there are better investment opportunities. The Finance Group Manager provided an overview of investment opportunities and discussed the restrictions of the Prudential Code.

151. MID YEAR TREASURY MANAGEMENT MONITORING REPORT 2023-24

Considered - report of the Finance Group Manager.

Members questioned the Finance Group Manager on the following:

- Potential returns on the Property Fund and the timeline for this.
- The effects of inflation on the Council's costs.
- How does the Council budget for inflationary increases.

152. CORPORATE PLAN UPDATE

Considered – presentation by the Chief Executive.

The Chief Executive provided an overview of the Corporate Plan process and updated Members on the feedback received during the consultation phase, which included consultations with the public, BDC staff, the Parishes and the Youth Council.

Key areas of feedback included:

- Members of the public really value the work that the Council does and appreciate the Council's transparency.
- Members of the public placed more importance on helping the vulnerable, and less on tourism and business.
- Members of the public understand the position of local authorities in terms of finance and delivery.
- BDC staff had a particular impact on the values section of the plan.
- The Full Council workshop provided an insight into our Member Development needs.
- The Youth Council asked that a Youth version of the plan be created for them.

Cllr. Luke Cousin asked whether a broad demographic was consulted in the public consultations and whether any demographic groups were unrepresented.

The Chief Executive explained that focus groups were used during the public consultations to reflect the needs of our communities. These focus groups were formed from an Equalities and Diversity perspective, representing a mix of ethnic backgrounds and locations across the District and giving voice to specific groups of residents such as those with disabilities. The Chief Executive discussed the challenges of engaging with vulnerable residents, such as our homeless residents. However, the Chief Executive explained that the needs of vulnerable residents were also reflected in the Corporate Plan through consultation with members of staff who engage with them on a regular basis.

153. SCRUTINY WORK PROGRAMME 2023-24

Members accepted the items on the Scrutiny Work Programme 2023-24 and no additional actions were proposed.

154. CONSIDERATION OF FORWARD PLAN ITEMS

No items were raised for further information or examination.

155. FURTHER ACTIONS FOR SCRUTINY ARISING FROM MEETING

There were no further actions arising from the meeting.

THE MEETING CONCLUDED AT 6.54 P.M.

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Blaby District Council Scrutiny Commission

Date of Meeting	7 February 2024
Title of Report	Gender Pay Gap Report 2023 This is not a Key Decision and is on the Forward Plan
Lead Member	Cllr. Maggie Wright - Finance, People & Performance (Deputy Leader)
Report Author	HR Service Manager
Corporate Priority	People Strategy

1. What is this report about?

- 1.1 To present the Council's Gender Pay Gap Report for the year to the 31 March 2023.

2. Recommendation(s) to Council

- 2.1 That the Gender Pay Gap Report for the year to the 31 March 2023 be noted.

3. Reason for Decisions Recommended

- 3.1 The Council is required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties & Public Authorities) Regulations 2017 and this enables the Council to monitor pay differentials by gender throughout the Council.

4. Matters to consider

4.1 Background

We are required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties & public Authorities) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation. It will not involve publishing individual employees' data.

We can use these results to assess:

- the levels of gender equality on our workplace
- the balance of male and female employees at different levels

It is important to note that gender pay reporting is different to equal pay.

Equal pay deals with the pay difference between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or woman.

The gender pay gap shows the difference in the average pay between all men and women in a workforce.

4.2 The Gender Pay Gap Results

The results for 31 March 2023 are below for the required reportable, six calculations.

The Council employed a higher proportion of females, 56%, to males, 44%. This is consistent with 2022 figures.

4.2.1 The gender pay gap as a mean average

A female's hourly rate is 1.8% lower than a male.

The mean hourly rate is £17.01 for male employees and £16.71 for females.

4.2.2 The gender pay gap as a median average

A female's hourly rate is 1.8% lower than a male.

The median hourly rate is £14.97 for male employees and £14.69 for females.

4.2.3 The bonus gender pay gap as a mean average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out, the reporting of this element is not applicable.

4.2.4 The bonus gender pay gap as a median average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out, the reporting of this element is not applicable.

4.2.5 The proportion of males and females receiving a bonus payment

This is 0% for both males and females.

4.2.6 The proportion of males and females when divided into four groups ordered from lowest and highest pay

	Male %	Female %	Average hourly pay
Quartile 1 Lower	48.8	51.2	£11.74
Quartile 2 Lower Middle	36.5	63.5	£13.61
Quartile 3 Upper Middle	40.5	59.5	£17.07
Quartile 4 Upper	51.8	48.2	£24.91

There is a higher proportion of men than women in three of the four of the Council's pay quartiles, Q1 – Q3). Whilst in Q4 we are close to a 50:50 split of women to men.

The gender pay gap is low, it remains in favour of men, however it has remained stable at 1.8%.

4.3 Relevant Consultations

The report is due to be considered by Scrutiny Commission at the meeting held 7 February 2023.

4.4 Significant Issues

There are none to report currently.

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

5.1 There are no costs associated with this report.

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

6.1 None.

7. Other options considered

7.1 No other options were considered as it is a legal requirement to report these results.

8. Environmental impact

8.1 None.

9. Other significant issues

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

10. Appendix

10.1 Appendix A – Gender Pay Gap 2023

11. Background paper(s)

11.1 None.

12. Report author's contact details

Annette Groark Service Manager HR
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Appendix A

Gender Pay Gap **Based on Data from 31st March 2023**



Background

We are required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Specific Duties & public Authorities) Regulations 2017.

This involves carrying out six calculations that show the difference between the average earnings of men and women in our organisation. It will not involve publishing individual employees' data.

We can use these results to assess:

- the levels of gender equality on our workplace
- the balance of male and female employees at various levels

It is important to note that gender pay reporting is different to equal pay.

- Equal pay deals with the pay difference between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because they are a man or woman.
- The gender pay gap shows the difference in the average pay between all men and women in a workforce.

Results

A snapshot of data was taken from 31st March 2023 and the results are below for the six required calculations.

It should be noted that we have a higher proportion of staff that are female (56%) than male (44%). This has remained consistent with 2022 figures.

1. The average gender pay gap as a mean average

A female's hourly rate is 1.8% lower than a male.

The mean hourly rate is £17.01 for male employees and £16.71 for females.

2. The average gender pay gap as a median average

A female's hourly rate is 1.8% lower than a male.

The median hourly rate is £14.97 for male employees and £14.69 for females.

3. The average bonus gender pay gap as a mean average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

4. The average bonus gender pay gap as a median average

A female's hourly rate is 0% lower than a male.

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

5. The proportion of males receiving a bonus payment and proportion of females receiving a bonus payment

Males 0%

Females 0%

The Council does not pay bonuses in accordance with the criteria set out and therefore reporting on this element is not applicable.

6. The proportion of males and females when divided into four groups ordered from lowest to highest pay

	Male	Female	Avg. Hourly pay
Q1 Lower	48.8%	51.2%	£11.74
Q2 Lower Middle	36.5%	63.5%	£13.61
Q3 Upper Middle	40.5%	59.5%	£17.07
Q4 Upper	51.8%	48.2%	£24.91

There is a higher proportion of men than women in three of the four of the Council's pay quartiles. There is a higher concentration of women working in the lower middle quartile (Q2) and the upper middle quartile than the two other quartiles which has altered the trend from previous years' reports.

The gender pay gap is low, it remains in favour of men, however it has remained the same this year at 1.8% whereas it was 4.1% in 2021. Resignations and retirements account in part for the narrowing of the gap.

What do these figures mean?

Blaby District Council has seen a change in the gender pay gap, which is still in favour of males, but has reduced to 1.8%, since the 2021 report. This evidences a continuing improvement since 2019 as it has reduced significantly from 6.9% which moves us to a more neutral position in terms of the pay gaps.

Blaby also note that our relatively small staff numbers mean that our figures can change significantly with only a few staff changes. The 2023 data was based on 338 employees.

Next steps

Blaby District Council will continue to undertake a number of measures in place to support gender pay equality including:

- The Council has made the gender pay gap a key part of our Equalities Objectives and this will continue to be reported.
- The use of Gauge job evaluation system which ensures that through its application job grading is gender neutral.

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Blaby District Council Scrutiny Commission

Date of Meeting	7 February 2024
Title of Report	Scrutiny of the Administrations draft 2024/25 Budget Proposals
Report Author	Senior Democratic Services & Scrutiny Officer

1. What is this report about?

- 1.1 To detail the findings and conclusions from the Budget Scrutiny sessions for consideration and approval by Scrutiny Commission prior to submission to Cabinet Executive on 26 February 2024.

2. Recommendation(s) to Scrutiny Commission

- 2.1 That Scrutiny Commission considers the report and approves the proposed Statement on the Administrations 2024-25 Draft Budget Proposals for submission to Cabinet Executive on 26 February 2024. (To Follow)

3. Reason for Decision(s) Recommended

- 3.1 Scrutiny Commission has a mandate to scrutinise the Administration's draft budget proposals and make recommendations to Cabinet which it is obliged to consider before making final recommendations on the Budget to Council.

4. Matters to consider

4.1 Background

The Administration's 2024/25 draft Budget proposals for the General Fund Revenue Account have been fully considered by the Scrutiny Commission and non-executive members.

Cabinet Portfolio Holders and Senior Officers attended Scrutiny budget meetings to answer questions relating to the draft budget proposals as follows:-

10 January 2024 - Budget Context and Overview

17 January 2024 – Portfolio Holder Question Sessions for:

- Leader
- Finance, People & Performance

- Health, Wellbeing, Community Engagement & Business Support
- Neighbourhood Services & Assets
- Housing, Community & Environmental Services
- Planning Delivery and Enforcement & Corporate Transformation

All figures are as presented at the time scrutiny meetings took place, and do not take account any minor adjustments that may have been made to the budget after those dates.

4.2 Key issues raised by the Executive Director (S.151 Officer):

The key elements of the Local Government Statement that impact on the budget position for 2024/25 are:

- Confirmation of a one year settlement for 2024/25.
- Continuation of New Homes Bonus.
- Council Tax increase thresholds.
- Changes to Business Rate Baseline.
- Information relating to additional funding streams.
- The provisional local government finance settlement 2024/25.

Substantial uncertainty remains surrounding how changes to Business Rate Retention and the Fair Funding Review will affect the Council in future years. These changes were originally proposed for 2020/21, it is now expected that these will not be brought in until 2026/27. While this does not impact the 2024/25 budget directly, the draft Medium Term Financial Strategy (MTFS) illustrates the impact this may have on the Council's finances in the future.

As such, the funding position for 2024/25 is a one year settlement and it is difficult to make assumptions from it as to the level of funding anticipated in future financial years.

Funding the Budget

The table below illustrates how the budget is funded and shows how the grants provided in the Settlement have contributed to reducing the budget gap forecast in the MTFS.

Sources of funding are as follows:-

	Approved Budget 2023/24 £	Working Budget 2023/24 £	Base Budget 2024/25 £	Variance Compared to Approved Budget
Income from Business Rates	(1,749,109)	(1,724,322)	(3,435,400)	1,686,291
Contribution from Business Rates Reserves	(1,955,656)	(2,277,333)	(287,423)	(1,668,233)
S31 Grant - Business Rates Compensation	(2,587,873)	(2,290,983)	(2,577,177)	(10,696)
Revenue Support Grant	(74,608)	(74,608)	(79,550)	4,942
Lower Tier Services Grant			0	0
Services Grant	(90,200)	(90,200)	(14,193)	(76,007)
Funding Guarantee	(1,530,635)	(1,530,635)	(2,135,789)	605,154
New Homes Bonus Grant	(430,029)	(430,029)	(14,280)	(415,749)
	(8,418,110)	(8,418,110)	(8,543,812)	125,702
Council Tax Deficit	64,864	64,864	94,927	(30,063)
Council Tax	(6,311,930)	(6,311,930)	(6,336,927)	24,997
Funding Envelope	(14,665,176)	(14,665,176)	(14,785,812)	120,636

The table above illustrates that the Council's funding has remained fairly static, only increasing by £120k (£286k if you take into account that the contribution from the Business Rate reserve has reduced from £453k down to £287k).

This reflects:

- Redistributed National Non-Domestic Rates (NNDR) has been forecast to remain static. This may change as we are in the process of assessing the NNDR income which has become more complex following a number of recent changes to how the multiplier is applied across different sizes of business. Unlike previous years there has been little growth to include and increase the Business Rate income. Included in these figures is currently a release of £287k from the Business Rate Reserve.
- Revenue Support Grant £80k – two grants (Council Tax Admin Grant & Family Annex grant) that in the past were provided directly and not part of the settlement have now been badged as RSG. This therefore represents no change in funding other than a small increase.
- Services Grant – reduced from £90k to £14k.
- Funding Guarantee – £2.136m awarded to Blaby to ensure each authority has an increase in core spending power of at least 3%, This is an increase of £605k. In Blaby's case the increase in this grant is reflective of and compensating for the decline in New Homes Bonus funding and the reduction in Services Grant.
- New Homes Bonus (NHB) Grant £14k – a reduction of £416k. This reflects the fact that the Council have not exceeded the base line for NHB to be awarded for growth in housing this year but have benefitted only from affordable properties being built.

- Council Tax precept has increased by £25k. This is before any increase is applied but reflects the increase in the tax base (increase in properties) in the district.

Total Budget Requirement Proposal

The proposed General Fund Revenue Account Net Budget Requirement for 2024/25 is £15.767M.

Budget Gap

To Follow.

4.3 **Proposal**

Statement on the Administrations 2024-25 Draft Budget

The Scrutiny Commission is asked to approve the following statement for submission to Cabinet Executive in response to the Administrations draft 2023-25 Budget Proposals. **To Follow**

4.4 Relevant Consultations

All Non-Executive Members, Portfolio Holders, Senior Officers.

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

- 5.1 Opportunities for savings are a key element of examining the Administration's draft Budget proposals and where identified are within this report.

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

- 6.1 Scrutiny will consider the implications of Fair Funding when further details are released by the Government.

7. **Other options considered**

- 7.1 No other options were considered, Budget scrutiny is a constitutional requirement.

8. **Other significant issues**

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

9. Appendix

9.1 None.

10. Background paper(s)

10.1 Meeting of the 'Scrutiny of the Administration's Budget Proposals'
[10th January 2024](#)

Meeting of the 'Scrutiny of the Administration's Budget Proposals'
[17 January 2024](#)

11. Report author's contact details

Sandeep Tiensa	Senior Democratic Services & Scrutiny Officer
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2023/24 Scrutiny Work Programme

Item	Detail	Attendance required	Timescale	Forum/Progress
'Quick wins'				
Retail Strategy	To explore current use of existing and future retail spaces. Are we using them in the most appropriate way?	Tracy Gaskin	20 th September	Explored as part of the Economic Development Strategy at Scrutiny Commission – Completed
The Council's approach to Graffiti & Littering	Is there more that the council can do to ensure a quick resolution to this? Including the removal of graffiti from privately owned land?	Caroline Harbour Phil Fasham	Tues 24 th October	Task & Finish 1 meeting In progress - Requires an additional meeting to consider draft FPN levels and draft policy. (Apr 2024 – TBC)
Commercial Strategy	To review our approach.	Justin Henry and Sarah Pennelli	Tues 12 December	Task & Finish 1 meeting Completed
High Priority Areas				
Parks and Open Spaces Strategy	To review the 11 objectives set out in the Parks & Open Spaces Strategy.	Paul Coates Pete Williams Kayleigh Waight Cllr. Nigel Grundy	Monday 4 December 2023	Task & Finish 1 meeting Completed – Scrutiny have requested an additional meeting to review which objectives have been achieved from the Strategy. (December 2024-TBC)
Budget Scrutiny process	Annual scrutiny of budgets.	Sarah Pennelli, Portfolio Holders	10 th , 17 th , 24 th January	All non-executive Members In progress
The Council's plans for historic waste sites	Following completion of the Contaminated Land strategy, commission to feed into the action plans. To scrutinise identified risks and prioritisation to ensure the correct actions are being taken at the correct times.	Anna Farish	TBC – date to be set	Working Group
HR Review	To continue and 'wrap-up' the commission's work on current HR provision at The Council.		5 March TBC	Task & Finish 2 meetings

Item	Detail	Attendance required	Timescale	Forum/Progress
Net Zero by 2050 target To incorporate the Parks & Open Spaces /Footpath strategies.	To look at our community leadership role in championing our net zero ambitions (for example working with parishes and other external partners). Are we doing enough, quickly enough?	Anna Farish Nick Fear Jill Stevenson	Monday 11 th March Confirmed	Working Group
Medium Priority Areas				
iPlan Workshop (Corporate Measures)	To examine areas of concern, trends and poor performance through iPlan – the Council's Corporate Measures system.	Luke Clements	Confirmed: Tuesday 21 November 2023 (Brooks Room) Wednesday 24 April (Park Room) Wednesday 24 July (Brooks Room) Thursday 26 September 2024 (Brooks Room)	All Commission Members as a Working Group to log into iPlan 21 November – Members were successful in logging into iPlan. Queries were raised on P1 Measures which have now been added onto a spreadsheet for senior officers to respond to. One of the key areas raised was that you could not easily find the underperforming areas.
Homelessness & Social Housing	Following the member training session scheduled for 18 December, commission to scope how Scrutiny may feed into this.	TBC		TBC (Original date: 25 October – cancelled due to extraordinary Council meeting)
Transforming Blaby Together' Strategy	Following completion of the strategy, commission to receive a progress update on the implementation of action plans.	Lisa Boland	10 April Confirmed	Scrutiny Commission
New Waste Collection Scheme	Scrutiny to feed into and examine the Council's proposed approach.	Paul Coates	Awaiting further Government guidance before timelines can	TBC

Item	Detail	Attendance required	Timescale	Forum/Progress
			be established.	
Low Priority Areas				
Flood Resilience	To be looked at depending on the progress of higher priority issues.			
2023/24 Net Zero Target	To be looked at depending on the progress of higher priority issues.			
Scrutiny of Scrutiny	Only to be looked at after the new Scrutiny Commission has had sufficient opportunity to progress work, and it is still felt appropriate.			

Items to be taken up in another forum:

Current IT Provision: Member Reference Group has been established for IT specialist members to feed in to future IT provision.

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**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: February to April 2024**

What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet Executive during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet Executive is to be held. The Plan is available to view at the Council's main offices in Narborough, or on the Council's website, www.blaby.gov.uk.

What is a Key Decision?

Definition of a key decision as detailed in Part 2 Article 11 of the Council's Constitution:

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- (i) Is, in value, worth more than £50,000 of the annual revenue budget for the service or function or of the capital allocation to the scheme concerned, or
- (ii) Has a significant impact because it either:
- Affects individuals or organisations outside the District;
 - Affects individuals or organisations in more than one Ward; or
 - Will have a long term (more than 5 year) or permanent effect on the Council or District
- (iii) Involves significant changes to the policy and budget framework (involves the adoption or amendment of a policy or strategy or to the budgets which the Executive has the power to adopt).

Who makes Key Decisions?

Under the Council's constitution, Key Decisions are made by:

- Cabinet Executive
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers. (it is rare for any decision delegated to an officer to be a Key Decision)

Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet Executive and Council decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by **Yes** or **No** next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

Who are the members of the Cabinet Executive?

The members of the Cabinet Executive and their areas of responsibility are:

- | | |
|--------------------------|--|
| • Cllr. Terry Richardson | Leader of the Council & Cabinet Executive |
| • Cllr. Maggie Wright | Deputy Leader and Finance, People & Performance |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets |
| • Cllr. Les Phillimore | Housing, Community & Environmental Services |
| • Cllr. Ben Taylor | Planning Delivery and Enforcement & Corporate Transformation |

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What is the role of Overview and Scrutiny?

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet Executive and hold them to account and to consider any matter affecting Blaby District or its citizens. Dates of these meetings can be found on the Council's website.

Who do I contact, and how?

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 0116 275 0555.

Request to view Background Papers

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Blaby District Council, Desford Road, Narborough, Leicestershire, LE19 2EP. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

Submission of Additional Documents

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet Executive for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

Confidential and Exempt Information

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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February 2024

<p><u>Scrutiny Commission response to the Administrations 2024/25 Draft Budget Proposals</u></p> <p>That Cabinet Executive considers the comments and recommendations of Scrutiny Commission in respect of the draft 2024/25 budget proposals before making final recommendations to Council.</p>	<p>Agenda and documents presented at the Scrutiny of the Administration's Budget Proposals meetings on 10 and 17 January 2024</p>	<p>Cabinet Executive</p>	<p>26 February 2024</p>	<p>No</p>	<p>16 February 2024</p> <p>Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer</p>	<p>Public</p>
<p><u>Quarter 3 Budget Review 2023/24</u></p> <p>This report gives Members an overview of the financial performance against the budget for the third quarter of 2023/24.</p>	<p>None</p>	<p>Cabinet Executive</p>	<p>26 February 2024</p>	<p>Yes</p>	<p>16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	<p>Public</p>
<p><u>Quarter 3 Capital Programme Review 2023/24</u></p> <p>This report provides Members an update on expenditure against the Capital Programme for the third quarter of 2023/24.</p>	<p>None</p>	<p>Cabinet Executive</p>	<p>26 February 2024</p>	<p>Yes</p>	<p>16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	<p>Public</p>

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Schedule of Charges 2024/25</u> This report lays out the proposed fees and charges for the financial year commencing 1st April 2024.	None	Cabinet Executive	26 February 2024	Yes	16 February 2024 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<u>Prudential Indicator & Treasury Management Strategy 2024/25</u> This report lays down the guidelines and rules that officers are required to follow when making decisions to borrow or when investing Council funds. Such decisions are made daily under delegated authority. The report outlines the Council's prudential indicators for 2024/25 to 2028/29 and sets out the expected treasury management activities for that period. The report also sets out the financial institutions the Council may invest in, the maximum investment level and the periods over which the investments can be made.	None	Cabinet Executive Council	26 February 2024 27 February 2024	No	Cabinet Executive: 16 February 2024 Council: 16 February 2024 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>5 Year Capital Programme 2024/25 to 2028/29</u></p> <p>This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2024/25. The Capital Programme covers our planned expenditure on the acquisition, construction and/or enhancement of non-current assets, i.e., those assets with a useful life of greater than one year.</p> <p>The report also presents the Council's updated Capital Strategy in accordance with the requirements of the Prudential Code.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>26 February 2024</p> <p>27 February 2024</p>	No	<p>Cabinet Executive: 16 February 2024</p> <p>Council: 16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public
<p><u>General Fund Budget Proposals 2024/25</u></p> <p>The report sets out the Council's General Fund budget proposals for the forthcoming financial year. This includes details of the financial settlement that will support service delivery, and a high level summary of planned expenditure by portfolio. The Council holds a number of reserves that it can draw upon to fund future expenditure. The level of reserves is noted within this report, along with an update of the Medium Term Financial Strategy.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>26 February 2024</p> <p>27 February 2024</p>	No	<p>Cabinet Executive: 16 February 2024</p> <p>Council: 16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Sarah Pennelli, Executive Director - S.151 Officer</p>	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Council Tax 2024/25</u></p> <p>The Council is required to set out the total amount that needs to be raised from the collection of Council Tax in the forthcoming year. This is known as the Council Tax Requirement for Blaby District Council and forms part of the funding towards the services provided by the Council. The report sets the amount of Council Tax charged to each household in the district.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>26 February 2024</p> <p>27 February 2024</p>	No	<p>Cabinet Executive: 16 February 2024</p> <p>Council: 16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public
<p><u>Gender Pay Gap</u></p> <p>To present the Council's Gender Pay Gap Results for the year ended 31st March 2023</p>	None	Council	27 February 2024	No	<p>16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Annette Groark, HR Service Manager</p>	Public
<p><u>Future ICT Arrangements: Options Appraisal</u></p> <p>This report presents the options appraisal work undertaken and subsequent recommendations for consideration in respect of the future of Blaby District Councils ICT provision.</p>	Blaby District Council Report November 2023 - Leicestershire ICT Partnership - Future Arrangements	Council	27 February 2024	No	<p>16 February 2024</p> <p>Councillor Ben Taylor</p> <p>Lisa Boland, Transformation Group Manager</p>	Private

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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April 2024

<u>Active Travel Strategy and LCWIP (Local Cycling & Walking Infrastructure Plan)</u> To approve an Active Travel Strategy and LCWIP for the Blaby District.	None	Council	16 April 2024	No	5 April 2024 Councillor Nigel Grundy Phill Turner, Health, Leisure & Tourism Services Manager	Public
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