

DATE:
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5 November 2024

Scrutiny Commission
Democratic Services
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To Members of the Scrutiny Commission

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Neil Wright (Vice-Chairman - Scrutiny Commissioner)

Cllr. Royston Bayliss
Cllr. Adrian Clifford
Cllr. Luke Cousin

Cllr. Roy Denney
Cllr. Susan Findlay
Cllr. Janet Forey

Cllr. Antony Moseley
Cllr. Tracey Shepherd
Cllr. Matt Tomeo

Dear Councillor,

A meeting of the **SCRUTINY COMMISSION** will be held in the Council Chamber on **WEDNESDAY, 13 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. 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 5 - 10)
To approve and sign the minutes of the meeting held on 8 October 2024 (enclosed).
4. Review of the Regulation of Investigatory Powers Act 2000 (RIPA) Policy (Pages 11 - 52)
To consider the report of the Corporate Services Group Manager and Monitoring Officer (enclosed).
5. Quarter 2 Budget Review 2024/25 (Pages 53 - 64)
To consider the report of the Finance Group Manager (enclosed).

This report was considered by Cabinet Executive on 4 November 2024.

Members are asked to consider the report in preparation for Scrutiny of the Budget.

6. Quarter 2 Capital Programme Review 2024/25 (Pages 65 - 72)
To consider the report of the Finance Group Manager (enclosed).

This report was considered by Cabinet Executive on 4 November 2024 and is due to be considered by Council on 19 November 2024.

Members are asked to consider the report in preparation for Scrutiny of the Budget

7. Treasury Management Mid Year Monitoring Report 2024/25 (Pages 73 - 92)
To consider the report of the Finance Group Manager (enclosed).

This report was considered by Cabinet Executive on 4 November 2024 and is due to be considered by Council on 19 November 2024.

Members are asked to consider the report in preparation for Scrutiny of the Budget

8. Schedule of Charges 2024/25 (Pages 93 - 134)
To consider the report of the Finance Group Manager (enclosed).

This report was considered by Cabinet Executive on 4 November 2024.

Members are asked to consider the report in preparation for Scrutiny of the Budget

9. Scrutiny Work Programme (Pages 135 - 144)
10. Consideration of Forward Plan Items (Pages 145 - 158)
11. Further Actions for Scrutiny arising from Meeting

SCRUTINY COMMISSION

Minutes of a meeting held at the Council Offices, Narborough

TUESDAY, 8 OCTOBER 2024

Present:-

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Neil Wright (Vice-Chairman - Scrutiny Commissioner)

Cllr. Royston Bayliss	Cllr. Susan Findlay	Cllr. Tracey Shepherd
Cllr. Adrian Clifford	Cllr. Janet Forey	Cllr. Matt Tomeo
Cllr. Roy Denney	Cllr. Antony Moseley	

Substitutes:-

Cllr. Paul Hartshorn (In place of Cllr. Luke Cousin)

Officers present:-

Louisa Horton	- Executive Director - Communities
Paul Coates	- Neighbourhood Services Group Manager
Caroline Harbour	- Environmental Health, Housing & Community Services 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

Invitees:-

Councillor Terry Richardson, Leader of the Council (and Cabinet Executive)
Councillor Nigel Grundy, Neighbourhood Services & Assets Portfolio Holder

Also in attendance as observers:-

Julia Smith – Chief Executive

Apologies:-

Cllr. Luke Cousin

1. **DISCLOSURES OF INTERESTS FROM MEMBERS**

No disclosures were received.

2. **MINUTES**

The minutes of the meeting held on 11 September 2024 as circulated, were approved and signed as a correct record.

3. CALL-IN OF BLABY DISTRICT COUNCIL (OFF-STREET PARKING PLACES) ORDER 2024

The Chairman, Cllr. Nick Brown welcomed Cllr. Terry Richardson (in place of Cllr. Les Phillimore, who had given his apologies) and Cllr. Nigel Grundy to the meeting.

The Chairman provided an introduction to the meeting and Officers provided a brief background to the Off Street Parking Places report considered and approved by Cabinet Executive on 16 September 2024.

Cllr. Antony Moseley, who requested the call-in, queried the purpose of the amendment made to the recommendations at the meeting. Officers responded that the amendment would allow an additional report to be brought back to Cabinet Executive to consider consultation responses. Cllr. Terry Richardson added his support for the amendment and its significance in allowing Members to consider the responses.

Cllr. Antony Moseley questioned how the decision related to the priorities in the Blaby District Plan.

Cllr. Terry Richardson responded that it was one of the Council's priorities to ensure that car parks are financially self-sustaining. Improvement works to Bouskell Park Car Park were due to be carried out imminently, and in order to maintain the car park, introducing charges was necessary. Unfortunately people were using the car park at Bouskell Park to park all day for business use.

Cllr. Antony Moseley questioned the data on the usage of the car park. Cllr. Nigel Grundy responded that he had visited the car park himself and many were parking and visiting the local village and businesses. Cllr Nigel Grundy then explained how the car parks were maintained and reiterated that charges were important to cover the cost of the car parks.

Members discussed parking options and implications of charges, including an increase of on-street parking. Members also discussed Parish Council's declining an offer to manage car parks in their localities, as did local businesses.

Cllr. Antony Moseley requested responses to his questions that he had circulated to Officers. Members discussed projected income, and the Executive Director (Communities) added that the projected income for this current year was promising.

The Environmental Health, Housing and Community Services Group Manager provided the projected income figures for Blaby Car Parks as follows:

- Forecast for April to August - £69,165
- Actual income - £77,512 (through ticket sales and income only)

The Neighbourhood Services Group Manager added that there was a cost of £26,000 per annum for the car parks which included processing and transaction costs, business rates, utilities and enforcement.

In response to Cllr. Antony Moseley's question on projected income, the Neighbourhood Services Group Manager commented a traffic count exercise was conducted over a 6 week period in March-April 2024 and the expected income is £33k-£39k. This is based on current usage of the car park.

Members questioned the traffic count exercise and whether any users of the car park were questioned on their use of the car park. Members discussed the current condition of Bouskell Car Park and the works required to bring it up to an acceptable standard.

Officers responded that the planned maintenance work and appropriate enforcement would address complaints from residents regarding accessible spaces and inconsiderate parking.

Cllr. Nigel Grundy provided a list of work planned at Bouskell Car Park, including resurfacing, increased car parking spaces, a new cellular paving system, low level lighting, clearly marked parking bays, new signage and information boards in the car park and the park itself and soft landscaping to improve the overall aesthetics on the roadside. The majority of the work is being carried out through UKSPF funding, however some funds will also be allocated from capital funding.

Cllr. Antony Moseley queried what consideration had been given to parents who use the car park to pick up and drop off their school aged children.

The Environmental Health, Housing and Community Services Group Manager responded that they had been in contact with the local school and no formal scheme has been advertised to parents. Officers had also liaised with Leicestershire County Council and the Active Travel Officer and the park and stride scheme is not an initiative that they are aware of, or is being promoted by them.

The Executive Director (Communities) also responded that the consultation will allow for these views from parents, and members of the public to be submitted and considered by Officers and Cabinet Executive Members.

Upon conclusion of the debate, the Chairman asked the Senior Democratic Services & Scrutiny Officer (SDSSO) to provide the 3 options available to Scrutiny Commission as set out in the report.

The SDSSO responded that options 1 and 2 were available for Members to consider. Option 3 was not appropriate in this circumstance as the Cabinet Executive decision was not contrary to the policy or budget framework.

A request for a recorded vote was made by Cllr. Antony Moseley and

supported by the required number of Members in accordance with Part 4, Section 1, Paragraph 17.5 of the Council's Constitution.

Voting on Option 1 'The decision of the Cabinet Executive is appropriate and therefore the decision becomes effective immediately' was taken as follows:

For	Against	Abstain
Cllr. Nick Brown	Cllr. Royston Bayliss	
Cllr. Neil Wright	Cllr. Paul Hartshorn	
Cllr. Adrian Clifford	Cllr. Antony Moseley	
Cllr. Roy Denney	Cllr. Tracey Shepherd	
Cllr. Susan Findlay		
Cllr. Janet Forey		
Cllr. Matt Tomeo		

Voting on Option 2 'Commission considers that the decision should be referred back to Cabinet with written details of the Scrutiny Commission's concerns. Cabinet will then re-consider the issue and either amend it in the light of those concerns or decide that the original decision stands. The decision then becomes effective immediately. It is not subject to further call-in' was taken as follows:

For	Against	Abstain
Cllr. Royston Bayliss	Cllr. Neil Wright	Cllr. Nick Brown
Cllr. Paul Hartshorn	Cllr. Adrian Clifford	
Cllr. Antony Moseley	Cllr. Roy Denney	
Cllr. Tracey Shepherd	Cllr. Susan Findlay	
	Cllr. Janet Forey	
	Cllr. Matt Tomeo	

The Chairman, Cllr. Nick Brown declared that Option 1 was carried.

DECISION

The decision of the Cabinet Executive is appropriate and therefore the decision becomes effective immediately.

Reason:

Call-in is a matter reserved under the Constitution for consideration by Scrutiny Commission.

4. **FURTHER ACTIONS FOR SCRUTINY ARISING FROM MEETING**

There were no further actions arising from the meeting.

THE MEETING CONCLUDED AT 6.26 P.M.

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Blaby District Council Scrutiny Commission

Date of Meeting	13 November 2024
Title of Report	Review of the Regulation of Investigatory Powers Act 2000 (RIPA) Policy
Report Author	Corporate Services Group Manager & Monitoring Officer

1. What is this report about?

- 1.1 The Investigatory Powers Commissioners Office (IPCO) requires that Council members are updated annually on the Council's use of powers under the Regulation of Investigatory Powers Act (RIPA) to ensure compliance with the legislation. The Council is also required to review its RIPA policy annually to ensure it remains up to date and fit for purpose.

2. Recommendation(s) to Scrutiny Commission

- 2.1 That the annual RIPA report be noted.

3. Reason for Decision(s) Recommended

- 3.1 Whilst the Council does not actively make use of its RIPA powers as a rule, it is important that members are aware of RIPA, the policy and its usage, or otherwise.

4. Matters to consider

4.1 Background

Under RIPA, local authorities have the power to authorise directed surveillance (usually covert cameras or covert observations by officers) and the use of Cover Human Intelligence Sources (CHIS) (essentially undercover officers conducting surveillance). Authorisation should only be granted for such surveillance if it is considered necessary for the prevention and detection of crime or preventing disorder, and, if the surveillance is proportionate to the aims it seeks to achieve. Since 1 November 2012, any RIPA authorisations or renewals must also have judicial approval from a Justice of the Peace, this would be done at Leicester Magistrates' Court.

The authorisations under RIPA can only be given by 'Authorising Officers' who for Blaby District Council are the Chief Executive and Directors. The

entire process is overseen by the Monitoring Officer as the Senior Responsible Officer (SRO) and Co-ordinating Officer.

The Council's RIPA processes and procedures come under regular scrutiny. Each year, the SRO undertakes an audit of RIPA usage. There were no authorisations given for directed surveillance or the use of covert human intelligence sources in the year 2023/24.

In addition to monitoring RIPA usage, the SRO is required, in line with the Council's policy to ensure training on RIPA is available to relevant officers, both when they join the authority and then subsequently on a refresher basis, to maintain and update their knowledge and understanding of this area. This training is available via an online module and HR maintain a list of those who have completed this training and when this was done. A nominal budget of £500 is allowed for in the event that any enhanced training requirements are identified.

In addition to the internal annual audit, policy review and report to scrutiny, every three years, IPCO carry out an inspection of the Council's records and interview relevant officers to ensure that there is compliance with the appropriate legislation.

The last inspection which took place was a virtual one due to Covid-19 in 2020, this resulted in no recommendations for action.

As part of the annual reporting process, the RIPA policy has been reviewed, no changes were required, the latest version can be found at Appendix A.

4.2 Proposal(s)

That the information report and policy are noted.

4.3 Relevant Consultations

None

4.4 Significant Issues

As addressed earlier within the report. If the Council does not keep its RIPA policy up to date and review it on an annual basis, it will fail to comply with the legislation.

There are no equalities implications arising directly out of this report. No RIPA investigations have been conducted by the Council and so there is no data against which to assess the potential equalities aspects of RIPA use. If the Council sought to use RIPA powers at some point, the equalities aspects would be considered at that time.

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

5. Environmental impact

There will be no environmental impact as a result of this policy. No Net Zero and Climate Impact Assessment (NZCIA) is required for this report.

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

There are no additional financial implications arising from this report. The cost of training and other related RIPA activity is expected to be met from existing budgets.

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

Current Risk	Actions to reduce the risks
Council fails to keep its RIPA policy up to date and fails to comply with the requirements of the relevant legislation	The Council's RIPA policy is reviewed on an annual basis.
Failure to follow proper procedure as outlined within the RIPA policy	Refresher training is provided for all appropriate officers periodically

8. Other options considered

- 8.1 It is a legal requirement to review the RIPA policy on an annual basis. No other options considered.

9. Appendix

- 9.1 Appendix A – RIPA Policy

10. Background paper(s)

None

11. Report author's contact details

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Regulation of Investigatory Powers Act 2000 Policy

Date: November 2024

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BLABY DISTRICT COUNCIL

POLICY ON REGULATION OF INVESTIGATORY POWERS ACT 2000 **(RIPA)**

1. Introduction

Blaby District Council will only carry out covert surveillance where such action is justified and aims to keep such surveillance to a minimum. The policy has been produced to provide full and proper guidance for officers on:

- the scope of RIPA
- the circumstances where it applies; and
- the authorisations procedures to be followed

This policy document supports the third corporate aim of reducing the fear of crime and anti social behaviour by ensuring the Council has the appropriate tools and processes in place to allow use of this power where needed and justified.

2. The Scope of the Act

The Regulation of Investigatory Powers Act 2000 ("the Act") regulates the use of investigatory powers of various bodies including local authorities so that they do not breach human rights.

The Act is supplemented by:

- Home Office guidance (October 2012) Appendix D
- The Covert Surveillance and Property Interference Statutory Code of Practice Appendix A
- The Covert Human Intelligence Sources ("CHIS") Statutory Code of Practice Appendix B
- The Office of Surveillance Commissioners Procedures and Guidance Appendix C

Where the directed covert surveillance of an individual or group of individuals, or the use of a CHIS is necessary the Act:

- Requires prior authorisation of directed surveillance
- Prohibits the Council from carrying out intrusive surveillance
- Requires authorisation of the conduct and use of a CHIS
- Requires safeguards for the conduct and use of CHIS
- Permits the Council to acquire communications data in certain circumstances

The Act does not affect other powers the Council has to obtain information using other methods, for example, it does not affect the District Council's current powers to obtain information via the DVLA or to get information from the Land Registry as to the ownership of a property.

CCTV

The use of CCTV is not covert where we make people aware it is being used by putting up signs.

You will need to obtain RIPA authorisation where:

- You intend to use existing CCTV covertly and it is pre-planned for a specific investigation or to target individuals
- If you intend to use a camera for a specific purpose, which involves prolonged surveillance on a particular person. Always be aware that though the subject might not be an individual it can include surveillance of a person, for example if you are monitoring a business it may reveal information about the private life of the owners or others.

3. Benefits of RIPA authorisations

If the Act is followed correctly any authorised action will be lawful and not breach a person's right to respect for their private and family life, home and correspondence.

Any material obtained through properly authorised covert surveillance is then admissible evidence in criminal proceedings and will not be excluded unless is found to have an adverse effect on the fairness of proceedings.

4. Scrutiny and Tribunal

4.1 External Scrutiny

The Investigatory Powers Commissioners Office (IPCO) has a duty to keep under review the exercise and performance by the relevant persons of the powers and duties under Part II of the Act, and will from time to time inspect the Council's records and procedures.

There is also a Tribunal to hear complaints from persons aggrieved by conduct on a judicial review basis.

4.2 Internal Scrutiny

The SRO and Co-ordinating Officer will review the authority's use of the Act and the Policy and Guidance document at least once a year, or when required in line with any legislative changes.

The Scrutiny Commission will review the authority's use of the Act and the Policy and Guidance document at least once a year. They will also consider internal reports on the use of the Act on a quarterly basis (if any authorisations have been granted) to ensure that it is being used consistently with this Policy and that the Policy is fit for purpose. The Members will not, however, be involved in making decisions on specific authorisations.

An elected member will not be given the details of specific operations and, specifically, will not be given the identity of CHIS nor have access to the information gained, or the detail of any surveillance.

4. Authorising Officers

The Chief Executive or Directors will consider all applications for authorisation in accordance with RIPA ("Authorising Officers"). Authorising Officers, on behalf of the Council, shall in particular ensure that: -

- there is a satisfactory reason for carrying out the surveillance
- the covert nature and extent of the investigation is necessary and proportionate to the information being sought
- proper consideration has been given to collateral intrusion
- provide guidance and training for officers and members where appropriate
- records of all authorisations are sent to the RIPA Co-ordinating Officer for entry on the Central Register.
- their relevant members of staff are suitably trained as 'Applicants' so as to avoid errors in the operation of the process and completion of relevant forms. It is important that relevant Directors, Group Managers, Service Managers and Authorising Officers take personal responsibility for the efficient and effective operation of this Policy and Guidance document within their respective areas.
- that staff who report to them follow this Policy and Guidance document and do not undertake or carry out any form of surveillance without first obtaining the relevant authorisations in compliance with this document.
- when sending copies of any forms to the RIPA Co-ordinating Officer, that they are sent in sealed envelopes marked 'RIPA – Private and Confidential'.
- relevant members of staff are aware of the Act's requirements.

5. Senior Responsible Officer

A nominated Director will be the SRO for the Council and is responsible for:

- The integrity of the process in place within the Council to authorise directed surveillance and CHIS
- Compliance with Part II of the Act and with the accompanying Codes of Practice
- Engagement with the IPCO when they conduct their inspections; and
- Where necessary oversee the implementation of any post-inspection action plans recommended or approved by the IPCO

6. **RIPA Co-ordinating Officer / Training**

The RIPA Co-ordinating Officer is the Council's Corporate Services Group Manager. The RIPA Co-ordinating Officer is responsible for the maintenance of the Central Record of Authorisations and the collation of RIPA applications/authorisations, reviews, renewals, and cancellations. In addition, there is responsibility for providing oversight of the RIPA process within the Council and for RIPA training.

All forms should be passed through this person on the point of application to the Authorising Officer to ensure that there is a complete record of all authorisations, that the forms are correctly filled and so that statistics can be passed to the IPCO.

The SRO in conjunction with the RIPA Co-ordinating Officer shall ensure that refresher training is offered once a year to relevant officers of the Council and give advice and training on request.

7. **Definitions**

'Covert' means surveillance carried out in such a manner with the intention that the person subject to it is unaware that it is or may be taking place. (s.26 (9)(a) of the Act)

'Covert human intelligence source' (CHIS) means a person who establishes or maintains a relationship with a person for the covert process of obtaining information about that person. (s.26 (8) of the Act)

'Collateral intrusion' means the intrusion on, or interference with, the privacy of persons other than the subject of the investigation.

'Directed surveillance' is defined as covert but not intrusive and undertaken:

- for a specific investigation or operations
- in such a way that is likely to result in the obtaining of private information about any person
- other than by way of an immediate response (s.26 (2) of the Act)

'Private information' includes information relating to a person's private or family life and can embrace aspects of business and professional life.

'Intrusive' surveillance is covert surveillance that is carried out in relation to anything taking place on any residential premises or in any private vehicle and involves the presence of an individual on the premises or in the vehicle or using a surveillance device. **Blaby District Council may not authorise such surveillance, it may only be carried out by the police.**

GUIDANCE - PART I
THE USE OF DIRECTED SURVEILLANCE AND COVERT HUMAN
INTELLIGENCE SOURCE

1. Covert Human Intelligence Source (“CHIS”)

A CHIS is any person who establishes or maintains a personal or other relationship with a person for the covert purpose or facilitation of:

- (a) using that relationship to obtain information or provide access to any information to another person; or
- (b) disclosure of information obtained through that relationship or as a consequence of it

It also covers where the Council ask or assist a person to be a CHIS. Officers should be aware that where someone is contacting you routinely to provide you with information you have not requested they may also be considered to be a CHIS. It is that he or she has obtained the information not by mere observation, but during, or result of, the existence of, a personal or other relationship. Officers must therefore seek advice must and potentially authorisation.

Officers should be aware that befriending someone on social media for the purposes of conducting an investigation would also be a CHIS and therefore advice must be sought to seek authorisation before any action is taken.

There are additional rules regarding the use of juveniles and vulnerable individuals as CHIS's and the Democratic Services and Governance Manager must be approached for legal advice.

2. Surveillance

‘Surveillance’ can be:

Overt - ‘non’ secretive surveillance where people are aware of it.

Covert secretive surveillance where the person being watched is unaware. There are two types covered under the act, - directed surveillance and intrusive surveillance. The Council cannot use intrusive surveillance.

Surveillance can include:

- monitoring, observing, listening to persons, watching or following their movements, listening to their conversations and other such activities or communications
- recording anything mentioned above during authorised surveillance
- surveillance, by or with, the assistance of appropriate surveillance device(s)

2.1 Overt Surveillance

Most of the surveillance carried out by the Council will be done overtly particularly where officers are behaving in the same way as a normal member of the public and/or are going about Council business openly.

It will also be overt if we inform people, it will be happen, for example:

- where a noisemaker is warned (preferably in writing) that noise will be recorded if the noise continues.
- where an entertainment licence is issued subject to conditions, and the licensee is told that officers may visit without notice or identifying themselves to the owner/proprietor to check that the conditions are being met.)
- CCTV is erected due to fly tipping and signs are put up to make people aware the area is being monitored.

2.2 Directed Covert Surveillance

Directed Surveillance is surveillance which: -

- is covert; and
- is not intrusive surveillance (for definition see section 7, page 6);
- it is undertaken for the purpose of a **specific investigation** or operation in a manner **likely to obtain private information** about an individual (whether that person is specifically targeted for purposes of an investigation), (*Section 26(10) of the Act*).
- is not carried out in an immediate response to events where seeking authorisation under the Act unreasonable, e.g. spotting something suspicious and continuing to observe it; and

It includes the activity of monitoring, observing, listening, and recording by or with the assistance of surveillance equipment.

A search for an identified person in a public place **will not** amount to directed surveillance, unless it includes covert activity that may mean you collect private information about that person or any other person. Any processing of data (e.g. taking a photograph to put on record) is an invasion of privacy.

The fact that covert surveillance occurs in a public place or on business premises does not mean that it cannot result in the obtaining of private information about a person. Prolonged surveillance targeted on a single person will undoubtedly result in the obtaining of private information about their and others that s/he comes into contact, or associates, with.

‘Authorising Officers’ must authorise ‘Directed Surveillance’ following the procedures detailed in this document for an authorisation to be valid.

2.3 Directed Surveillance Crime Threshold

The Council may only authorise use of directed surveillance under RIPA to prevent or detect criminal offences or prevent disorder involving an offence carrying a maximum term of at least 6 months imprisonment. It can not use directed surveillance incidents that do not involve criminal offences or low level offences such as littering.

The exception is that directed surveillance can be used to prevent or detect specified criminal offences relating to the underage sale of alcohol and tobacco.

- **At the start of an investigation, Officers will need to satisfy themselves that what they are investigating is a criminal offence:**

Directed surveillance is an invasive technique and at the point it is decided whether or not to authorise its use it must be clear that the threshold is met and that it is necessary and proportionate to use it.

- **An offence with a maximum 6 months imprisonment or more or being related to the underage sale of alcohol and tobacco:**

Providing the offence under investigation is one which appears on the statute book with at least a maximum 6 months term of imprisonment or is related the underage sale of alcohol and tobacco an application can be made to a Magistrate.

- **During the course of an investigation the type and seriousness of offences may change.**

If during the investigation it becomes clear that the activity being investigated does not amount to a criminal offence or that it would be a less serious offence that does not meet the threshold, the use of directed surveillance should cease. If a directed surveillance authorisation is already in force it should be cancelled.

Where it is possible, using the evidence obtained, to prove different charges and some are not serious enough the Courts too decide whether to use the evidence and how heavily it is relied upon for the less serious charges.

In addition all other tests & steps must then be met, i.e. that it is necessary and proportionate and where approval from a Magistrate has been granted.

3. **Authorisations (See flowchart at Appendix E)**

3.1 **Applications for directed surveillance**

All application forms (**Appendix G**) must be fully completed fully to enable the Authorising Officer to make an informed decision. The point at which they are passed to the Authorising Officer, the Investigating Officer must make sure copies are also sent to the Co-ordinating Officer.

The following information must be included in any application:

- A description of the conduct to be authorised – this must be should be full and detailed, specifying any equipment to be used. The use of maps or sketches to show for example observation posts and target premises should also be considered.
- the purpose of the investigation or operation
- the reason why the authorisation is sought
- the reasons why the surveillance is considered proportionate to what it seeks to achieve
- the nature of the surveillance
- the identities, where known, of those to be the subject of the surveillance
- an explanation or an example of the information which is to be gathered as a result of the operation
- An assessment of Collateral Intrusion (see definition Section 7, page 6)

No authorisation shall be granted unless the Authorising Officer is satisfied that:

- **investigation is necessary** for one of the reasons listed above
- **investigation is proportionate** to the ultimate objective
- it is at an **appropriate** level (i.e. not excessive)
- that the Crime Threshold is met (see above)
- that no other form of investigation would be appropriate.

3.1.1 Urgent Authorisations:

Local Authorities do not have the power to make authorisations, oral or otherwise. All authorisations have to be presented to a Magistrates Court for approval.

3.2 **Granting of Authorisations for directed Surveillance**

Section 32(5) of RIPA requires the Authorising Officers to describe and specify what he is granting. This may or not be the same as requested by the applicant. **Authorised officers must produce a clear description of what is being authorised** in their own words detailing against which subjects, property or location it is authorised. Mere reference to the terms of the application is inadequate.

Authorising Officers must **be careful in the use of ‘or’ and ‘and’** in order not to restrict what is intended. For example, do not use ‘or’ when ‘and’ is meant (e.g. deployment ofon vehicle A or vehicle B’ limits deployment to either vehicle, not both simultaneously or one after the other).

Where other subjects may unexpectedly come under surveillance, it can be anticipated by using words such as ‘suspected of’, ‘believed to be’ or ‘this authority is intended to include conversations between any and all of the subjects of this investigation, including those whose identities are not yet known’.

The Authorising Officer's statement should be **completed in handwriting** as a personal contemporaneous record of the thinking which justified the authorisation. It should set out, in their own words, why he is satisfied or why he believes (RIPA) the activity is necessary and proportionate. A bare assertion is insufficient.

Template entries should be avoided or used with great care as they give the appearance of, minimal or no consideration of the factors, such as necessity and proportionality:

3.2.1 Addressing Necessity

Covert surveillance will not be necessary if the information can reasonably be obtained by overt means. It must also be necessary for the purpose of preventing or detecting crime or of preventing disorder.

Authorising Officers must be satisfied that the use of covert surveillance is necessary for one of the purposes specified in s.28(3) of RIPA. In order to be satisfied, the conduct that it is aimed to prevent or detect must be identified and clearly described, particularly if it is questionable whether serious crime criteria are met. Often missed is an explanation of why it is necessary to use the covert techniques requested – this should be addressed before any authorisation.

3.2.2 Addressing Proportionality:

The person granting the authorisation must also believe that the surveillance is proportionate to what information is being sought by the investigation. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms meaning:

- the means should not be excessive in relation to the offences being investigated;
- the least intrusive means of surveillance should be chosen; and
- invasion of third parties privacy should, so far as is possible, be minimised; and

The method of surveillance proposed must not be excessive in relation to the seriousness of the matter under investigation. It must be the method which is the least invasive of the target's privacy.

Authorisations must:

- Always be in writing except in urgent cases
- Carefully explain how proportionality has been considered
- Demonstrate how the authorising officer has reached the conclusion that the activity is proportionate to what it seeks to achieve,

- Explain the reasons why the method, tactic or technique proposed is not disproportionate
- Explain why the particular covert method, technique or tactic is least intrusive. It is insufficient to make a simple assertion or to say that the 'seriousness' of the crime justifies any or every method available.
- Explain how and why the methods to be adopted will cause the least possible intrusion on the target and others.
- Explain how and why the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result, and
- Provide evidence of other methods considered and why they were not implemented.

During and following the authorisation process the Authorising Officer must ensure that copies of all forms and paperwork are passed to the Co-ordinating Officer.

3.2.3 Addressing Collateral intrusion:

Authorising Officers must also take into account the risk of 'collateral intrusion' i.e. intrusion on, or interference with, the privacy of persons other than the subject of the investigation.

Steps must be taken to avoid unnecessary collateral intrusion and minimise any necessary intrusion so as to respect those right to privacy.

Authorisations should state specifically covert activities or techniques likely to be required. It is recognised that it is not always possible, at the outset of any investigation, to foresee how it will progress but techniques shouldn't be authorised where they cannot be demonstrated to be necessary or where they would not be used until the investigation is more mature. Authorising Officers may not authorise more than can be justified at the time.

Those carrying out the investigation must inform Authorising Officers of any unexpected interference with the privacy of individuals who are not covered by the authorisation, as soon as these become apparent.

Where such collateral intrusion is unavoidable, the activities may still be authorised, provided this intrusion is considered proportionate to what is sought to be achieved.

3.2.4 Special consideration in respect of confidential information

Confidential information includes information which is subject to legal privilege, communication between a Member of Parliament and another person on constituency matters, confidential personal information or confidential journalistic material. (ss 98-100 Police Act 1997)

i) **Legal privilege**

Generally, this applies to communications between an individual and their legal adviser in connection with the giving of legal advice in connection with or in contemplation of legal proceedings. Such

information is unlikely ever to be admissible as evidence in criminal proceedings.

If in doubt, the advice of the RIPA Co-ordinating Officer should be sought in respect of any issues in this area.

ii) **Confidential personal information**

This is oral or written information held in (express or implied) confidence, relating to the physical or mental health or spiritual counselling concerning an individual (alive or dead) who can be identified from it. Specific examples provided in the codes of practice are consultations between a health professional and a patient, discussions between a minister of religion and an individual relating to the latter's spiritual welfare or matters of medical or journalistic confidentiality.

iii) Confidential journalistic material

This is material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence.

It should be noted that matters considered to be confidential under the Act may not necessarily be properly regarded as confidential under section 41 Freedom of Information Act.

This should only be authorised where there are exceptional and compelling circumstances that make the authorisation necessary.

The following situations must be brought to the inspector/commissioner's attention at the next inspection:

- Where an officer has had to authorise surveillance in respect of an investigation in which he/she is directly involved.
- Where a lawyer is the subject of an investigation or operation;
- Where confidential personal information or confidential journalistic information has been acquired and retained.

3.3 **Applications for CHIS**

The application process is the same as for directed surveillance except that the authorisation must specify the activities and identity of the CHIS and that the authorised conduct is carried out for the purposes of, or in connection with, the investigation or operation so specified.

There are additional requirements in s29(5) of the Act relating to responsibility for dealing with the source and maintenance of records relating to the source.

All application forms (**see Appendix H**) must be fully completed with the required details to enable Authorising Officers to make an informed decision.

There should be a controller, a handler and recorder for a CHIS together with the requirement for a risk assessment if one is to be employed.

In addition to the requirements of the Act the duties set out in the RIPA Source Records Regulations (S.I.2000/2725) must also be observed.

Any officer considering applying for a CHIS should consult the RIPA Co-ordinating Officer before taking any practical steps.

4. Judicial Approval

To authorise the use of directed surveillance, acquisition of communications data or use of a CHIS under RIPA, the Council will need to obtain an Order approving the grant or renewal of an authorisation from a Magistrate before it can take effect. If the Magistrate is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate, he/she will issue an Order approving the grant or renewal for the use of the technique as described in the application.

Judicial approval is in addition to the existing authorisation process. The Council will need to obtain judicial approval for all initial RIPA authorisations/applications and renewals. However, there is no requirement for the Magistrate to consider either cancellations or internal reviews.

4.1 Procedure for Applying for Judicial Approval

4.1.1 Making the Application

The flowchart at **Appendix F** outlines the procedure for applying for judicial approval. The application must be made by the Council. Following approval by the Authorising Officer the first stage of the process is for the local authority to contact the Magistrates Court to arrange a hearing.

The Council will need to provide the Magistrate with:

- a copy of the original RIPA authorisation or notice and the supporting documents setting out the case. This forms the basis of the application to the Magistrate and should contain all information that is relied upon. For communications data requests the RIPA authorisation or notice may seek to acquire consequential acquisition of specific subscriber information. The necessity and proportionality of acquiring consequential acquisition will be assessed by the Magistrate as part of their consideration.
- The original RIPA authorisation or notice should be shown to the Magistrate but must be retained by the Council so that it is available for inspection by the Commissioners' offices and in the event of any legal challenge or investigation by the Investigatory Powers Tribunal.
- A partially completed judicial application/order form (**Appendix K**), including a summary of the circumstances of the case on the form.

4.2 **Attending a Hearing**

Council Officers need to be formally designated to appear, be sworn in and present evidence or provide information as required by the Magistrate.

The hearing will be held in private and heard by a single Magistrate who will read and consider the RIPA authorisation or notice and the judicial application/order form. They may have questions to clarify points or require additional reassurance on matters.

The investigating Officer will need to answer the Magistrate's questions on the policy and practice of conducting covert operations and detail of the case itself. The investigating Officer will have detailed knowledge of the investigation and will have determined that use of a covert technique is required to progress a particular case. This does not, however, remove or reduce in any way the duty of the Authorising Officer to determine whether the tests of necessity and proportionality have been met. Similarly, it does not remove or reduce the need for the forms and supporting papers that the Authorising Officer has considered, and which have been provided to the Magistrate to make the case.

The Investigating Officer must ensure all information they intend to use at court have been given to the Authorising Officer, it is not appropriate for the Investigating Officer to rely on new information at this stage.

4.3 **Decision**

The Magistrate will consider whether he/she is satisfied that:

- at the time the authorisation was granted or renewed, or the notice was given or renewed, there were reasonable grounds for believing that the authorisation or notice was necessary and proportionate.
- there continues to be reasonable grounds.
- the person who granted the authorisation or gave the notice was an appropriate designated person within the Council; and
- the authorisation was made in accordance with any applicable legal restrictions, for example that the crime threshold for directed surveillance has been met.

The forms and supporting papers must by themselves make the case. It is not sufficient for the local authority to provide oral evidence.

If further information is required to determine whether the authorisation or notice has met the tests, then the Magistrate will refuse the authorisation. If an application is refused the Council should consider whether they can reapply, for example, if there was information to support the application which was available to the Council, but not included in the papers provided at the hearing.

The Magistrate will record their decision on the order section of the judicial application/order form. The Magistrates Court will retain a copy of the Councils RIPA authorisation or notice and the judicial application/order form. This information will be retained securely.

4.4 **Outcomes**

The Magistrate may decide to:

- Approve the Grant or renewal of an authorisation notice, allowing the Council to use the technique in that case.
- Refuse to approve the grant or renewal of an authorisation or notice – it will then not take effect and the Council may not proceed. Where an application has been refused, the Council may wish to consider the reasons for refusal. For example, a technical error in the form may be remedied without the local authority going through the internal authorisation process again. The Council may then wish to reapply for judicial approval once those steps have been taken.
- Refuse to approve the grant or renewal and quash the authorisation or notice. The court must not exercise its power to quash that authorisation or notice unless the applicant has had at least 2 business days from the date of refusal in which to make representations.

4.5 **Complaints/Judicial Review**

There is no complaint route for a judicial decision unless it was made in bad faith. Any complaints should be addressed to the Magistrates Advisory Committee.

The Council may only appeal a Magistrate decision on a point of law by judicial review.

The Investigatory Powers Tribunal will continue to investigate complaints about the use of RIPA techniques by public bodies, including local authorities. If, following a complaint to them, the Tribunal does find fault with a RIPA authorisation or notice it has the power to quash the Magistrate's order which approved the grant or renewal of the authorisation or notice.

5. **Working With/Through Other Agencies**

When some other agency has been instructed on behalf of the Council to undertake any action under the Act, this document must be used (as per normal procedure) and the agency advised or kept informed, as necessary, of the various requirements. They must be made aware explicitly what they are authorised to do.

When some other agency (e.g. Police, Customs & Excise, Inland Revenue, etc.):

- (a) wish to use the Council's resources (e.g. CCTV surveillance systems), that agency must use its own RIPA procedures and, before any officer agrees to allow the Council's resources to be used for the other agency's purposes, s/he must obtain a copy of that agency's RIPA form for the record (a copy of which must be passed to the RIPA Co-ordinating Officer for the RIPA Central Register) and/or relevant extracts from the same which are sufficient for the purposes of protecting the Council and the use of its resources;

If the Police or other Agency wish to use Council resources for general surveillance, as opposed to specific RIPA operations, an appropriate letter requesting the proposed use, extent of remit, duration, who will be undertaking the general surveillance and the purpose of it must be obtained from the Police or other Agency before any Council resources are made available for the proposed use. Copies of letters should be sent to the RIPA Co-ordinating Officer for retention.

- (b) wish to use the Council's premises for their own RIPA action, the officer should, normally, co-operate with the same, unless there are security or other good operational or managerial reasons as to why the Council's premises should not be used for the agency's activities. Suitable insurance or other appropriate indemnities may be sought, if necessary, from the other agency for the Council's co-operation in the agent's RIPA operation, in such cases, however, the Council's own RIPA forms should not be used as the Council is only 'assisting' not being 'involved' in the RIPA activity of the external agency.

6. Duration of Authorisations and Cancellation

- An authorisation for directed surveillance shall cease to have effect (if not renewed) 3 months from the date of grant or renewal.
- An authorisation for CHIS shall cease to have effect (unless renewed) 12 months from the date of grant or renewal.
- An oral authorisation or renewal shall cease to have effect (unless renewed) 72 hours from the date of grant or renewal

The fact that the operation to which authorisation relates is only expected to last for a short time cannot affect the authorisation period. An early review can take care of issues of continuing necessity and proportionality.

Documentation of any instruction to cease surveillance should be retained and kept with the cancellation form.

When cancelling an authorisation, Authorising Officers should:

1. Record the time and date (if at all) that surveillance took place and the order to cease the activity was made.
2. The reason for cancellation.
3. Ensure that surveillance equipment has been removed and returned.

4. Provide directions for the management of the product.
5. Ensure that detail of property interfered with, or persons subjected to surveillance, since the last review or renewal is properly recorded,
6. Record the value of the surveillance or interference (i.e. whether the objectives as set in the authorisation were met).

A Surveillance Commissioner and Authorising Officers can only authorise on the basis of what they have been told. Issues of disclosure should not inhibit the proper construction of applications and authorisations but can be dealt with at the appropriate time using existing procedures. Where necessary, authorisations should cross-refer to the intelligence report.

7. Reviews & Renewals

Authorising Officers should review all authorisations at regular intervals, as often as necessary and practicable. The reviews should be recorded.

It is a statutory requirement that authorisations are cancelled as soon as they are no longer required. If the proposed operation is expected to be completed quickly, then an early review should take place and Authorising Officers must cancel each authorisation as soon as they decide that the surveillance should be discontinued (s.45 of the Act).

If the directed surveillance authorisation provides for the surveillance of unidentified individuals whose identity is later established, the terms of the authorisation should be refined at review to include the identity of these individuals. It would be appropriate to call a review specifically for this purpose.

Authorising Officers may renew an existing authorisation on the same terms as the original at any time before the original ceases to have effect.

Except in the case of Identities being refined, reviews and renewals should not broaden the scope of the investigation but can reduce its terms.

8. Central Register of Authorisations

The Council must maintain the following documents:

- Copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by Authorising Officers;
- A record of the period over which the surveillance has taken place;
- The frequency of reviews prescribed by Authorising Officers;
- A record of the result of each review of the authorisation;
- A copy of any renewal of an authorisation and supporting documentation submitted when the renewal was requested;

- The date and time when any other instruction, including to cease surveillance, was given by Authorising Officers.

The RIPA Co-ordinating Officer holds the central register of all authorisations issued by officers. A copy of every application, authorisation, renewal and cancellation issued should be lodged with them within 2 working days in an envelope marked 'Private and Confidential'.

The Council must also maintain a centrally retrievable record of the following information:

- type of authorisation
- date the authorisation was given
- name and rank/grade of the Authorising Officer
- unique reference number of the investigation/operation
- title (including brief description and names of the subjects) of the investigation/operation;
- whether urgency provisions were used, & if so why
- details of renewal
- whether the investigation/operation is likely to result in obtaining confidential information
- whether the authorisation was granted by an individual directly involved in the investigation
- date of cancellation

These records will be retained for at least 3 years and will be available for inspection by the OSC.

9. **Complaints procedure**

Contravention of the Data Protection Act 1998 should first be dealt with through the Council's own internal complaints procedure. Information on this is available through the Council's website or through the Democratic Services & Governance Officer. If complainants are unhappy, it may then be reported to the Information Commissioner.

REGULATION OF INVESTIGATORY POWERS ACT 2000

GUIDANCE – PART II

ACQUISITION AND DISCLOSURE OF COMMUNICATIONS DATA

1. Introduction

At this time the Council does not use this power however should the need arise in the future the appropriate appointments to Authorised Officer and SPOC will be made.

Under Chapter I of Part I of Regulation of Investigatory Powers Act ('the Act'), local authorities can authorise the acquisition and disclosure of 'communications data' subject to the tests being met and procedure being followed. Again the Act is supplemented by a Code of Practice (**Appendix I**) ('the Code')

Nothing in this code permits the interception of the content of any communication.

2. What is 'Communications data'?

Communications data is information relating to the use of a communications service e.g. postal service or telecommunications system. It is defined by Section 21(4) of the Act and falls into three main categories: -

Traffic data - where a communication was made from, to whom and when

Service data – use made of service e.g. Itemised telephone records

Subscriber data – information held or obtained by operator on person they provide a service to.

Local authorities are restricted to subscriber and service use data and only for the purpose of preventing or detecting crime or preventing disorder.

3. Application forms

All applications must be made on a standard form (**Appendix J**) and submitted to the single point of contact ("SPOC"). The SPOC will ensure that the application meets the required criteria and then pass to the Designated Person.

4. Authorisations

A Designated Person can only authorise the obtaining and disclosure of communications data if:

- (i) it is **necessary** for any of the purposes set out in Section 22(2) of the Act. (The Council can only authorise for the purpose set out in Section

22 (2) (b) which is the purpose of preventing or detecting crime or preventing disorder); and

- (ii) it is **proportionate** to what is sought to be achieved by the acquisition of such data (in accordance with Section 22(5) of the Act)

Consideration must also be given to the possibility of **collateral intrusion** and whether any **urgent** timescale is justified.

Once a Designated Person has decided to grant an authorisation or a notice given there are two methods: -

- (1) By authorisation of some person in the same relevant public authority as the designated person, whereby the relevant public authority collects the data itself (Section 22(3) of the Act). This may be appropriate in the following circumstances:
 - The postal or telecommunications operator is not capable of collecting or retrieving the communications data.
 - It is believed the investigation may be prejudiced if the postal or telecommunications operator is asked to collect the data itself;
 - There is a prior agreement in place between the relevant public authority and the postal or telecommunications operator as to the appropriate mechanisms for the disclosure of communications data.
- (2) By notice to the holder of the data to be acquired (Section 22(4) of the Act) which requires the operator to collect or retrieve the data. Disclosure may only be required to either the Designated Person or the single point of contact.

Service provider must comply with the notice if it is reasonably practicable to do so (s.22 (6)-(8) of the Act) and can be enforced to do so by civil proceedings.

Blaby District Council is not permitted to apply or approve orally.

6. Single point of contact (“SPOC”)

Notices and authorisations should be passed through a single point of contact within the Council. This should make the system operate more efficiently as the SPOC will deal with the postal or telecommunications operator on a regular basis and also be in a position to advise a designated person on the appropriateness of an authorisation or notice.

SPOCs should be in position to:

- Where appropriate, assess whether access to communications data is reasonably practical for the postal or telecommunications operator;

- Advise applicants and Designated Person on whether communications data falls under section 21(4)(a), (b) or (c) of the Act;
- Provide safeguards for authentication;
- Assess any cost and resource implications to both the public authority and the postal or telecommunications operator.

A SPOC must be accredited which involves undertaking appropriate training.

7. Duration, Renewal and cancellation

Authorisations and notices are only valid for one month beginning with the date on which the authorisation is granted or the notice given. A shorter period should be specified if possible.

An authorisation or notice may be **renewed** at any time during the month it is valid using the same procedure as used in the original application. A renewal takes effect on the date which the authorisation or notice it is renewing expires.

The code requires that all authorisations and notices should be **cancelled** by the Designated Person who issued it as soon as it is no longer necessary, or the conduct is no longer proportionate to what is sought to be achieved. The relevant postal or telecommunications operator should be informed.

8. Retention of records

Applications, authorisations and notices must be retained until the Council has been audited by the Commissioner and to allow the Tribunal (see below) to carry out its functions. A record should be kept of:

- the dates on which the authorisation or notice is started or cancelled.
- any errors that have occurred in the granting of authorisations or giving of notices.

A report and explanation of any errors must also be sent to the Commissioner as soon as is practicable.

10. Oversight and Complaints

The Act provides for an Interception of Communications Commissioner whose remit is to provide independent oversight of the use of the powers contained in Part I and the Code requires any person who uses the powers conferred by Part II to comply with any request made by the Commissioner to provide any information he requires to enable them to discharge their functions.

The Act also establishes an independent Tribunal to investigate and decide any case within its jurisdiction. Details of the relevant complaints procedure should be available for reference at Blaby District Council's public offices.

APPENDIX A

Code of Practice

Covert Surveillance

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/covert-surveil-prop-inter-COP>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

APPENDIX B

Code of Practice

Covert Human Intelligence Sources (CHIS)

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/covert-human-intel-source-COP>

APPENDIX C

Office of Surveillance Commissioners

Procedures & Guidance 2010

Please note:

As there is no link to this document on the Office of Surveillance Commissioners' website, it has been placed (as a PDF document – 'Appendix C') with the Council's RIPA Policy and Guidance Notes on the intranet

APPENDIX D

Home Office Guidance

October 2013

See Home Office website:

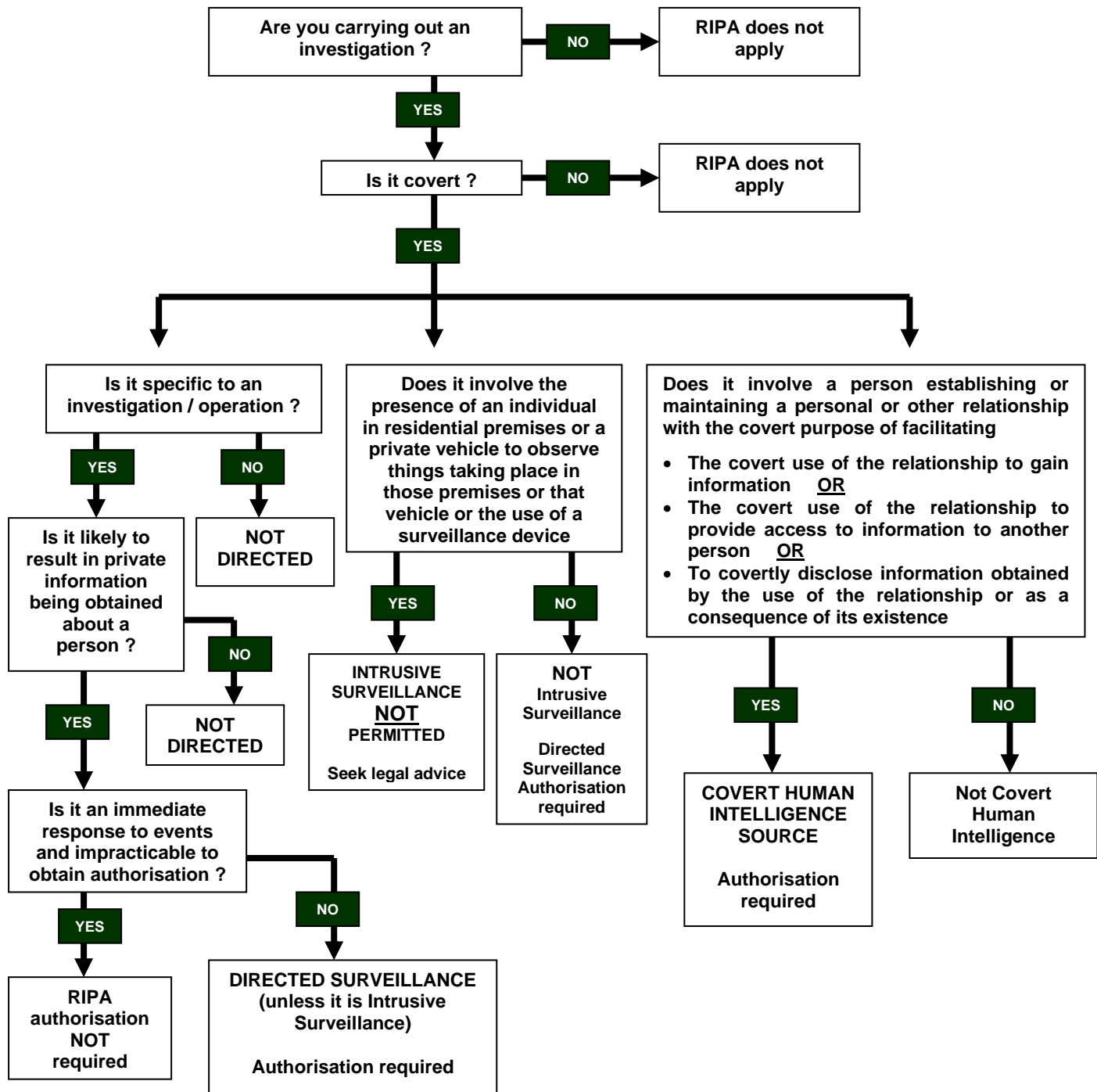
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

APPENDIX E

DIRECTED SURVEILLANCE

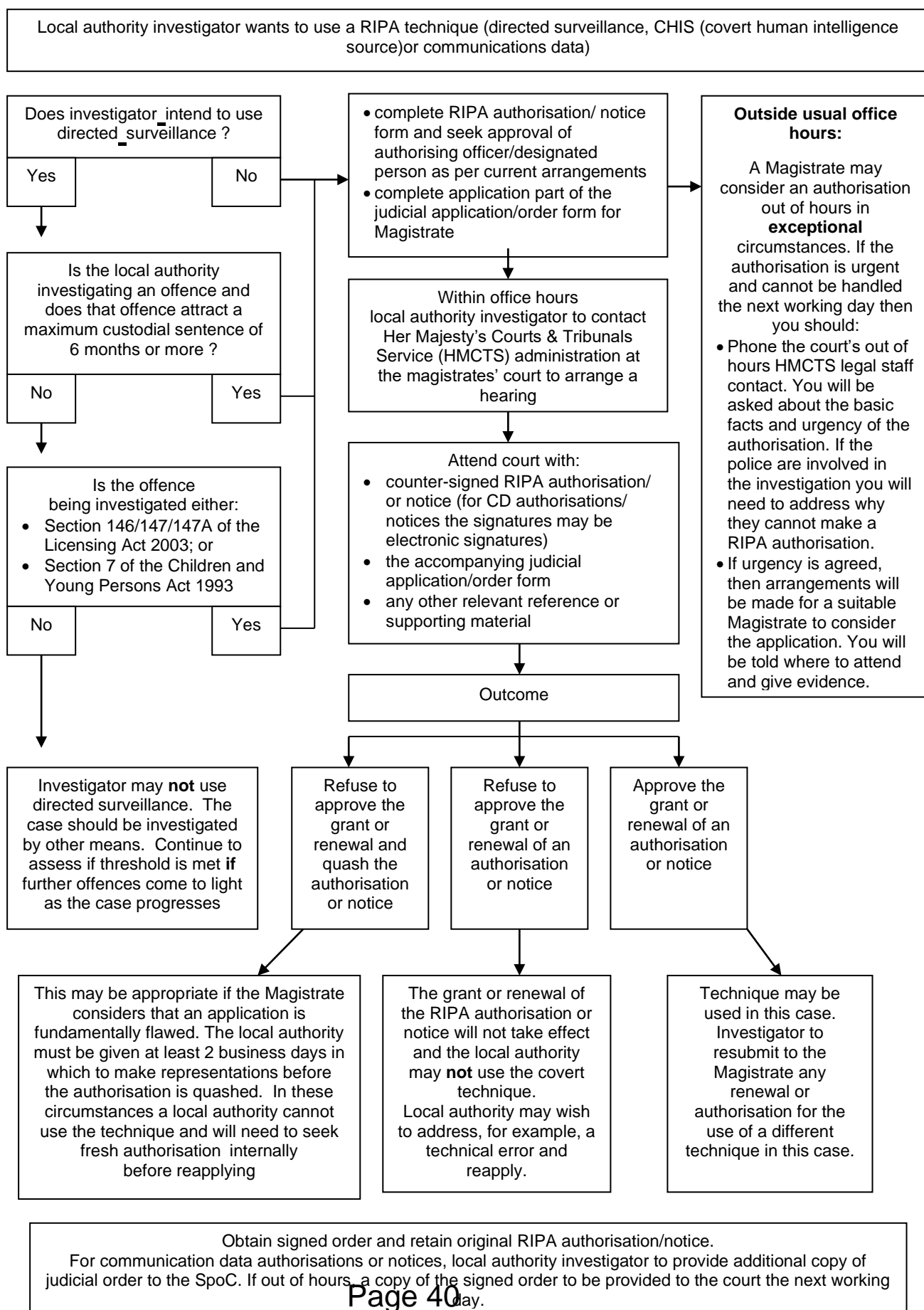
Regulation of Investigatory Powers Act 2000

Do you need Authorisation ?



APPENDIX F

LOCAL AUTHORITY PROCEDURE: APPLICATION TO A MAGISTRATE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE



APPENDIX G

Forms

Directed Surveillance

APPLICATION

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/application-directed-surveillance?view=Standard&pubID=690596>

REVIEW

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/review-directed-surveillance?view=Standard&pubID=690602>

CANCELLATION

Please note:

As the Home Office website does not contain the latest version of the cancellation form, this is attached separately to this document at Appendix I

(Please ensure you remove the words 'APPENDIX I' before printing this form)

RENEWAL

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/renewal-directed-surveillance?view=Standard&pubID=690600>

APPENDIX H

Forms

Covert Human Intelligence Sources (CHIS)

APPLICATION

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-application?view=Standard&pubID=447389

REVIEW

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-review?view=Standard&pubID=447372

CANCELLATION

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-cancellation?view=Standard&pubID=447391

RENEWAL

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-renewal?view=Standard&pubID=447370

APPENDIX I

Code of Practice

Co

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/acquisition-disclosure-cop>

APPENDIX J

Forms – Part I

Communications data

APPLICATION

<http://www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/communications-data.doc?view=Standard&pubID=446995>

NOTICE TO COMMUNICATION SERVICE PROVIDER

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/ripa-section-22-notice-update?view=Standard&pubID=590984

APPENDIX K

Unique Reference Number	
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Part II of the Regulation of Investigatory Powers Act 2000

Cancellation of a Directed Surveillance authorisation

Public Authority <i>(including full address)</i>	
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Name of Applicant		Unit/Branch /Division	
Full Address			
Contact Details			
Investigation/Operation Name (if applicable)			

Details of cancellation:

1. Explain the reason(s) for the cancellation of the authorisation:

Unique Reference Number	
-------------------------	--

2. Explain the value of the directed surveillance in the operation:

3. What product has been obtained as a result of the surveillance activity? (You should list here the dates and times of the activity; the nature of the product (i.e., what it shows) and its format (e.g., visual recordings; stills images); associated log/reference numbers; where the product is to be held; and the name of the officer responsible for its future management.) **nb** – if you have already provided these details in earlier reviews, a cross-reference here should suffice.

Dates/times	Product obtained	Format & reference numbers	Storage location	Officer responsible

Name (Print)	Grade
Signature	Date

4. Authorising Officer's comments on product obtained. (Paragraph 2.18 of the Covert Surveillance Code of Practice states that arrangements must be in place for the handling, storage and destruction of material obtained through the use of covert surveillance. Authorising Officers must ensure compliance with the appropriate data protection requirements and any relevant codes of practice produced by individual authorities relating to the handling and storage of material. **You should record here how you intend this to be achieved.**)

Unique Reference Number	
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5. Authorising Officer's comments on the outcome of this use of directed surveillance and formal cancellation instructions.

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Name (Print)	Grade
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Signature	Date and Time
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6. Time and Date when the Authorising Officer instructed the surveillance to cease *(if done verbally prior to this formal written cancellation)*.

Date:		Time:	
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APPENDIX L

Application for judicial approval for authorisation to obtain or disclose communications data, to use a covert human intelligence source or to conduct directed surveillance. Regulation of Investigatory Powers Act 2000, sections 23A, 23B, 32A, 32B.

Local authority:

Local authority department:

Offence under investigation:

Address of premises or identity of subject:

.....

.....

Covert technique requested: (tick one and specify details)

Communications Data ☐

Covert Human Intelligence Source ☐

Directed Surveillance ☐

Summary of details

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.....

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.....

.....

Note:

This application should be read in conjunction with the attached RIPA authorisation/RIPA application or notice.

Investigating Officer:

Authorising Officer/Designated Person:

Officer(s) appearing before Magistrate:.....

Address of applicant department:

.....

Contact telephone number:

Contact email address (optional):

Local authority reference:

Number of pages:

Order made on an application for judicial approval for authorisation to obtain or disclose communications data, to use a covert human intelligence source or to conduct directed surveillance. Regulation of Investigatory Powers Act 2000, sections 23A, 23B, 32A, 32B.

Magistrates' court:

Having considered the application, I (tick one):

- ☐ am satisfied that there are reasonable grounds for believing that the requirements of the Act were satisfied and remain satisfied, and that the relevant conditions are satisfied and I therefore approve the grant or renewal of the authorisation/notice.
- ☐ refuse to approve the grant or renewal of the authorisation/notice.
- ☐ refuse to approve the grant or renewal and quash the authorisation/notice.

Notes

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Reasons

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Signed:

Date:

Time:

Full Name:

Address of magistrates' court:

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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	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 £
<u>Invest to Save Schemes</u>							
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
<u>Essential/Contractual Schemes</u>							
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 factor Authentication	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
<u>Desirable Schemes (subject to affordability)</u>							
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
<u>Externally Funded Schemes</u>							
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 £
<u>FINANCED BY:</u>							
<u>Internally Resources</u>							
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
<u>External Resources</u>							
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	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.

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

In 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 30 th 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 30 th 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 30 th 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	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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Scrutiny Work Programme 24/25

Timescale	Item	Detail	Attendance required	Forum	Progress
5 June 2024	Private residential care home	<p>Are there powers available that the Council may use in order to influence the number and location of these facilities.</p> <p>Concern regarding the Change of Use decisions – Officer delegation/Factors and reasons for the Change of use. Intensification?</p> <p>Are licences granted from LCC on these homes? External Regulation?</p>	Jonathan Hodge – Planning & Strategic Growth Group Manager	Scrutiny Commissioners	Complete - Jonathan Hodge presented a briefing note – agreed that this would be circulated to BT/TA Members and added to Members SP Site. Also agreed no further action on this item.
6 June 2024	Active Travel Strategy and LCWIP	Review of the Strategy	Luke Raddon-Jackson Phill Turner	Task & Finish	Complete - Following the discussion, Members agreed that a further update be brought back to Scrutiny in 6 months. (Nov/Dec24)
17 July 2024 (previously 12 June)	Residents Survey Update	Members will receive a presentation on the results of the resident's survey	Karen Almond Julie Hutchinson	Scrutiny Commission	Complete
31 July 2024	HR Review	To continue and 'wrap-up' the commission's work on current HR provision at The Council.	1 st meeting members only	Task & Finish 2 meetings	31 st July – Members reviewed previous notes and completed a new scope for intended work. It was agreed that due to time lapsed from the last meeting, that data and trends were out of date, and requested up to date information from HR to be presented at the next meeting.

Timescale	Item	Detail	Attendance required	Forum	Progress
					<p>1 October – Presentation from HR, Members agreed that the next meeting will seek evidence from Service Managers and People Managers on their experiences</p> <p>Next Meeting: Tues 26 November - Service Managers</p>
11 September 2024	Corporate Parenting Responsibilities	Members will receive a presentation.	Caroline Harbour	Scrutiny Commission	Complete – slides to be circulated to Members
11 September 2024	State of the District	To provide the annual update on the state of the district and leader's annual statement.	Cllr Terry Richardson Julia Smith	Scrutiny Commission	Complete – Slides to be circulated to Members
11 September 2024	Homelessness & Social Housing	<p>How many families/individuals have been impacted during this time (homelessness numbers)?</p> <p>Impact on the budget and the officers administering of the rise in homelessness and demand for social housing.</p> <p>Has it impacted on the resource needed?</p> <p>Will the team be able to continue absorbing the demand? Can we keep delivering our service?</p> <p>Other options, e.g. partnerships?</p>	Caroline Harbour Ian Jones	Scrutiny Commission	Complete – slides to be completed to Members.

Timescale	Item	Detail	Attendance required	Forum	Progress
18 September (Brooks Room)	The Council's plans for historic contaminated land sites	<p>The scope of what we have, how big is the potential danger?</p> <p>Information on Contaminated Land owned by the Council as well as sites that consume the Council's time and effort (even if the Council does not have direct liability). What do we know so far about these sites? E.g. their location, are they being monitored?</p> <p>Update on the current strategy to be given.</p>	Caroline Harbour, Anna Farish and Declan Goodwin (Contaminated Land Officer)	Task and Finish	Complete – that an update on the desktop study to be brought back in 12 months.
18 September (Brooks Room)	Update on the Environmental Health, Environmental Services and Community Safety Enforcement and Compliance Policy Update on proposed changes to Environmental Crime Fixed Penalty Notices	<p>Provide an update on the proposed changes to the policy including an appendix specifically on environmental crime.</p> <p>Propose new FPN levels for environmental crime offences following a change in legislation.</p>	Caroline Harbour and Phil Fasham	Task and Finish	Complete – update to be brought back to consider how the new FPN levels have been embedded. Scrutiny will also monitor on iPlan.
Tuesday 2 July 2024 – cancelled	iPlan Workshop (Corporate Measures)	To examine areas of concern, trends and poor performance through	Luke Clements	Working group	21 November 2023 – Members were successful in logging into iPlan. Queries were raised on P1 Measures which have

Timescale	Item	Detail	Attendance required	Forum	Progress
Thursday 26 September 2024 Thursday 7 November 2024 Monday 3 February 2025 Thursday 3 April 2025 Thursday 10 July 2025 Thursday 18 September 2025 Thursday 6 November 2025		iPlan – the Council's Corporate Measures system.			<p>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.</p> <p>6 March 2024 – Members reviewed the responses from SLT from queries raised at the previous meeting. Members discussed and reviewed the current P1 Measures. Members reviewed evidence and delivery of the Blaby Corporate Plan Actions</p> <p>26 September 2024 – Members reviewed responses from SLT, reviewed current P1 Measures. Unfortunately, the work was incomplete and the meeting had to end due to flooding at the Council Offices.</p> <p>Next Meeting: 7 November 2024</p>
15 October 2024	Blaby District Tourism Growth Plan 2025-2030	<p>BDC has appointed Business Tourism Solutions to review the current 2020-2025 Tourism Growth Plan and prepare a new Growth Plan for 2025-2030.</p> <p>The Growth Plan is being developed in consultation with the Council and</p>	Tracy Gaskin, Nadia Alam, Kirsty Beauchamp	Task and Finish	Complete – that an update be brought back to Scrutiny Commission in the future to consider a progress update.

Timescale	Item	Detail	Attendance required	Forum	Progress
		<p>Tourism Stakeholders and will provide a framework of action for the next five years. The plan will be closely aligned to and effectively integrate with the key existing tourism strategies across Leicestershire and will play a vital role in the delivery of the Blaby District Plan 2024-2028, Economic Development Framework, and Blaby Action Plan.</p> <p>There is a three-stage process to develop and deliver the new Tourism Growth Plan:</p> <ol style="list-style-type: none"> 1. Review of Blaby District's position in the marketplace 2. Industry engagement and consultations 3. Development of tourism growth and action plan for 2025-2030 <p>As part of stage two of the project, a consultation with members to gain their valuable input has been factored in. During this Scrutiny Session BTS will present key findings from the progress review and gather views from members</p>			

Timescale	Item	Detail	Attendance required	Forum	Progress
		to feed into the final Tourism Growth Plan.			
New Date: 29 October (Previously 30 October 2024)	New Food Waste Collection Scheme	Scrutiny to feed into and examine the Council's proposed approach. Scrutiny requested early sight of this to feed into draft proposals for implementation.	Paul Coates	All Member Briefing	Following consultation with the Commissioners, this item is now an all-Member Briefing. Commissioners will consider if there is any work for Scrutiny following the briefing.
11 November 2024 (previously 26 June)	Net Zero by 2050 target	Which projects are contributing to our target? What is the budget and are we thinking of dropping any projects? Is our target realistic? Can we do more to achieve it? Have we understood all potential challenges, what gaps are there? Potential area for exploration at a subsequent meeting: Our community leadership role e.g. supporting parish councils to implement their own net zero measures.	Caroline Harbour Anna Farish Jill Stevenson (to potentially come to later meetings)	Working Group	An invitation has been sent to Members. Members were asked if there were any key areas to examine. Cllr Roy Denney requested: <i>Promoting the use of incinerators and anaerobic digester plants for our waste</i> Cllr Tony Deakin has expressed an interest in chairing this meeting, the constitution allows this, subject to agreement from the Members of the Task and Finish Group.

Timescale	Item	Detail	Attendance required	Forum	Progress
		Information on electrification of the fleet with a specific focus on ongoing budgetary requirements to be provided to Commissioners.			
11 December 2024	Lightbulb	Scrutiny requests a breakdown of Blaby's contribution compared to other partner authorities. Exploration of Lightbulb pilots and suggested outcome.	Caroline Harbour	Task & Finish	TBC – Officers are in discussion regarding this date and will be in touch.
13 November 2024	Quarter 2 Budget Review Revised Capital Programme Proposed Capital Programme	Early involvement in Budget setting to provide comment on proposals; understand possible risks and impacts on budget proposals	Finance Group Manager	Scrutiny Commission	
13 November 2024	Regulation of Investigatory Powers	Consider the annual monitoring report (statutory requirement)	Gemma Dennis	Scrutiny Commission	
TBC	Corporate Action Plan Updates (Half Year and year end report?)	Examine delivery against Blaby Plan vision and themes	?	Scrutiny Commission	Have requested an update from Officers for an update on when either half year or year end report is expected.
12 February 2025	Gender Pay Gap	Annual reporting reviewed by Scrutiny	HR/Lisa Boland	Scrutiny Commission	
TBC	Annual Complaints Report	Reviewed annually	Luke Clements	Scrutiny Commission	

Timescale	Item	Detail	Attendance required	Forum	Progress
15, 22, 29 January 2025	<ul style="list-style-type: none"> Budget context setting Portfolio Holder Sessions Draft Scrutiny response 	Consider financial picture in context of setting a balanced budget. Examine and respond to Portfolio Holder proposed draft budgets and funding priorities.	All SLT/Cabinet Executive	Scrutiny of the 25/26 Administration's Budget Proposals	
TBC	Footpaths and Cycle Routes.	<p>Is there a means by which the Council may enforce better interconnectivity between new and existing settlements through footpaths and cycle routes?</p> <p>Can section 106 be utilised to support/maintain the creation of footpaths and cycle routes?</p> <p>Members will also examine this when the Active Travel Strategy is considered by Scrutiny on the 6 June.</p>	<p>Jonathan Hodge – Planning</p> <p>Luke Raddon-Jackson/Phill Turner</p>	Task & Finish	Complete – pending a review of the Active Travel Strategy in 6 months.
TBC	Car Parks	<p>Scrutiny requests early sight of the revised strategy/plan.</p> <p>Scrutiny to explore what residents want from car parks compared to our current offering.</p>	Caroline Harbour Anna Farish	Working Group	Deferred to the 25/26 work programme following discussion with officers and agreement from Commissioners.

Timescale	Item	Detail	Attendance required	Forum	Progress
TBC	Local Police	<p>Updates are not consistently provided from local police to ward members/parishes. Why?</p> <p>What can be done to improve the channels of communication between the two?</p> <p>Examine the level of communication between local police with ward members/parish councils.</p>	Caroline Harbour Rebecca Holcroft	Scrutiny Commission	
TBC	Health and Leisure offering	<p>How are the Health and Leisure service responding to a reduced funding?</p> <p>What is the proposed new offer?</p>	Luke Raddon-Jackson	Scrutiny Commission	

Available Scrutiny Dates

Available Scrutiny Dates		Scrutiny Topic:	Scrutiny Commission Dates		Scrutiny Topic:
Date of meeting:	Report deadline		Date of Meeting	Report Deadline	
31 July (rearranged from 25 June)	22 July, publish 23 July	HR Scrutiny	17 July – NEW (previously 12 June)	8 July, publish 9 July	Residents Survey presentation
29 July 2024	18 July, publish 19 July	N/A	11 September	2 September, publish 3 September	<ul style="list-style-type: none"> • State of the District • Homelessness • Corporate Parenting
1 October	20 September, publish 23 September	Recruitment and Retention – HR	13 November	4 November, publish 5 November	<ul style="list-style-type: none"> • RIPA • Finance reports (Q2 Budget, Capital Programme, Treasury Management)
15 October	3 October, publish 4 October	Tourism Growth Plan	12 February 2025	3 February, publish 4 February	<ul style="list-style-type: none"> • Homelessness Strategy • Gender Pay Gap • Active Travel Strategy Progress Review (TBC) • Budget report to Cabinet
29 October	N/A	Food Waste Collection Scheme	2 April	24 March, publish 25 March	
11 November	31 October, publish 1 November	Net Zero by 2050	11 June	2 June, publish 3 June	
26 November	15 November, publish 18 November	Recruitment and Retention	10 September	1 September, publish 2 September	
11 December	3 December, publish 4 December	Lightbulb (TBC)	12 November	3 November, publish 4 November	
10 March 2025	27 February, publish 28 February				
26 March 2025	17 March, publish 18 March				

**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: November 2024 – March 2025**

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:

- Page 143
- (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. Cheryl Cashmore | Health, Leisure, Climate and Economic Development |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets |
| • Cllr. Les Phillimore | Housing, Community Safety and Environmental Services |
| • Cllr. Ben Taylor | Planning, Transformation and ICT |

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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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November 2024

<u>Quarter 2 Budget Review 2024/25</u> This report provides Members with an overview of the financial performance against the revenue budget for the quarter ending 30th September 2024.	None.	Cabinet Executive	4 November 2024	Yes	25 October 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Schedule of Charges 2025/26</u> This report lays out the proposed fees and charges for the financial year commencing 1st April 2025.	None	Cabinet Executive	4 November 2024	Yes	25 October 2024 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Quarter 2 Treasury Management Update 2024/25</u> The report updates Members on the treasury management activities during the second quarter of 2024/25.	None	Cabinet Executive	4 November 2024	Yes	25 October 2024 Councillor Maggie Wright Katie Hollis, 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?
<u>Environmental Crime Fixed Penalty Notices</u> To approve revised fixed penalty notice amounts for specified environmental crime offences.	Blaby District Council Schedule of Charges 2024/25	Cabinet Executive	4 November 2024	Yes	25 October 2024 Councillor Les Phillimore Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public
<u>Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy</u> To approve the Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy 2025 - 2028.	Environmental Health, Environmental Services & Community Services Enforcement & Compliance Policy 2021 - 2024.	Cabinet Executive	4 November 2024	Yes	25 October 2024 Councillor Les Phillimore Caroline Harbour, Environmental Health, Housing & Community Services Group Manager	Public

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?
<p><u>Revocation and Declaration of Air Quality Management Areas</u></p> <p>Requesting approval for the Revocation of the following Air Quality Management Areas (AQMAs), due to 5 years continuous compliance with the National Air Quality Objectives as set out by DEFRA:</p> <p>AQMA 1: A5460 Narborough Road South AQMA 2: M1 Corridor in Enderby and Narborough AQMA 4b: Enderby Road, Whetstone</p> <p>AQMA 3: M1 corridor between Thorpe Astley and Leicester Forest East is currently in a period of public consultation and will also be considered for revocation depending on comments received.</p> <p>Requesting approval for the Declaration of a new AQMA in Braunstone Town, due to 1 exceedance of the National Air Quality Objectives, as set out by DEFRA. This will be known as AQMA 7: Lubbethorpe Road, Braunstone Town</p>	None	Cabinet Executive	4 November 2024	Yes	25 October 2024 Councillor Les Phillimore Catherine Redshaw	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?
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<p><u>Quarter 2 Capital Programme Review 2024/25</u></p> <p>This report provides Members an update on expenditure against the Capital Programme for the second quarter of 2024/25.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>4 November 2024</p> <p>19 November 2024</p>	No	<p>Cabinet Executive: 25 October 2024 Council: 8 November 2024</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public
<p><u>Food Waste Project Capital Programme</u></p> <p>To approve the addition of the project to the Capital Programme and delegated authority to the Executive Director (S.151) and the Portfolio Holder.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>4 November 2024</p> <p>19 November 2024</p>	No	<p>Cabinet Executive: 25 October 2024 Council: 8 November 2024</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public

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?
<u>Leicestershire, Leicester, and Rutland Local Nature Recovery Strategy.</u> Approval to be granted by Council for the Public consultation of the draft Leicestershire, Leicester, and Rutland Local Nature Recovery Strategy.	Draft Local Nature Recovery Strategy	Council	19 November 2024	No	25 October 2024 Councillor Ben Taylor Jonathan Hodge, Planning & Strategic Growth Group Manager	Public
<u>Asset Disposals and Affordable Housing Site Update</u> To provide an update to Council on progress of disposal decisions made previously and to seek authority to dispose of assets surplus to the Council's requirements.	Asset Disposals/Developments – Creation of Affordable Housing Opportunities Council Report 20th July 2021	Council	19 November 2024	No	8 November 2024 Councillor Nigel Grundy Paul Coates, Neighbourhood Services Group Manager, Sarah Pennelli, Executive Director - S.151 Officer	Public
<u>District Of Blaby (Off Street Parking Places) Order 2024</u> Approval of Car Parking Order following publication of Notice of Proposal	Cabinet Executive report dated 16 September 2024	Cabinet Executive	27 November 2024	Yes	19 November 2024 Councillor Les Phillimore Anna Farish, Environmental Services 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?
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January 2025

<u>Establishment 2024/25 and 2025/26</u> To provide members with an update in respect of the 2024/25 establishment budget, and to set out the proposed establishment budget for 2025/26.	None	Cabinet Executive	13 January 2025	Yes	3 January 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Blaby District Tourism Growth Plan 2025-2030</u> Blaby District Council has appointed Business and Tourism Solutions (BTS) to prepare a refresh of the current 2020-2025 Tourism Growth Plan and the associated actions. The Growth Plan is being developed in consultation with tourism stakeholders in the area and the Council and will provide a framework for action from 2025 - 2030. The plan will be closely aligned to and effectively integrate with the key existing tourism strategies across Leicestershire and the Blaby District Plan 2024-2028, Active Travel Strategy, Community, Health and Well-being Plan and the Economic Development Framework.	Blaby District Tourism Growth Plan 2020 - 2025 Project Brief for Blaby District Tourism Growth Plan 2025 -2030	Cabinet Executive	13 January 2025	Yes	3 January 2025 Councillor Cheryl Cashmore Tracy Gaskin, Health, Leisure and Tourism Service Manager, Nadia Alam, Tourism and Heritage Officer, Kirsty Wilby, Tourism and Heritage Officer	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?
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<u>National Non-Domestic Rates Base 2025/26</u> The Local Government Finance Act 2012 requires local authorities to set an annual National Non-Domestic Rate Base, otherwise known as the Business Rates Base. The Base must be set by 31st January ahead of the forthcoming financial year.	None	Cabinet Executive	13 January 2025	Yes	3 January 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Council Tax Base 2025/26</u> The purpose of this report is to set the Council Tax Base for the 2025/26 year so that in February, Council will be able to use this information and set the Council Tax for the year. The report also seeks approval to set aside 'special items' of expenditure under Section 34 and 35 of the Local Government Finance Act 1992.	None	Cabinet Executive	13 January 2025	Yes	3 January 2025 Councillor Maggie Wright Sarabjit Khangura, Council Tax Income and Debt Manager	Public

February 2025

<u>Quarter 3 Budget Review 2024/25</u> This report gives Members an overview of the financial performance against the budget for the third quarter of 2024/25.	None	Cabinet Executive	24 February 2025	Yes	14 February 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	
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<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>Quarter 3 Treasury Management Update 2024/25</u> That the latest position in respect of treasury activities, and the prudential indicators, are accepted.	None.	Cabinet Executive	24 February 2025	Yes	14 February 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
<u>Quarter 3 Capital Programme Review 2024/25</u> This report provides Members an update on expenditure against the Capital Programme for the third quarter of 2024/25.	None	Cabinet Executive Council	24 February 2025 25 February 2025	No	Cabinet Executive: 14 February 2025 Council: 14 February 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public

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?
<p><u>General Fund Budget Proposals 2025/26</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>24 February 2025</p> <p>25 February 2025</p>	No	<p>Cabinet Executive: 14 February 2025 Council: 14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Sarah Pennelli, Executive Director - S.151 Officer</p>	Public
<p><u>5 Year Capital Programme 2025/26 to 2029/30</u></p> <p>This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2025/26. 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>24 February 2025</p> <p>25 February 2025</p>	No	<p>Cabinet Executive: 14 February 2025 Council: 14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public

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?
<p><u>Prudential Indicator & Treasury Management Strategy 2025/26</u></p> <p>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 2025/26 to 2029/30 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.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>24 February 2025</p> <p>25 February 2025</p>	No	<p>Cabinet Executive: 14 February 2025 Council: 14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public
<p><u>Council Tax 2025/26</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>24 February 2025</p> <p>25 February 2025</p>	No	<p>14 February 2025</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Finance Group Manager</p>	Public

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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<u>Scrutiny Commission response to the Administrations 2025/26 Draft Budget Proposals</u> That Cabinet Executive considers the comments and recommendations of Scrutiny Commission in respect of the draft 2025/26 budget proposals before making final recommendations to Council.	Agenda and documents presented to the Scrutiny Commission.	Cabinet Executive	24 February 2025	No	14 February 2025 Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Homelessness and Rough Sleeping Strategy 2025 - 2030</u> To ask Members to approve the strategy	Homelessness and Rough Sleeping Strategy 2025 - 2030	Council	25 February 2025	No	14 February 2025 Councillor Les Phillimore Ian Jones, Housing Services Manager	Public

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<u>Cabinet Executive Response to Scrutiny Commission Recommendations on the Administrations 2025-26 Draft Budget Proposals</u> To present the Cabinet Executive's response to the recommendations of Scrutiny Commission.	None	Cabinet Executive	24 March 2025	No	Cabinet Executive: 14 March 2025 Councillor Maggie Wright Katie Hollis, Finance Group Manager	Public
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<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>A Strategic Guide to Empty or Occupied Eyesore Premises</u> The purpose of this strategy is to set out how Blaby District Council will deal with empty or occupied eyesore premises and it is intended to replace the existing empty homes strategy.	Equalities impact assessment Carbon neutral / net zero benefits	Cabinet Executive	24 March 2025	Yes	14 March 2025 Councillor Les Phillimore Caroline Harbour, Environmental Health, Housing & Community Services Group Manager, Anna Farish, Environmental Services Manager	Public