

Guildhall Gainsborough
Lincolnshire DN21 2NA

Tel: 01427 676676 Fax: 01427 675170

AGENDA

This meeting will be webcast live and the video archive published on our website

Corporate Policy and Resources Committee

Thursday, 24th July, 2025 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Stephen Bunney
- Councillor Ian Fleetwood
- Councillor Paul Key
- Councillor Jeanette McGhee
- Councillor Roger Patterson
- Councillor Mrs Lesley Rollings
- Councillor Tom Smith
- Councillor Paul Swift
- Councillor Trevor Young

1. Apologies for Absence

2. Public Participation Period

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. Minutes of Previous Meeting/s

i) For Approval

To confirm and sign as a correct record the Minutes of the Meeting (PAGES 3 - 16) of the Corporate Policy and Resources Committee held on Thursday, 12 June 2025

ii) For Noting

To note the Minutes of the Joint Staff Consultative Committee (PAGES 17 - 22) meetings held on Thursday, 29 May 2025, and Thursday, 3 July 2025.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

4. **Declarations of Interest**

Members may make declarations of Interest at this point or may make them at any point in the meeting.

5. **Matters Arising Schedule**

(PAGE 23)

Setting out current position of previously agreed actions as at 16 July 2025

6. **Public Reports for Approval:**

- i) Asylum Dispersal in West Lindsey (PAGES 24 - 32)
- ii) Budget and Treasury Monitoring Qtr 1 2025/26 (PAGES 33 - 67)
- iii) Budget Consultation & LGR Engagement Proposal 2025 (PAGES 68 - 83)
- iv) Recommendation from JSCC: Review of the Counter Fraud, Corruption and Bribery Policy (PAGES 84 - 96)
- v) Committee Work Plan (PAGES 97 - 99)

7. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 & 5 of Part 1 of Schedule 12A of the Act.

8. **Exempt Report(s)**

- i) Gainsborough Leisure Provision (PAGES 100 - 229)
- ii) Market Street Renewal Ltd - 2025/2026 Business Plan (PAGES 230 - 244)
- iii) Thurrock/APSE Litigation Update (PAGES 245 - 253)

Bill Cullen
Interim Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 16 July 2025

Corporate Policy and Resources Committee- 12 June 2025
Subject to Call-in. Call-in will expire at 5pm on

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 12 June 2025 commencing at 6.30 pm.

Present:

Councillor Paul Swift (Vice-Chairman in the Chair)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Stephen Bunney
Councillor Ian Fleetwood
Councillor Paul Key
Councillor Roger Patterson
Councillor Tom Smith
Councillor Baptiste Velan

In Attendance:

Ian Knowles	Chief Executive
Peter Davy	Director of Finance and Assets (Section 151 Officer)
Sally Grindrod-Smith	Director Planning, Regeneration & Communities
Lisa Langdon	Assistant Director People and Democratic (Monitoring Officer)
Angela Matthews	Benefits Manager
Sarah Elvin	Homes, Health & Wellbeing Team Manager
Claire Bailey	Change, Projects and Performance Officer
James Makinson-Sanders	Economic Growth Team Manager
Grant White	Communities Manager
Sue Leversedge	Business Support Team Leader
Comie Campbell	Interim Financial Services Manager (Deputy S151)
Cara Markham	Commercial, Cultural and Leisure Development Manager
Ele Snow	Senior Democratic and Civic Officer

Apologies:

Councillor Trevor Young
Councillor Moira Westley

Membership:

Councillor B Velan was appointed substitute for Councillor T Young

1 APPOINTMENT OF VICE CHAIRMAN FOR THE MEETING

Councillor P. Swift, Vice-Chairman in the Chair, gave apologies for the Chairman, Councillor T. Young, Vice-Chairman Councillor M. Westley, and sought agreement from the Committee to appoint a Vice-Chairman for this meeting of the Committee. He duly sought nominations and a Member of the Committee nominated Councillor M. Boles. This nomination was seconded, and, with no other nominations on the table, the Chairman took the vote. It was

unanimously

RESOLVED that Councillor M. Boles be appointed as Vice-Chairman for this meeting of the Corporate Policy and Resources Committee.

2 PUBLIC PARTICIPATION PERIOD

There was no public participation.

3 MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on Thursday, 11 March 2025 be confirmed and signed as a correct record.

4 DECLARATIONS OF INTEREST

There were no declarations of interest as this point in the meeting.

5 MATTERS ARISING SCHEDULE

With no comments or questions, the Matters Arising Schedule, setting out the position of previously agreed actions as at 4 June 2025, was **NOTED**.

6 HOUSEHOLD SUPPORT FUND 7

The Committee gave consideration to a report presented by the Benefits Manager, who explained that the Household Support Fund (HSF) was first introduced in October 2021 and had been renewed every six months or annually until March 2025. West Lindsey had been successful in distributing over £2m to the residents of the district over the previous HSF schemes. She highlighted that the Household Support Fund 2025-26 was announced by the Government and the details of the fund were clarified on 5 March 2025 to commence 1 April. The fund would run for 12 months to 31 March 2026 and Lincolnshire County Council (LCC) had been awarded £9.63m. The funding would be received from the Department for Work and Pensions (DWP) who issued guidance on how the money may be spent. LCC had been through internal governance processes and had proposed that each district would get a fund to distribute to its residents. It was estimated that West Lindsey would receive funding of approximately £400,000.

Members heard that in using the learning from the previous six HSF distribution processes, it was known that to reach as many residents as possible partner organisations such as food banks and charitable organisations needed to be involved. It was also known that a costly resource was needed if the Local Authority chose to accept direct applications from residents wishing to apply for funding. The report recommended that to reach as many residents as possible, whilst keeping the administration costs controllable, funding was

distributed via food banks and voluntary organisations with at least one of the voluntary organisations administering an application-based process. Under the 2025-26 fund, the DWP had asked that local authorities considered distributing some of the funds to organisations or processes that could help prevent households needing extra funding for food and utilities, and it was suggested that the Council partnered with such organisation(s) that could help with this.

The Chairman thanked the Benefits Manager for her introduction and detailed report, and invited comments from the Committee.

Members expressed their support for the ongoing funding and appreciated the work over previous tranches of funding which had led to an efficient and fair approach to the distribution of the monies. The element of preventative action was much welcomed, with Members recognising that assisting families to avoid the need for crisis intervention was far more useful than simply responding to a crisis. Partnered organisations were also praised for the work they undertook and recognised for the invaluable knowledge they brought with them.

In response to a question relating to the distribution of funds to those families who accessed free school meals, it was explained that Lincolnshire County Council would manage that aspect, and there had been contingencies built into the funding, in recognition of the increasing number of families requiring free school meal assistance. In response to a question regarding the differing approaches between food bank providers, it was also clarified that the Council only worked with trusted partners where their procedures were known and supported, which included providing advice, guidance, training opportunities and suchlike. With the focus being on preventative measures as well, the pool of trusted partners was being widened to encourage that element of work.

Note: Councillor T. Smith declared a non-pecuniary interest in that he volunteered at the Caistor food bank, clarifying that he had no involvement in the management or distribution of funding.

Members of the Committee enquired as to what was considered to be preventative action, as there could be differing interpretations. It was explained that, whilst there was no prescribed definition provided by Government, local authorities across Lincolnshire were working together to establish a common approach to the preventative elements, in order to avoid a 'postcode lottery' for residents in different areas. It was highlighted that there had been appointed a performance management team for the current round of funding, meaning councils would be monitored and assessed on how the scheme was managed and where the monies were distributed.

With no further questions or comments, and having been moved and seconded, the Chairman took the vote. It was unanimously

RESOLVED that

- a) the delivery of the Household Support Fund 7, to run to 31 March 2026, be approved; and
- b) should there be relatively minor amendments made to the scheme, unless

considered 'significantly material', the Benefits Manager, in consultation with the Director of Finance and Assets (Section 151 Officer), be delegated to implement such changes after consultation with the Corporate Policy & Resources Committee Chairman, to ensure the scheme can adapt to requirements where the need to respond promptly is required, as well as remaining consistent with principles of the Lincolnshire Districts scheme.

7 LOCAL AUTHORITY HOUSING FUND 3 UPDATE REPORT

Members heard from the Homes and Health Manager who provided an update on the third tranche of the Local Authority Housing Fund (LAHF 3). It was explained that the fund was announced by the Department for Levelling Up Homes and Communities in March 2024 proposing to fund more high-quality temporary accommodation for homeless families and provide housing for those on the Afghan Citizens Resettlement Scheme. The Council submitted an Expression of Interest in March 2024 to LAHF 3 which proposed to deliver eight units of temporary accommodation and four resettlement units in the district. The Council was informed on 30 July 2024 that the application for a capital grant was successful, and was allocated £1,290,275 to deliver seven units of temporary accommodation and four resettlement units. On 17 October 2024, the Corporate Policy and Resources Committee approved the full business case for the project, including additional S106 funding to deliver the resettlement element of the project.

Members heard that, to date, three of the four resettlement units had been delivered by Acis through a Grant Funding Agreement. These properties were in the process of being matched to families through the Afghan Citizen Resettlement Scheme (ACRS). Of the seven units of temporary accommodation, four properties had been secured and were currently going through the conveyancing process. All addresses of the properties had intentionally been excluded from the report, to ensure the safety of vulnerable occupants.

It was also explained that two properties owned by the Council had been identified as being suitable to be repurposed for the project and agreement had been obtained from the Ministry of Housing and Local Government to utilise the funding for these properties.

Members again expressed their support for the project and the benefits it would bring to residents of the district. In response to a comment that properties were required across the area, not solely in one or two town locations, it was explained that following a recent announcement of additional monies for the project, there would be scope to extend into other areas within the district.

A Member of the Committee posed a question regarding the accessibility of properties under the scheme, and also enquired as to whether funds were best placed in renovating the two council-owned properties or purchasing properties elsewhere in the district. It was explained that property prices in other areas of the district were relatively restrictive compared to renovations on the existing properties, although the aim was for the scheme to be extended when possible. It was noted that the majority of need for temporary housing was in the areas where properties were being used or identified. Members were advised there were alternative options for those in areas away from the located properties, such as the use of AirBnB. The officer highlighted that the renovation of the two buildings in question brought additional benefits, such as the opportunity to be fully accessible for disabled occupants, as

well as outside space for those individuals who may have animals, which often created a barrier to accessing temporary housing.

Having been proposed and seconded, and having no further speakers, the Chairman read aloud the printed recommendations and took the vote. It was unanimously

RESOLVED that

- a) the progress of the project to date be noted; and
- b) the repurposing of the two properties owned by West Lindsey District Council, to be utilised for this project, be approved; and
- c) property purchases within this project be delegated to the S151 Officer.

8 PROGRESS AND DELIVERY QUARTER FOUR REPORT AND SUMMARY OF YEAR END PERFORMANCE 2024/25

Members gave consideration to the quarter four and year end Progress and Delivery Report for 2024/25. It was explained by the Change, Projects and Performance Officer that as the final report of the year, subsequent reports would change to reflect the measures and targets approved by the Corporate Policy and Resources Committee in early 2025.

Members heard that overall performance showed 87% of measures were either exceeding or within tolerance of their targets. This was an improvement from 83% in quarter four 2023/24 and 78% in quarter three 2024/25. The number of measures in the Performance Improvement Plan (PIP) had been reduced from seven to six year-on-year.

There were two changes reported from the previous quarter within the Performance Improvement Plan. The percentage of Freedom of Information requests (FOIs) completed within 20 working days had reported below target in quarter three, however performance had improved and was reporting above target for quarter four. This had therefore been removed from the performance improvement plan. Additionally, the percentage of Food Standards Agency inspections completed had reported below target all year, before finishing the year only 1% off target. This was within tolerance and had been removed from the performance improvement plan this quarter. A total of 334 food inspections were completed throughout 2024/25, with 114 of those conducted in quarter four. In comparison, 229 inspections were completed in total during 2023/24, which was a 46% increase this year. Performance had been expected to improve with additional resource in place and Members heard that this had carried on into the current reporting data for 2025/26 with the team already exceeding target for April and May.

With regards to Disabled Facilities Grants (DFGs), the position was clear and it was not expected that the performance of associated measures would change given the budget position. In relation to the percentage of households spending more than 42 nights in B&B accommodation, this was expected to remain in the PIP as the target was set at zero. This was in line with guidance and what needed to be aimed for, however it was not currently achievable with only limited temporary accommodation available. The project to provide an additional eight units was underway and would improve the performance data over time.

It was explained that the measure relating to the Local Land Charges market share had reported below target, however, this had been removed from the measure set for 2025/26 as it was considered out of the control of the team, due to others undercutting on fees. It had been agreed to retain the statistic to maintain visibility, however the team would continue to focus on maintaining high-performance in-service delivery.

In relation to market stalls data, the Tuesday markets continued to feature, with updated information to include the updated stall infrastructure and layout to be delivered in Summer 2025, alongside the opening of the new cinema and leisure scheme. Officers were starting to receive some positive community feedback for the Tuesday offer which was being monitored. Finally, regarding T24 savings delivered, these measures had been replaced to include the cumulative value of cashable savings identified and monitored within the council.

Having received a series of comments and questions when the report had been presented to the Prosperous Communities Committee on 3 June 2025, the Officer provided Members with the responses, in addition to the information contained within the report.

With regard to the percentage of abandoned calls received into the Customer Services team only, Members were advised that following the telephony switchover to the new Contact Centre Solution in November 2024, the project was very much in the delivery phase. An email had been sent to all members update on abandonment rates, which formed part of the ongoing communication plan for the project. The increase was due to demand across a range of services at that time of year and some displaced demand due to utterances within the system. It was clarified that an utterance was a single word, few words or sentence spoken by the customer at the start of the call, which the system picked up and directed the calls to the correct queue. It was confirmed there were no AI loops in the system, with all routes leading to a queue for an officer to answer a call. There had been significant work undertaken by the Customer Service and Change teams with the aim to reduce the demand on customer services and direct customers to the correct department in the first instance. As additional information, for the first two months in quarter one of the current year, the abandonment rate had reduced, reporting 11.03% for April and 10.72% for May, with a call wait time of just over 3 minutes on average.

In response to a query regarding staff absenteeism, it was explained that this was measured as the average days lost per full-time equivalent (FTE) per month, and had remained within tolerance for quarter four. It had also further reduced to 0.4 days in April 2025. The reference to effective case management highlighted the council's proactive approach to supporting staff who were absent from work. This included tailored interventions such as wellbeing action plans, home visits, and referrals to Occupational Health where appropriate. These measures were designed to facilitate a supported return to work and help reduce future sickness absence through individual case-by-case management.

In relation to the average spend per head on secondary sales at the trinity Arts Centre, it was explained that the average was down compared to the previous year however the total secondary income for 2024/25 reached £57,467, which was up from £45,187 in 2023/24. This was an increase of 27%, so whilst there had been a reduced average, it was an overall increase for income.

To conclude, the Officer explained that the measure related to employee satisfaction was

linked with a specific question which formed part of the annual staff survey, with the responses this year being different options to the previous year, and this had impacted on the data reporting. Additionally, this measure had been removed for 2025/26.

The Chairman thanked the Officer for her detailed presentation and Members of the Committee welcomed the feedback from queries raised by the Prosperous Communities Committee. It was explained by a Member that the Leisure, Culture, Events and Tourism Working Group had received a detailed breakdown from the Trinity Arts Centre Manager and it was requested that this be shared with the Committee. It was also requested that Members be provided with additional information relating to health and safety issues contained within the report and whether there was more detail regarding the decrease in membership at the Gainsborough leisure centre. It was explained that there had been a new gym open in the town, which had impacted on membership numbers, however there were frequent client meetings and Members would be updated regularly.

In response to a question regarding the overall performance of the council, it was confirmed that there had been a marked improvement in the number of measure reporting under target. The specific areas of concern were detailed within the Performance Improvement Plan. Additionally, it was reiterated that the T24 savings project had come to a conclusion, hence it being removed as a measurable dataset.

A Member of the Committee highlighted the positive improvement regarding the crematorium and sought to praise the team for their ongoing involvement in several charity initiatives.

With no further questions or comments, and having been moved, seconded, and voted upon, it was unanimously

RESOLVED that

- a) the performance of the Council's services through agreed performance measures had been assessed, and areas where improvements should be made had been indicated, having had regard to the remedial measures set out in the report; and
- b) the Progress and Delivery Performance Improvement Plan for Quarter Four (January-March) 2024/25 be approved; and
- c) the Progress and Delivery Year End 2024/25 Report be approved.

9 WLDC UKSPF/REPF 2025/26

The Committee gave consideration to a report presented by the Economic Growth Team Manager, seeking approval of the expenditure (establishment of capital and revenue budgets) and monitoring arrangements of the Council's programme for the delivery of the UK Shared Prosperity Fund 2025/26 Programme.

As had been presented to the Prosperous Communities Committee, it was explained that the council had been allocated both UK Shared Prosperity Funding and Rural England

Prosperity Funding, which was seen as a transitional continuation of the previous 2022 – 2025 programme. Under the new arrangements for the Greater Lincolnshire Combined Authority, Members heard that North East Lincolnshire Council (NELC) were the Accountable Body for this funding.

Additionally, it was highlighted that the Government had set a spend deadline of 31 March 2026, with any unspent funding being lost. The Accountable Body, NELC, would require the council to report on expenditure in September/October 2025 and January 2026. Any funding at risk of being unspent could be reallocated at those stages.

Members were advised that in line with the Council's constitution, the Prosperous Communities Committee was required to approve the investment themes and delegate signatory of the funding agreement. These resolutions had been passed at the meeting on 3 June 2025. The Corporate Policy and Resources Committee was then required to approve the drawdown and expenditure of funds. It was further highlighted that the proposed investments had been shaped based upon local priorities alongside their fit with the Government's programme requirements, and Greater Lincolnshire priorities.

The Committee expressed their thanks to all involved in the work around UKSPF, and reiterated their support. The risks of the tight timescales and requirement to return unspent monies was acknowledged, with Members highlighting their own role within their communities to spread the word of funding opportunities available.

With acknowledgment of the discussions at the meeting of the Prosperous Communities Committee, and having been proposed and seconded, the Chairman took the vote, and it was unanimously

RESOLVED that

- a) following the recommendation from the meeting of the Prosperous Communities Committee on 3 June 2025 regarding the identified UKSPF/REPF Programme 2025/26, the expenditure (establishment of capital and revenue budgets) and monitoring arrangements as set out in para 2.5 of the report, be approved; and
- b) authority be delegated to the Director - Planning, Regeneration & Communities to manage the UKSPF programme via the UKSPF Programme Board.

10 BUDGET AND TREASURY MONITORING FINAL OUTTURN 2024/2025

Members gave consideration to a report presented by the Business Support Team Leader, who explained it detailed the final budget and treasury outturn position for 2024/25, subject to the audit of the statement of accounts. In summary, it was explained that against revenue budgets, there was a net contribution to reserves of £1.126m. The variance against service budgets was virtually breaking even with a small underspend of £6,000, which demonstrated excellent budget management on behalf of budget managers and their teams. The significant variance of £1.12 million arose from corporate budgets including:

- Net interest on investments (an increase in income of £504,000)
- Corporate contingency budgets not required (a saving of £325,000)
- And Government grants received in the final quarter (total income of £291,000)

Members were being asked to approve the allocation of the surplus to reserves as follows:

- £250,000 to an earmarked reserve to support the new capital assets created from grant funded schemes
- £50,000 to the Neighbourhood Planning reserve
- the balance of £826,000 to the Business Rates Volatility Reserve – which may be applied to reduce the forecast funding deficit in 2026/27 (with the gap currently estimated at £1.245m)

In relation to capital Members heard there was a variance against revised budget of £5.563m. Of this £4.789m was requested for carry forward into 2025/2026 (the largest being £1.788m for HUG Phase 2 with final payments due to be made in 25/26). The balance of £0.774m being net underspends on scheme budgets.

In addition to the allocation of the revenue surplus, there were several recommendations for Member approval, those being: the total use of reserves of £0.380m which included RAF Scampton legal costs (as previously agreed by the committee) and revenue costs for the cinema project; the contribution to reserves of £0.639m being the balance of grants received during the year with no conditions to repay, and return of match funding for UKSPF projects; the spend of the revenue budget carry forward of £35,000 for the extension of LUF resources for 3 months; the amendments to the 2025/26 fees and charges schedule for land charges search fees which were set by Lincolnshire County Council, and statutory private water supply work to reflect amended regulations; and to approve the amendments to the capital schemes contained within the report at section 3.2.

Members thanked the Officer for her concise summary and the clarity of the information contained within the report. In response to a question regarding the Scampton costs, it was confirmed that the Committee would continue to receive updates through the quarterly reports and as and when final figures were available these would be shared with Members. It was also clarified that the introduction of the big bin hire was considered to be additional income and therefore not included in the commercial waste deficit details.

A Member of the Committee enquired as to whether monies had been required to be returned to government under the capital schemes referenced within the report. It was confirmed that where there were underspends in capital schemes, that money was required to be repaid. Further detail was provided by the Communities Manager who explained that regarding the Safer Streets scheme, there had been a partner who had pulled out of a CCTV installation project meaning the council had needed to find alternative ways to spend the allocated monies, hence there being a small underspend which was repaid. Assurance was provided that Officers worked proactively to ensure funds could be redistributed.

The Chairman invited comments from Visiting Member Councillor J. McGhee who enquired of the Committee to consider an amendment for the use of the reserves funds to include an amount for options to install a 'changing places' facility. It was recognised this had been discussed and raised previously, however it was considered by the Visiting Member to be a key part of the tourism economy, to be able to provide facilities for all. She highlighted this

would extend the scope of attracting visitors to the area and was in line with current strategies.

Members of the Committee welcomed the input from the Visiting Member and supported the introduction of accessible facilities, such as 'changing places' and shop mobility schemes. It was highlighted there had been a review previously undertaken which had considered options for such a facility as was being suggested. A Member of the Committee stated his support and proposed an amendment to recommendation (b) contained within the report, that:

an amount of money be held in reserve for installing a 'changing places' facility in Gainsborough.

A Member of the Committee, in seeking further clarity regarding the amendment requested whether the options were to be district wide or Gainsborough focussed, with concerns raised as to whether it was prudent to specify only one area of the district.

There was a second proposal made that:

an amount of money be held in reserve, subject to a district wide options paper being presented to the Committee, for the installation of a 'changing places' facility.

In response, it was explained that a high level feasibility study had previously been undertaken and it would be possible for Officers to provide the Committee with an updated options report, which would cover areas of the district outside of Gainsborough, including updated quotations, requirements and technical specifications, and how to undertake engagement and consultation with experts, service users, and town and parish councils. It was also confirmed by the S151 Officer that the reserve amount specified for the Business Rates Volatility Reserve would be reduced to enable the amendment, and that, based on previous studies, an amount of £100,000 would be prudent for the work suggested.

On the basis of the Officer responses, the second proposer altered his proposal to reflect the detail clarified by Officers.

The Democratic Services Officer clarified for the Committee that there were two amendments on the table, summarising the first being to look at options for a facility in Gainsborough, the second being to look at options for a facility in West Lindsey. It was also confirmed that neither proposal had been seconded.

Expressing support for the amendment to consider district wide options, a Member of the Committee duly seconded the second proposal. With no seconder for the first proposal, that fell, and the Chairman took the vote. It was

RESOLVED that recommendation (b) be amended to include the following, noting this would also amend the amount of funds for the Business Rates Volatility Reserve:

Up to £0.1m to a reserve to consider options for a 'changing places' facility within West Lindsey, with Officers requested to present a report to a future meeting of the Corporate Policy & Resources Committee detailing updated quotations, requirements and technical specifications, and how to undertake

engagement and consultation with experts, service users, and town and parish councils.

With no further comments or questions, and with repeated thanks to the Finance Team as a whole and the Business Support Team Leader specifically, the written recommendations, including the amendment as detailed above, were duly proposed and seconded. On taking the vote it was

RESOLVED that

REVENUE

- a) Members of the Committee accept the out-turn position of a £2.057m gross contribution to reserves against the revised budget for 2024/2025, which includes £0.931m of approved revenue carry forwards into 2025/2026. The remaining balance being a net underspend and contribution to reserves of £1.126m.
- b) Members of the Committee approve the balance of £1.126m be transferred as follows:
 - £0.250m to an earmarked reserve for Public Realm Works
 - £0.050m to the Neighbourhood Planning Reserve
 - Up to £0.1m to a reserve to consider options for a 'changing places' facility within West Lindsey, with Officers requested to present a report to a future meeting of the Corporate Policy & Resources Committee detailing updated quotations, requirements and technical specifications, and how to undertake engagement and consultation with experts, service users, and town and parish councils.
 - £0.726m to the Business Rates Volatility Reserve
- c) Members of the Committee approve the use of Earmarked Reserves - £0.380m (2.4.1).
- d) The Committee accepts the use of Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (2.4.2).
- e) Members of the Committee approve the contributions to Earmarked Reserves - £0.639m (2.4.3)
- f) The Committee accepts the contributions to Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (Section 2.4.4).
- g) Members approve the spend of the revenue carry forward into 2025/2026 for the extension of LUF resources £0.035m (2.5 and Appendix 8).
- h) The Committee approves the amendments to the fees and charges schedules for 2025/2026 (2.3.2).

CAPITAL

- i) The Committee accepts the final Capital Outturn position of £17.398m (Section 3).
- j) Committee approves the amendments to the Capital Schemes 2024/2025 as detailed in 3.2.1 to 3.2.2, and the amendments to the 2025/2026 Capital Schemes as detailed in 3.2.3.

TREASURY

- k) The Committee accepts the report, the treasury activity and the prudential indicators (Section 4).

11 ANNUAL TREASURY MANAGEMENT REPORT 2024/25

The Committee heard from the Interim Financial Services Manager (Deputy S151) regarding the Annual Treasury Management Report for 2024/25. It was explained that Council was required to receive, as a minimum, an annual treasury strategy in advance of the year, which was presented in March 2024; a mid-year treasury update report, which was presented in January 2025; and an annual review following the end of the year describing the activity compared to the strategy, which was the report presented to the Committee at his stage, for recommendation to Council. In addition, the Corporate Policy and Resources Committee received quarterly treasury management update reports.

The report as presented summarised capital activity during the year; the impact of that activity on the Council's underlying indebtedness, (the Capital Financing Requirement); the actual prudential and treasury indicators; the overall treasury position identifying how the Council had borrowed in relation to this indebtedness, and the impact on investment balances; a summary of interest rate movements in the year; detailed debt activity; and detailed investment activity. During 2024/25, the Council complied with its legislative and regulatory requirements. The Director of Finance and Assets (S151 Officer) also confirmed that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached.

Members of the Committee were satisfied the information presented to them, and extended their thanks, not only to the presenting officer, but to the team as a whole for maintaining the financial integrity of the council.

Having been proposed, seconded, and voted upon it was unanimously

RESOLVED that the Annual Treasury Management Report and actual Prudential Indicators 2024/25 be **RECOMMENDED** to Full Council for approval.

12 REVIEW AND REPRIORITISATION OF EARMARKED RESERVES

The Committee gave consideration to a report, as presented by the Director of Finance and Assets (Section 151 Officer), to review the Council's earmarked reserves and identify reserves which could be repurposed to meet priorities. It was explained that Officers had been requested by the Administration Group to review the levels of earmarked and general

reserves, partly driven by an ageing leisure centre in Gainsborough which would require significant investment to bring it up to modern requirements, and with an anticipation to reduce the amount of ongoing maintenance required. Whilst it was hoped that external funding could be acquired, it would still require a significant amount of Council investment to deliver any future agreed priorities. This would come from earmarked reserves and potentially borrowing. The report sought to inform Councillors of the potential resources available to support any future works, and to provide a basis for what may be affordable.

Members were thankful for the review, citing uncertain future funding for local authorities and the benefits of having reserve figures detailed in one report. It was suggested that, whilst the priorities discussed may originate from the Administration Group, it was important for there to be collaboration with all Councillors as well as partner organisations. It was also recognised that it was prudent to not rush into spending reserves, with Local Government Reorganisation looming, but to take a measured approach.

With no further comments, the Chairman read aloud the recommendations as detailed in the report. Having been moved, seconded, and voted upon it was unanimously

RESOLVED that

- a) the amount of earmarked reserves which could be released to fund future agreed priorities be noted; and
- b) the governance process for developing new priorities be noted.

13 COMMITTEE WORK PLAN

With no comments or questions, the Committee Work Plan was **DULY NOTED**.

Note: The meeting adjourned at 8.19pm for a 10 minute comfort break and reconvened at 8.29pm

14 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Note: The meeting entered closed session at 8.31pm

15 SURESTAFF/WLDC STAFFING SERVICES BUSINESS PLAN 2025/26

Members heard from the Director of Planning, Regeneration & Communities who presented the Surestaff Business Plan 2025/26 and explained that the Committee was being asked to approve changes to WLDC Staff roles.

In response to a question it was confirmed that the roles were appointed to individual officers, however it was recognised that where they held interim positions, there would be a need to re-appoint in the future.

The Democratic Services Officer highlighted to Members that recommendation two within the report was an oversight, as the Committee had previously approved the creation of a new company director post, therefore the Committee was being asked to consider four recommendations in total.

Having been proposed, seconded, and voted on, it was

RESOLVED that

- a) the contents of the Business Plan 2025/26 provided in Appendix 1 be noted; and
- b) Mr Alan Bowley be approved into the vacant Director Post; and
- c) Mr Comie Campbell be approved as the Company Secretary; and
- d) Mr Peter Davy be approved as the Council's shareholder representative on the company board.

16 LEA FIELDS BUSINESS PLAN REVIEW

The Committee heard from the Commercial, Cultural and Leisure Development Manager who presented a report which reviewed the Crematorium Business plan and updated the performance and financial position for 2024/25.

It was explained that at the Corporate, Policy and Resources Committee meeting on 17 October 2024 it was agreed that an update on the performance and financial position of the Lea Fields Crematorium business plan would be presented after six months. The report had been developed alongside the Finance Business Partner and the Crematorium Manager, as well as having been presented to the Commercial Board.

In response to a question regarding market share, it was explained that national data was examined and used to manage expectations for the use of Lea Fields. It was also recognised that there would be continue to be a period of families choosing to use other locations as there would be exiting links with those sites.

Members welcomed the update and positive details within the report, and with no requirement for a vote, the report was **DULY NOTED**.

The meeting concluded at 8.44 pm.

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the MS Teams on Thursday, 29 May 2025 commencing at 4.00 pm.

Members: Councillor Mrs Jackie Brockway (Chairman)
Councillor Moira Westley

**Staff
Representatives:** Brad Bishell
Amy Potts

In attendance: Lisa Langdon, Assistant Director People and Democratic
(Monitoring Officer)
Lynne Thomsett, People Services Manager
Molly Spencer, Democratic & Civic Officer

Apologies: Councillor John Barrett
Councillor Matthew Boles
James Deacon (Vice-Chairman)
Tom Duffield, Supervisor - Waste & Recycling

1 TO ELECT A CHAIRMAN FOR THE CIVIC YEAR

The Democratic and Civic Officer opened the meeting, noted the apologies for absence and explained that the first item of business for the Committee was to Elect a Chairman for the civic year. Proposals were duly sought.

A Member of the Committee proposed Councillor Brockway, this was duly seconded and upon being voted it was

RESOLVED that Councillor Jackie Brockway be elected Chairman of the Joint Staff Consultative Committee for the Civic Year 2025/26.

2 TO APPOINT A VICE-CHAIRMAN FOR THE CIVIC YEAR

The Chairman nominated James Deacon for the role of Vice-Chairman, which was duly seconded, with no other nominations made and upon being put to the vote it was

RESOLVED that James Deacon be appointed Vice-Chairman of the Joint Staff Consultative Committee for the Civic Year 2025/26.

3 MEMBERS' DECLARATION OF INTEREST

There were no declarations of interest made.

4 **MINUTES**

Having been proposed and seconded, it was

RESOLVED that the minutes of the Joint Staff Consultative Committee held on Thursday 27 March 2025, be confirmed as an accurate record

5 **MATTERS ARISING SCHEDULE**

Following a question from the Chairman regarding the action to organise an optional webinar for staff regarding the updated Whistle Blowing Policy, the Monitoring Officer explained that planning for the webinar had taken place but due to the recent County Council and Lincolnshire Mayoral elections a date was yet to be confirmed.

6 **GENDER PAY GAP REPORT 2024**

The Committee received the Annual Gender Pay Gap Report 2024 for West Lindsey District Council, which had been submitted to gov.uk as required. The report was presented for information purposes only, with no decisions required.

It was noted that the Council's workforce comprised 56% female employees and 44% male employees. The analysis indicated that, on average, females were paid higher than males within the organisation, contrary to typical trends observed in other workplaces. This discrepancy was attributed to the composition of the workforce, where the management team was predominantly female, while the lowest-paid roles, such as waste operatives, were mainly held by male employees.

The Committee was informed that the average hourly rate for female employees stood at £16.61, compared to £14.40 for male employees. It was explained that these figures represented basic pay only and did not include additional elements such as overtime payments, market supplements, or other ad hoc financial benefits. It was further noted that male employees tended to receive supplementary earnings from these sources, which contributed to their overall salary. It was confirmed that West Lindsey District Council were a Living Wage Employer, meaning that the lowest rate of pay within the organisation was higher than the National Living Wage.

The committee considered the discussion on gender balance and retention within the organisation. It was acknowledged that the recruitment process was regarded as sufficiently rigorous to prevent any unconscious bias influencing hiring decisions.

Concerns were raised regarding employee retention, particularly the gender

shift observed over time in different workforce groups. It was noted that younger male employees appeared to leave the organisation more frequently than females, prompting questions about progression and career development. It was reported that, in the past 12 to 18 months, an increasing number of male candidates had applied for customer service roles, leading to a greater gender balance within that team.

It was confirmed that recent male recruits had remained in post, and further statistical analysis on retention rates was suggested. The potential impact of retention patterns on the gender pay gap was highlighted, and it was agreed that further scrutiny of career progression and long-term retention trends would be beneficial.

Disparities between employment at the Guildhall and the depot were discussed, with limitations in career advancement noted for male employees working in refuse collection. While training opportunities existed at the depot, including progression to HGV driving and supervisory roles, transitions between the depot and Guildhall were observed to be less common.

Suggestions were made to encourage wider organisational integration, ensuring employees across different departments felt connected. Social initiatives, including an upcoming football match between Guildhall and depot staff, were referenced as an effort to promote workplace cohesion. The benefits of informal engagement activities in strengthening workplace culture were acknowledged. Members recognised the challenges of career progression and emphasised the importance of supporting professional development for employees across all departments.

The Gender Pay Gap Report 2024 was **DULY NOTED** by the Committee.

7 **WORK PLAN**

With no comments or questions the work plan was **DULY NOTED**.

8 **TO NOTE THE DATE OF THE NEXT MEETING**

The date and time of the next meeting of the Joint Staff Consultative Committee to be on Thursday, 3 July 2025, 4.00pm, online via MS Teams, was **NOTED**.

The meeting closed at 4.16 pm.

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the MS Teams on Thursday, 3 July 2025 commencing at 4.00 pm.

- Members:** Councillor Mrs Jackie Brockway (Chairman)
Councillor John Barrett
Councillor Moira Westley
- Staff Representatives:** James Deacon (Vice-Chairman)
Amy Potts
Tom Duffield
- In attendance:** Peter Davy, Director of Finance and Assets (Section 151 Officer)
Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)
Lynne Thomsett, People Services Manager
Molly Spencer, Democratic & Civic Officer
- Apologies:** Councillor Matthew Boles

9 **MEMBERS' DECLARATION OF INTEREST**

There were no declarations of interest made.

10 **MINUTES**

Having been proposed, seconded and voted upon, it was

RESOLVED that the minutes of the Joint Staff Consultative Committee held on Thursday, 3 July 2025, be confirmed as an accurate record.

11 **MATTERS ARISING SCHEDULE**

With no comments the Matters Arising Schedule was **DULY NOTED**.

12 **REVIEW OF THE COUNTER FRAUD, CORRUPTION AND BRIBERY POLICY**

A revised version of the Fraud, Corruption and Bribery Policy was presented to the Committee. It was noted that the policy had been reviewed following an internal audit, which had identified several recommendations.

Members were informed that, in addition to this revision, a Financial Crime Strategy was being developed. It was explained that, although various service-level policies were already in place, the new strategy would consolidate these into a single, comprehensive document. This strategy was expected to be brought forward later in the year.

It was confirmed that a dedicated area on the intranet would be established to host all relevant policies, registers of fraud, risk documentation, and training materials. The revised policy had incorporated updated references to legislation, changes in Officer responsibilities, and feedback received from the internal audit.

The Committee was advised that the authority's approach was based on the principles of "Govern, Acknowledge, Prevent, Pursue, Protect," as outlined in Section 3 of the policy. This approach was intended to promote a culture of awareness among staff and Members. It was stated that relevant training was provided during induction and reinforced through online training.

Staff were expected to report any concerns to their line managers or, where appropriate, through the whistleblowing procedure. It was emphasised that the whistleblowing process allowed for anonymous reporting, thereby ensuring that employees felt empowered to raise concerns.

Oversight of the strategy was assigned to the Governance and Audit Committee, which would receive annual updates from the Monitoring Officer on any instances of whistleblowing or fraud. In cases of serious fraud, the relevant external authorities would be contacted.

It was reported that the internal audit had assessed the authority as low risk, with all known risks documented. Members and Officers were reminded of the responsibility to report any suspicious behaviour, including that of contractors or members of the public.

The Chairman thanked the Director of Finance and Assets for his presentation of the policy and opened the floor for debate.

It was noted by a Member that fraudulent conduct often involved manipulation and deception, and that certain behaviours, while not explicitly defined as fraud, could still be considered dishonest. An example was provided involving the misuse of another person's address for the delivery of goods without payment, which had not been classified as fraud by the relevant authorities. Concern was expressed that such cases highlighted the need for clearer definitions.

Further comments were made regarding the potential for manipulation within workplace settings, such as misleading a colleague to gain advantage in a recruitment process. It was questioned whether such actions would fall under the scope of the policy.

It was suggested by a Member that deception remained a central element of

fraudulent behaviour and that historical legal consequences had existed for such actions, although enforcement had since shifted to organisational responsibility.

It was proposed that examples, including borderline scenarios and cases involving bribery, should be incorporated into staff training. Support was expressed for the use of scenario-based discussions during the training, to assist in understanding and engagement. It was agreed that the inclusion of practical examples within training materials would be beneficial and that this approach should be taken forward.

The Director of Finance and Assets suggested adding a sentence to the policy advising staff to contact either himself or the Monitoring Officer if they were unsure whether a situation fell within the scope of the policy. While the policy itself was considered clear, it was acknowledged that real-life scenarios could sometimes be open to interpretation. It was therefore proposed that future training sessions include more detailed discussion of such scenarios to support understanding and application. A Member proposed that an additional example relating to secondary employment be included, and it was confirmed that this would be added.

A final point was raised regarding the presence of a former Head of Paid Services' name within the appendices of the policy. It was agreed that this would be corrected as part of a wider update being undertaken across the organisation.

With no further comments from Members or Officers and having been proposed, seconded and voted upon it was

RESOLVED that

- a) The counter fraud, corruption and bribery policy be supported for submission to Corporate Policy and Resources Committee.
- b) Minor housekeeping amendments be delegated to the Section 151 Officer.

13 WORK PLAN

With no comments or questions, the work plan was **DULY NOTED**.

The meeting closed at 4.22 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose: To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That Members note progress on the matters arising and request corrective action if necessary.

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Extension of Fixed Term Contracts - LUF	Extension of contracts to be discussed and agreed with Chairman of CP&R Cttee.	CP&R 13.02.25: "RESOLVED that on the grounds of due diligence and good governance, a decision on the extension of the LUF contracts as outlined in paragraph 2.5.2 of the report be delayed until further clarification for the need of the extensions be presented to, and agreed between, the Director of Planning, Regeneration and Communities, and the Chairman of the Corporate Policy and Resources Committee" Approved at June 2025 meeting	11/03/25	Sally Grindrod-Smith
Green	Warm Homes Local Grant - Mapping to be Shared	Please share the mapping info with Members of CP&R once available.	CP&R 11.03.25: A Member of the Committee requested that the mapping information was shared once available, to which Officers confirmed this would be done.	31/07/25	Veronica Edwards
Green	Additional Information re Health and Safety Dat	Please share additional information regarding the health and safety data contained within the 2024/25 Q4 P&D Report		31/07/25	Claire Bailey

Agenda Item 6a



**Corporate Policy &
Resources Committee**

Thursday, 24 July 2025

Subject: Asylum Dispersal in West Lindsey

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Sarah Elvin Homes & Health Team Manager sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	Provide members with an update on the Asylum position in West Lindsey and gain approval for the spend of the Asylum Dispersal Grant funding

RECOMMENDATION(S):

Corporate Policy & Resource Committee

1. Members approve the allocation of £125,295 from the Asylum Dispersal Grant to the Homelessness functions as detailed in table1 for the financial years 2025/2026 and 2026/2027.
2. Members approve the allocation of the remaining Asylum Dispersal Grant funding £60,055 to be utilised for community activity supporting asylum seekers and refugees.

IMPLICATIONS

Legal:

Grant Funding Agreements will be in place for any grant awarded to community groups for delivery of services through this grant funding.

Financial : FIN/41/26/MT/MK

Current balance of Asylum Dispersal Grant is £185,350, the proposals contained within this report will utilise £125,295 over the financial years 2025/2026 and 2026/2027 for homelessness functions as set out in the table at section 5.7 of the report.

This will leave a balance of £60,055 which is proposed to be utilised for community grant funding to deliver the outcomes as set out in the Asylum Grant funding criteria.

	Amount
Total Funding Received	£185,350
2025/2026 spend	£62,304
2026/2027 spend	£62,991
Total spend	£125,295
Remaining	£60,055

Staffing :

All administration of this work will be undertaken within existing resources

Equality and Diversity including Human Rights :

None

Data Protection Implications :

Data protection will be built into the Grant Funding Agreement and any required information sharing agreements will be in place. We will keep data sharing to an absolute minimum during the reporting of the grant outcomes

Climate Related Risks and Opportunities:

None

Section 17 Crime and Disorder Considerations:

None

Health Implications:

It is vital that we ensure all members of our West Lindsey community have access to safe and affordable housing alongside support where required to remain living independently. We have the opportunity through this asylum funding to ensure that all asylum seekers being placed within West Lindsey have safe and affordable accommodation for them to reside once they have received their asylum decision.

Title and Location of any Background Papers used in the preparation of this report :

None

Risk Assessment :

N/A

Call in and Urgency:**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

1. Executive Summary

- 1.1 The Home Office introduced a new system for Asylum Dispersal implemented in 2023 which saw the interim housing of asylum seekers across England and Wales dispersed across the Country as appose to certain areas taking all the burden.
- 1.2 When this new system was implemented, alongside these new arrangements, funding was provided to Local Authorities to ensure front line services were not impacted and Local Authorities could implement new services where required to assist with wellbeing, mental health and community cohesion.
- 1.3 The Home Office have partnered with different agencies across the country to deliver the dispersed accommodation, Serco are the provider in the East Midlands.
- 1.4 Currently, in West Lindsey, there are 41 bedspaces procured by Serco for Asylum seeker accommodation.
- 1.5 Funding is provided to Local Authorities for every bedspace that is procured and brought online in the area. West Lindey have received £185,350 of funding for this to date.
- 1.6 The funding has a set of criteria for spend on asylum and refugee related activities based on the outcomes as detailed in the Asylum Dispersal Grant funding criteria.
- 1.7 This paper sets out how this funding is proposed to be utilised through spending on front line services and offering grants to community organisations who are delivering services which meet the funding criteria.

2. Background

- 2.1 In April 2022 the Government announced the “new” Full Asylum Dispersal Model with plans for implementation from March 2023 onwards.
- 2.2 This model aims to shift from primarily using hotels to disperse asylum seekers more widely across the Country aiming to prevent any one area from being overburdened.
- 2.3 Serco was appointed as the housing procurement partner in the East Midlands and were set ambitious targets of the numbers of bed spaces they were to procure in each area.
- 2.4 Their procurement strategy required them to lease properties of a certain standard from private landlords at a higher than Local Housing Allowance rate for a minimum of 5 years taking on all repairs and maintenance liability for those properties.
- 2.5 Serco requested all Local Authorities were to undertake a full postcode review of their areas to either close, limit or leave open every postcode in the area for procurement from Serco.
- 2.6 West Lindsey undertook a full and comprehensive review of every postcode in the area, leaving the vast majority of West Lindsey open and only limiting or closing off areas with high ASB rates and the potential for hate crime. This closed off the North Ward and South West Ward of Gainsborough along with Scampton.
- 2.7 Serco did not take the postcode review into account when procuring properties even after numerous correspondence and meetings with officers and procured properties within the South West Ward of Gainsborough for asylum dispersal.
- 2.8 The Home office along with Serco agreed to not procure any properties in West Lindsey while the RAF Scampton site was still be considered as an Asylum Centre. This hold was removed from procurement once the decision was made to no longer utilise RAF Scampton for this purpose.

3. Asylum Dispersal in West Lindsey

- 3.1 A new model was released in 2024 with a new formula for determining the numbers of bedspaces that should be procured in each area.
- 3.2 Serco have stopped sharing data with all local Authorities about the location of those bedspaces, but we know from their last update on 12th June that there is the following currently in West Lindsey:

	HMO			Family			Total		
	Properties	Bedspaces	Active SU	Properties	Bedspaces	Active SU	Properties	Bedspaces	Active SU
West Lindsey	8	41	41	0	0	0	8	41	41

- 3.3 When a decision is made on the asylum application, if that decision is positive and they are granted leave to remain, wherever they are residing at the time of receiving that decision, be that in a hotel or in a dispersed bedspace, they have a local connection to that area.
- 3.4 The Home Office have recently changed their timeframes around evicting those who have been granted leave to remain due to push back from Local Authorities. Previously, they only provided 28 days' notice to vacate the accommodation, this has now been amended to be in line with the Homelessness Reduction Act and so now they are given 56 days to find alternative accommodation.
- 3.5 West Lindsey are notified when a positive asylum decision has been determined, and they have been granted leave to remain. Serco provide contact details of the refugee to the council after they have received their decision to make us aware of their status. There has been a steady stream of these coming through from Serco since the beginning of May, so we are expecting to see an increase in approaches to the Home Choices service in the coming weeks and months.
- 3.6 It is understood from some of the support agencies who have dealt with this cohort that it is unlikely they will want to remain in West Lindsey, instead choosing to settle in larger cities where the opportunities for employment are greater, and they have existing family, friends or communities they can receive support from.

4. Asylum Dispersal Grant funding

- 4.1 Local authorities in the UK receive funding from the government to support asylum seekers through the Asylum Dispersal Grant. This funding aims to help councils manage the financial and logistical challenges associated with providing housing, support services, and integration for these individuals.
- 4.2 The formula for which this grant is allocated has changed for 2025/2026 and prior to that, West Lindsey received £3500 per bedspace that was brought into use.
- 4.3 From March 2025 onwards, £1200 per bedspace will be allocated for every additional unit over the number that was in use on the 30th of March 2025. This is received quarterly in arrears.
- 4.4 £185,350 is held reserves which has been received from the Home Office for delivery of services in relation to the asylum seekers currently

residing in West Lindsey. The guidance document for this funding can be found via this link [Funding Instruction for Local Authorities: Asylum Grant 2025 - 2026 - GOV.UK](#)

- 4.5 Highlighted below are a few key points within that guidance.

Section 5 of the guidance attached states:

“Funding provided must not be used for any purpose other than achieving delivery of the outcomes detailed in this Instruction”

Detailed in this section of the guidance are also some examples of statutory and non-statutory functions that the funding can be utilised for.

- 4.6 If a decision is made to allocate funding to another organisation to deliver services, consent from the Home Office will be required.
- 4.7 The outcomes that are expected from the grant funding are detailed at section 7 and include:
- *Minimising public service pressures.*
 - *Recognising the role of wrap-around funding in supporting Asylum Seeker wellbeing, mental health and community cohesion; and*
 - *Enable the Authority to deliver the spending review financial objectives*

5. Asylum funding in West Lindsey

- 5.1 The funding must be utilised for the above purposes to achieve those outcomes, with that requirement, set out below is the proposal and rationale for the spend of the Asylum Grant Funding.
- 5.2 As a steady stream of asylum seekers are now receiving their decisions while residing in West Lindsey it is anticipated we will see an increase in the numbers approaching for housing advice and homelessness support. With one refugee placed in temporary accommodation to date (as of 6th June 2025) again, it is expected this number will increase with the turnover of service users in the bedspaces currently active.
- 5.3 Due to the above, it is proposed that a proportion of the funding we utilised for homelessness. Currently, 50% of one Homelessness Prevention Officer is funded through Homelessness reserves, it is proposed that this 50% is funded for 2025/2026 financial year from this funding. That will preserve the homelessness reserve for contingency in the future should funding in this area reduce.
- 5.4 Based on the likelihood of future requirement of temporary accommodation for this cohort, it is proposed that we forecast to have one refugee placed in temporary accommodation every night of the year during financial year 2025/2026 at an average cost of £75 per night. This is a generous estimate and will ensure that none of our Homelessness Prevention Grant will be utilised for this cohort.

- 5.5 Alongside that, we also offer to our homelessness households the benefit of rent in advance when accessing the private sector, because it is likely this cohort will access the private sector as appose to social housing, we are forecasting to assist 12 asylum seekers with rent in advance at £1000 per person this financial year.
- 5.6 There is no requirement to utilise all of the funding this financial year and due to the nature of the accommodation that has been procured, it is proposed to allocate funding over two financial years to mitigate the risk of less funding being received next financial year due to the amended funding formula and the demand for services increasing.
- 5.7 Monitoring of the use of this funding will be clear, and funding will only be drawn down from this reserve when evidence of the spend is provided. This will allow us to utilise the funding as best we can and ensure it is being used for the specific purpose as set out within the funding guidance.

Table 1

Total Funding received to date:	£185,350		
	Amount		Detail
	2025/26	2026/27	
Frontline Homelessness costs (temporary accommodation)	£27,375	£27,375	Based on £75 per night for 365 days of the year
Frontline Homelessness costs (rent in advance)	£12,000	£12,000	Based on £1000 rent in advance for 12 service users
Homelessness Staffing resource	£22,929	£23,616	Based on 50% of Homelessness Prevention officer salary for 2025/2026 and an increase of 3% on salary costs for 206/2027
Total	£62,304	£62,991	

Table 2

	Amount
Total Funding Received	£185,350
2025/2026 spend	£62,304
2026/2027 spend	£62,991
Total spend	£125,295
Remaining	£60,055

- 5.8 For the remaining funding and any further funding received, it is proposed to fund community groups who can offer advice, support and guidance to asylum seekers and refugees who are in our communities.
- 5.9 This type of support could mirror that provided to the Homes for Ukraine cohort and would look to ensure it was delivering on the second outcome of the funding guidance to recognise the role of wrap around funding in supporting wellbeing, mental health and community cohesion.
- 5.10 It would be preferred that this service is offered within the community and by the community as appose to being a service delivered by West Lindsey so as to not muddy the waters between the statutory services provided by the Council. It also offers an independent view to be able

to challenge services where needed without the added complication of affecting statutory requirements.

- 5.11 There remaining funding would be available as direct award grants with criteria relating to delivering on the required outcomes from the funding guidance.

6 Grant funding mechanism

- 6.1 Grant awards will be made utilising existing community grant processes used by the council. This includes the use of a grant application form, scoring and the Community Grants Panel which is a member working group.
- 6.2 Eligible organisations that offer services to asylum seekers and refugees will be invited to apply for funding. Grant funding can be awarded to support the delivery of existing or new services that meet the funding criteria.
- 6.3 Grant funding agreements shall be used for all grant awards in-line with our community grant processes. This will include any additional project conditions, monitoring and evaluation requirements.

7. Governance

- 7.1 To enable the spend of the funding as proposed above, Corporate Policy and Resource Committee are required to approve the spend of the funding on the proposed activity.
- 7.2 The Prosperous Communities Committee is required to approve the mechanism to utilise the community grants process to allocate funding to community groups who are delivering services that meet the requirements of the funding.

8. Recommendations

Corporate Policy & Resource Committee

1. Members approve the allocation of £125,295 from the Asylum Dispersal Grant to the Homelessness functions as detailed in table 1 for the financial years 2025/2026 and 2026/2027.
2. Members approve the allocation of the remaining Asylum Dispersal Grant funding £60,055 to be utilised for community activity supporting asylum seekers and refugees.



**Corporate Policy and
Resources Committee**

Thursday, 24th July 2025

**Subject: Budget and Treasury Monitoring - Quarter 1 2025/2026 (1st April
2025 to 31st May 2025)**

Report by:	Director of Finance and Assets (S151 Officer)
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	This report sets out the revenue, capital and treasury management activity from 1 st April 2025 to 31 st May 2025.

RECOMMENDATION(S):

REVENUE

- a) Members accept the forecast out-turn position of a **£0.019m** net contribution to reserves as of 31st May 2025 (see Section 2) relating to revenue activity.
- b) Members accept the use of Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (2.4.1).
- c) The Committee approves the amendment to the fees and charges schedule for 2025/2026 (2.3.2).

CAPITAL

- d) Members accept the current projected Capital Outturn position of £13.228m (Section 3).

- e) Members approve the amendments to the Capital Schemes as detailed in 3.2.

TREASURY

- f) Members accept the report, the treasury activity and the prudential indicators (Section 4).

IMPLICATIONS

Legal: None arising as a result in this report.

REVENUE

The draft revenue forecast out-turn position for 2025/2026 is a net contribution to reserves (underspend) of **£0.019m** relating to revenue activity as of 31st May 2025.

A summary of the forecast out-turn position:

Summary of Out-turn Position 2025/2026		
	£ 000	
OUTTURN AS AT 31.05.25	(19)	BEFORE CARRY FORWARDS
CARRY FORWARDS : BASE BUDGET-PREVIOUSLY APPROVED	0	ALREADY APPROVED
CARRY FORWARDS : USE OF EARMARKED RESERVES	0	ALREADY APPROVED
SUB-TOTAL:	(19)	
CARRY FORWARDS : SERVICE REQUESTS	0	Pending recommendation by Management Team April 2026
NET CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES:	(19)	
TOTAL CARRY FORWARDS:	0	

The forecast General Fund Balance as of 31st March 2026 is £2.212m (excluding carry forwards). This is £0.212m above the minimum working balance of £2.0m agreed by this Committee.

The items with significant variances are contained within this report at 2.1 and 2.2.

CAPITAL

The capital programme forecast outturn for 2025/2026 is expenditure of £13.228m against a revised budget of £13.385m, a variance of £0.157m.

The amendments to the 2025/2026 capital scheme are detailed at 3.2.

TREASURY

The Treasury Management activities during the reporting period are disclosed in the body of this report. Total external borrowing is currently £24.0m.

There have been no breaches of Treasury or Prudential Indicators within the period of this report.

Average investments for Qtr. 1 2025/2026 (April - May) were £21.724m, which achieved an average rate of interest of 4.534% (Qtr. 4 2024/2025, January to March, was £23.945m, 4.719%).

Staffing:

Salary budgets 2025/2026 were based on an estimated 3.0% pay award across all scale points.

On the 22nd of April 2025 the National Employers made full and final offers of 3.2% to each of the four negotiating groups for which they have responsibility.

The unions have recommended that their members reject the offer and are holding consultative ballots:

- GMB ballot closed 20 June 2025
- Unite ballot closed 20 June 2025
- Unison ballot closed 23 June 2025

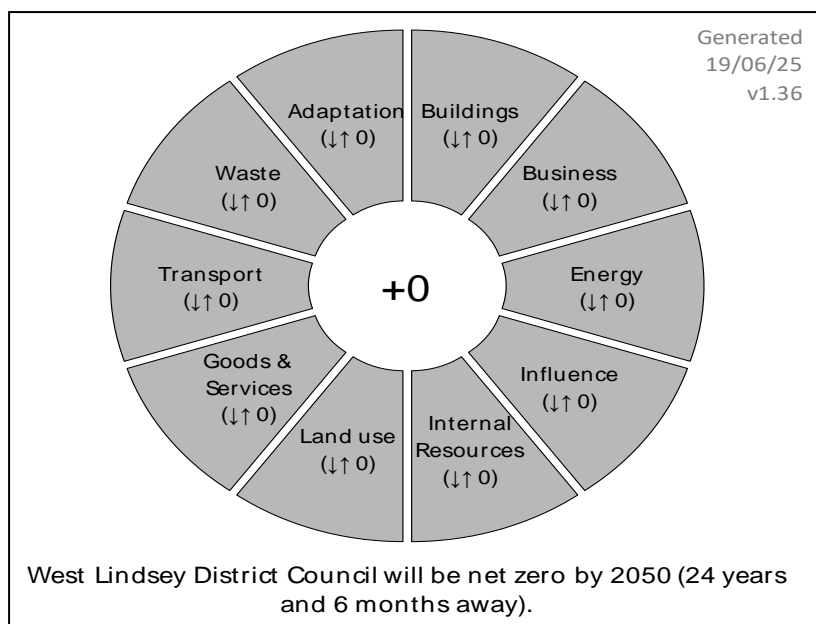
The forecast outturn as of 31st May 2025 is based on the budgeted pay award of 3.0% pending agreement of the 2025/2026 pay award.

If the latest employer offer was agreed, based on a full establishment, costs would be increased by £0.027m. As the organisation currently carries vacancies above the 2% vacancy factor allowed for, it is anticipated that the impact of the pay award will be contained within existing budget provision.

Equality and Diversity including Human Rights: None arising as a result of this report.

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities: None arising as a result of this report.



Section 17 Crime and Disorder Considerations: None arising as a result of this report.

Health Implications: None arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report : N/A

Risk Assessment: This is a monitoring report only.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e., is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

X

1. Executive Summary

This report provides the oversight of financial performance at the end of Quarter 1 2025/2026 for:

REVENUE

- Revenue Forecast Out-Turn (after carry-forwards) – Contribution to Reserves **£0.019m**. (-0.09% of Net Revenue Budget – see 2.1 for details of significant variances).
- **Appendices included within the report:**
 1. Capital Investment Programme – budget monitoring table as of 31st May 2025.
 2. MUFG (formerly known as Link Asset Services) Interest Rate Forecast Update 10th February 2025.
 3. MUFG Investment Analysis Review May 2025.

CAPITAL

- Capital Forecast Out-Turn: £13.228m against a revised budget of £13.385m, resulting in a variance of **£0.157m**.
- £0.031m being increase to scheme budgets, and £0.188m carry forwards to 2026/2027.

Members are asked to note:

- Increase in scheme budgets of £0.031m detailed at 3.2.1
- Carry forward budgets to 2026/2027 of £0.188m detailed at 3.2.2

Increase in Scheme Budgets	£m
Food Waste Collection	0.031
Total	0.031

Carry Forwards into 2026/2027	£m
Gainsborough Heritage Regeneration	(0.188)
Total	(0.188)

Variance Against Revised Budget	(0.157)
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TREASURY MANAGEMENT

Treasury Management Report and monitoring:

- Investments held as of 31st May 2025 were:
 - Average investment interest rate for April to May was 4.534%.
 - Total Investments at the end of Quarter 1 were £18.225m.

The tables below reflect the movement on our investments and borrowing in Quarter 1:

Investment Movements	Qtr. 1 £'m
Investments B/fwd. (at 31.03.2025 including cash held at bank)	21.843
(Less) Net Capital expenditure/ Funding received	(2.990)
Add PWLB/Other LA Borrowing in year	0
Add/(Less) Net Revenue Expenditure	(2.616)
Add/(Less) Net Collection Fund Movement (Ctax/NNDR)	2.046
Investments carried forward (at Period end)	18.283

The prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board/Other Local Authorities and the amount of internal borrowing required to meet the actual costs of borrowing up to the 31st of May 2025. Internal Borrowing is an approved practice whereby external borrowing is delayed by using cash held for other purposes. It allows us to avoid paying interest until the original expenditure planned for the internally borrowed cash is required.

	Qtr. 1
Prudential Borrowing	£'000
Total External Borrowing (PWLB)	14,000
Other Local Authorities	10,000
Internal Borrowing	11,108
Total Prudential Borrowing at 31.05.2025	35,108

FINAL REVENUE BUDGET OUTTURN 2025/2026

2. The Revenue budget forecast out-turn for 2025/2026 currently stands at a net contribution to reserves of **£0.019m** as detailed in the table below.

Details of headline variances by Cluster can be found below at 2.1 and 2.2.

Cluster	Base Budget £	Revised Budget £	Forecast Outturn £	Outturn Variance before Cfws £	Carry Forwards £	Outturn Variance after Cfws £
Our Council	8,461,200	9,179,600	9,327,230	147,630	0	147,630
Our People	2,121,700	2,201,400	2,323,703	122,303	0	122,303
Our Place	5,052,900	5,185,500	4,927,521	(257,979)	0	(257,979)
Grand Total	15,635,800	16,566,500	16,578,454	11,954	0	11,954
Interest Receivable	(524,700)	(524,700)	(535,147)	(10,447)	0	(10,447)
Investment Income - Property Portfolio	(1,552,700)	(1,552,700)	(1,552,708)	(8)	0	(8)
Drainage Board Levies	552,600	552,600	552,590	(10)	0	(10)
Parish Precepts	2,850,200	2,850,200	2,850,190	(10)	0	(10)
Interest Payable	686,000	686,000	665,391	(20,609)	0	(20,609)
MRP/VRP (repayment of borrowing)	980,100	980,100	980,100	0	0	0
Net Revenue Expenditure	18,627,300	19,558,000	19,538,870	(19,130)	0	(19,130)
Transfer to / (from) General Fund	(156,600)	(1,087,300)	(1,087,300)	0	0	0
Transfer to / (from) Earmarked Reserves	2,684,300	2,684,300	2,684,300	0	0	0
Amount to be met from Government Grant or Council Tax	21,155,000	21,155,000	21,135,870	(19,130)	0	(19,130)
Funding Income						
Business Rate Retention Scheme	(6,654,900)	(6,654,900)	(6,654,900)	0	0	0
Collection Fund Surplus - Council Tax	(275,600)	(275,600)	(275,600)	0	0	0
Parish Councils Tax Requirement	(2,850,200)	(2,850,200)	(2,850,200)	0	0	0
New Homes Bonus	(499,400)	(499,400)	(499,400)	0	0	0
Other Government Grants	(2,726,300)	(2,726,300)	(2,726,300)	0	0	0
Council Tax Requirement	(8,148,600)	(8,148,600)	(8,148,600)	0	0	0
TOTAL FUNDING	(21,155,000)	(21,155,000)	(21,155,000)	0	0	0
Balanced Budget / Funding Target	0	0	(19,130)	(19,130)	0	(19,130)

2.1 The significant incremental variances against the approved budgets being:

KEY:	
↑	improved position (i.e. increased surplus, or reduction in pressure)
↔	no change
↓	worsened position (i.e. decrease in surplus, or increase in pressure)

Cluster	EXPENDITURE	Total £000	Direction of Travel From Prev. Qtr.
BUDGET UNDERSPENDS			
Our Council / Our People / Our Place	Salary (underspends) / pressure. Forecast underspend arising from vacancies offset by pressures due to temporary resources appointed to cover vacant posts.	(£94)	New
Our Council / Our Place	Fuel - average price per litre to date £1.05, forecast £1.08 for remainder of year (compared to £1.10 average price per litre for the year 2024/2025).	(£40)	New
PRESSURES			
Our Council	Insurance Premiums - Increase due to renewal volume changes.	£20	New
	Various forecast outturn variances <£10k.	£27	New
		(£87)	

Cluster	INCOME	Total £000	Direction of Travel From Prev. Qtr.
BUDGETED INCOME EXCEEDED			
Corporate Accounting	Interest Receivable (£10k), Interest Payable (£21k).	(£31)	New
Our Council	Supplementary Services - Big Bin Hire (£28k).	(£28)	New
BUDGETED INCOME NOT ACHIEVED			
Our People	Housing Benefits Subsidy - forecast loss of subsidy reclaimed on supported accommodation placements £150k, reduced by budget savings against Housing Benefit administration (£23k).	£127	New
		£68	

SERVICE BUDGET VARIANCE	£12
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CORPORATE BUDGET VARIANCE	(£31)
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2.2 Significant items (>£10k) of note by Cluster:

2.2.1 Our Council

- **Supplementary Services**

The Big Bin Hire service was introduced for a 12 month period, as reported to this Committee in January 2024 and is forecast to generate £0.028m of income in 2025/2026.

A review of the service has been undertaken and the results are to be presented to Committee for a decision on whether to continue, and for it to become a business-as-usual service offering. If approved the financial implications of the service will be built into the Medium Term Financial Plan from 2026/2027.

- **Insurance Premiums**

There is a pressure of £0.020m against the insurance premium for 2025/2026. The budget was forecast based on existing information at the time of budget setting. It did not take into account any renewal volume changes, such as changes to property values, and increases in fleet numbers which have occurred since. The final renewal price reflects all known renewal uplifts.

2.2.2 Our People

- **Housing Benefit Subsidy**

We have new accommodation providers in West Lindsey who are offering 'supported accommodation' and because the providers are not 'Registered Providers of Social Housing' we cannot claim full subsidy on the Housing Benefit we pay out to any tenants in these properties. There is a possibility that West Lindsey will be responsible for 50% of the benefit paid on these properties and as the accommodation is supported accommodation the rents are far higher than normal rents. These landlords are being urged to become 'Registered' which means they will be regulated, and full Housing Benefit subsidy can be claimed from the Department for Work and Pensions. Work is underway for one landlord to become registered, but the timescales are unknown.

The impact of this is forecast to be a pressure of £0.150m on Housing Subsidy. If a landlord became registered during the year this would be reduced, but also if an unregistered landlord expanded their offering within the district it would increase.

This has been reduced by £0.023m budget saving against Housing Benefit

administration – with a net forecast pressure of £0.127m.

2.2.3 Our Place

- **Fuel**

There is a forecast underspend against fuel budgets of £0.040m. The average fuel price to date is £1.05 per litre, with an average price of £1.08 per litre forecast for the remainder of the year (compared to the average price paid per litre during 2024/2025 of £1.10).

2.2.4 Corporate Accounting

- **Interest Payable/Receivable**

Income for interest receivable is £0.010m above the revised budget. This is due to the current base rate being slightly higher than the peak expected when the budget was set. This combined with pro-active treasury management has meant that the Council is forecast to exceed its interest receivable budget. There is also a saving forecast against interest payable of £0.021m.

2.2.5 Establishment

Salary budgets 2025/2026 were based on an estimated 3.0% pay award across all scale points.

On the 22nd of April 2025 the National Employers made full and final offers of 3.2% to each of the four negotiating groups for which they have responsibility.

The unions have recommended that their members reject the offer and are holding consultative ballots:

- GMB ballot closed 20 June 2025
- Unite ballot closed 20 June 2025
- Unison ballot closed 23 June 2025

The forecast outturn as of 31st May 2025 is based on the budgeted pay award of 3.0% pending agreement of the 2025/2026 pay award.

If the latest employer offer was agreed, based on a full establishment, costs would be increased by £0.027m. As the organisation currently carries vacancies above the 2% vacancy factor allowed for, it is anticipated that the impact of the pay award will be contained within existing budget provision.

An underspend of (0.094m) is reported against employee costs:

Underspend of £0.094m due to vacancies above the 2% vacancy factor, offset by pressures due to the appointment of temporary resources to cover vacancies. If the pay offer of 3.2% were agreed this would be reduced to £0.067m.

2.3 Fees and Charges

2.3.1 £2.025m has been received in Fees and Charges income during 2025/2026 to date against a budget of £2.032m, a variance of £0.007m.

The significant variance forecast for the year end is:

- Gain in Supplementary Services – Big Bin Hire income **£0.028m** (see 2.2.1 for details)

2.3.2 Amendment to Fees and Charges Schedule 2025/2026

Markets

A new fee is proposed for inclusion in the 2025/2026 fees and charges schedule for markets.

- Event Pitch / Stall Fee £50.00 for event traders only

Any registered or casual traders that attend our weekly markets will pay the standard fee on event days (see below), traders who only attend events (who come from all over the UK) will be charged the new event rate.

This reflects the cost of promoting and organising the events, and the benefits of the increased footfall. We also include power, security and a stall if the stall holder doesn't have their own. The fee remains competitive but reflects the space as premium for special events.

The proposed fee is benchmarked against a competitor who currently charges £100 for event pitches.

For information, the average fee for 1 stall/pitch for a registered/casual trader is currently £18.00 (range between £10.00 and £23.50).

We currently charge £20.00 per pitch/stall to event traders, being the casual trader rate for a Saturday market currently within the fees and charges schedule.

2.4 Use of Reserves

2.4.1 Use of Reserves – Delegated Decision - £0.056m

The Chief Finance Officer has used delegated powers to approve the use of earmarked reserves up to £0.05m.

- £0.046m from General Fund Balances. Fixed term Green Spaces Officer for 9 months (to 31st December 2025). Was previously funded from UKSPF during 2024/2025, with match funding from General Fund Balances agreed prior to appointment.
- £0.010m from Revenue Grants Unapplied. LUF Parks Fund Grant to fund revenue work on parks project.

2.5 Grants

As of 1st April 2025, we had an amount of £1.169m relating to grants received which had yet to be expended. Budget provision will be created throughout the financial year as required to deliver projects in accordance with grant terms. The forecast balance as of 31st March 2026 is £1.006m.

2.5.1 Successful Grant Bids and New Grant determinations

The following grants have been received/awarded during this period:

Grant Issued By	Name of Grant	£
Department for Work & Pensions (DWP)	Rent Allowance	2,408,173
Department for Levelling Up, Homes and Communities (MHCLG)	Homelessness	483,113
Department for Levelling Up, Homes and Communities (MHCLG)	Local Authority Housing Fund	477,750
Lincolnshire County Council	Elections funding	250,860
Department for Environment, Food & Rural Affairs (DEFRA)	Food Waste Collections	218,286
Sport England	Swimming Pool Support Fund	139,518
Department for Levelling Up, Homes and Communities (MHCLG)	New Home Bonus	124,839
Lincolnshire County Council	Household Support Fund	109,738
Department for Levelling Up, Homes and Communities (MHCLG)	Funding Floor	97,679
National Heritage Lottery	Townscape Heritage (THI)	71,253
Home Office	Asylum Dispersal Grant	70,550
Department for Work & Pensions (DWP)	Discretionary Housing Payments	55,195
Department for Levelling Up, Homes and Communities (MHCLG)	Recovery Grant	50,795
Department for Work & Pensions (DWP)	Housing Benefit Admin Grant	35,564
Department for Levelling Up, Homes and Communities (MHCLG)	Domestic Abuse	34,634
Department for Levelling Up, Homes and Communities (MHCLG)	Levy account grant surplus	25,350
Department for Levelling Up, Homes and Communities (MHCLG)	National Insurance grant	20,717
Department for Levelling Up, Homes and Communities (MHCLG)	Neighbourhood Planning Grant	20,000
Department for Levelling Up, Homes and Communities (MHCLG)	Redmond Review	18,612
Department for Work & Pensions (DWP)	HB Award Accuracy Initiative	14,304
Department for Levelling Up, Homes and Communities (MHCLG)	Revenue Support Grant	12,911
Department for Levelling Up, Homes and Communities (MHCLG)	Revenue Support Grant	12,911
Department for Work & Pensions (DWP)	Rent Rebate	11,451
Salix Finance Ltd	Decarbonisation of Guildhall	5,915
Department for Work & Pensions (DWP)	Managed Migration	4,880
Department for Levelling Up, Homes and Communities (MHCLG)	Business Rates New Burdens	4,779
Department for Levelling Up, Homes and Communities (MHCLG)	First Home Grant	4,226
Department for Work & Pensions (DWP)	Atlas Processing Changes	2,227
Department for Environment, Food & Rural Affairs (DEFRA)	Taxi Database	597
Department for Work & Pensions (DWP)	SFIS	114
		4,786,940

Other Items for information

2.6 Planning Appeals

In Quarter 1 2025/2026, to the end of May 2025, there was one appeal determined which was dismissed.

There are no live applications for costs awaiting decision. Appeal costs are not budgeted for and therefore any costs allowed will be a direct loss to the Council.

Period	Number of Appeals	Allowed	Dismissed
April	1	0	1
May	0	0	0
Total for Quarter 1	1	0	1

2.7 Aged Debt Summary – Sundry Debtors Aged Debt Summary Quarter 1 2025/2026 Monitoring Report

At the end of May 2025, there was a total of £0.210m outstanding debt in the system over 90 days. Much of this debt was over 150 days old (92%) and comprised of:

- Housing £0.065m
- Property Services £0.065m
- Environmental Services £0.033m

For each of these areas the debt recovery process is under way for all debt over 90 days, payment plans are being put in place where possible.

- Housing Benefits overpayments of £0.011m, the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.

The level of outstanding debt for the same period 2024/2025 is provided below for information:

2024/2025 Total £	Month	90 – 119 days £	120 – 149 days £	150+ days £	2025/2026 Total £
231,309	Quarter 1 - ending May 2025	2,921	14,696	192,303	209,920

2.8 Changes to the Organisation Structure

2.8.1 Energy Efficiency Project Officer - fixed term for 3 years. The post will be

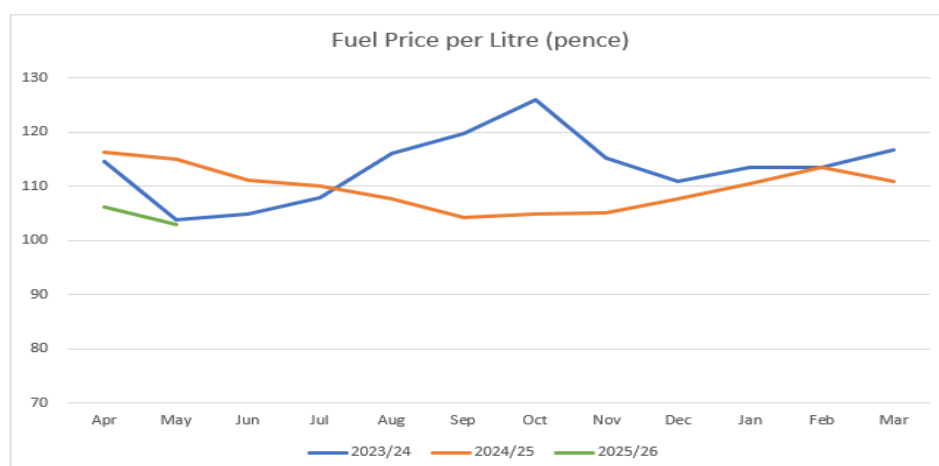
funded from the Warm Homes Local Grant, with no impact on the Medium Term Financial Plan (MTFP).

- 2.8.2 Deletion of the Director of Corporate Services (S151 Officer) post, replaced with Director of Finance and Assets (S151 Officer). A net saving of £0.013m in 2025/2026.
- 2.8.3 Local Taxtion and Debtors: Impact of job evaluation of Revenue Officers (9.75 FTE), offset by the deletion of 29 vacant hours within the establishment. £0.01m ongoing cost within the MTFP.
- 2.8.4 Food Safety: Temporary Environmental Health Officer extended for a year to the end of October 2026. The extension will be funded from budget provision allocated for this resource within the Budget Pressure Contingency budget, with no impact on the MTFP.

2.9 Fuel

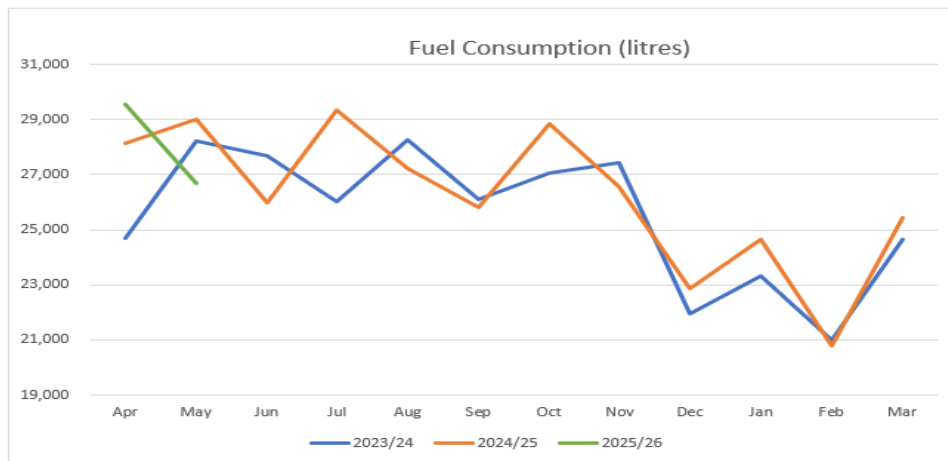
- 2.9.1 The chart below shows the actual price paid per litre of fuel, in pence, for each year from 2023/2024 to 2025/2026.

The prices shown for 2025/2026 are actuals to date, for the period April to May 2025, at an average of £1.05 per litre. The average price paid per litre during 2024/2025 was £1.10.



- 2.9.2 The chart below show the actual volume of fuel purchased, in litres, for each year from 2023/2024 to 2025/2026. The volumes shown for 2025/2026 are actuals to date, for the period April to May 2025.

There is a drop in fuel purchased December to February, which reflects the pause in Garden Waste collections.



3.1 CAPITAL UPDATE – Quarter 1 2025/2026

3.1.1 The Capital Budget forecast out-turn is £13.228m against a revised budget of £13.385m. This results in a variance (underspend) of £0.157m.

This is made up of:

- £0.031m increase to scheme budgets
- £0.188m requested carry forward to 2026/2027

3.1.2 Individual Schemes are detailed in the table contained within the report at **Appendix 1** with commentary provided on performance.

3.2 Capital Programme Amendments 2025/2026

The detailed capital monitoring table is included within the report at **Appendix 1**. The amendments to the following schemes are requested:

3.2.1 Increase to scheme budgets - £0.031m

- **Food Waste Collection** - Original report to Committee was based on estimated costs. Another vehicle is due for delivery January 2026, and caddies were delivered at the end of May 2025. Draw down £0.031m from the capital grant received from Defra to fund the increased spend.

3.2.2 Carry Forward Budgets to 2026/2027 - £0.188m

- **Gainsborough Heritage Regeneration** - 18 schemes completed, 3 grants awarded, 3 developing schemes with architect appointed. Carry forward £0.188m to 2026/2027.

3.3 Acquisitions, Disposals and Capital Receipts

3.3.1 The Council has made no land acquisition during Quarter 1.

3.3.2 The Council has processed no disposals of assets during Quarter 1.

3.3.3 Capital Receipts (>£0.010m)

No capital receipts were received in 2025/2026 at the end of Quarter 1.

4. TREASURY MONITORING – Quarter 1 (April – May 2025)

The Treasury Management Strategy Statement (TMSS) for 2025/2026, which includes the Annual Investment Strategy, was approved by the Council on 3rd March 2025. It sets out the Council’s investment priorities as being:

- Security of capital;
- Liquidity; and
- Yield.

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with highly credit rated financial institutions, using our suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

- 4.1
- Officers can confirm that there have been no breaches of Prudential Indicators as detailed at 4.9 below.
- 4.2
- Interest received (April to May) has been more than the average 7-day Sterling Overnight Index Average (SONIA) for the financial year to date (4.46%) with an average yield of 4.543% (including CCLA) and 4.006% (excluding CCLA). The Council budgeted to receive £0.519m of investment income during 2025/2026.

4.3 Interest Rate Forecasts

The Council’s treasury advisors, MUFG, have provided the following forecasts:

MUFG Corporate Markets – May 2025

	End Q2 2025	End Q3 2025	End Q4 2025	End Q1 2026	End Q2 2026	End Q3 2026	End Q4 2026	End Q1 2027	End Q2 2027	End Q3 2027	End Q4 2027	End Q1 2028
Bank Rate	4.25%	4.25%	4.00%	3.75%	3.75%	3.75%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
5yr PWLB Rate	4.90%	4.80%	4.70%	4.60%	4.50%	4.40%	4.40%	4.30%	4.20%	4.20%	4.10%	4.00%
10yr PWLB Rate	5.20%	5.10%	5.00%	4.90%	4.80%	4.70%	4.70%	4.60%	4.50%	4.50%	4.40%	4.40%
25yr PWLB Rate	5.70%	5.60%	5.50%	5.40%	5.30%	5.20%	5.10%	5.00%	5.00%	4.90%	4.90%	4.80%
50yr PWLB Rate	5.40%	5.30%	5.20%	5.10%	5.00%	4.90%	4.80%	4.70%	4.70%	4.60%	4.60%	4.50%

Appendix 2 details MUFG commentary on the economy.

4.4 Investments

The Council held investments of £18.225m on 31st May 2025. The table below details these investments for Quarter 1:

	Qtr. 1
Investments at Qtr. 1 (May 25)	£'000
LGIM Money Market Fund	7,500
CCLA Money Market Fund	5,500
Local Authority	0
Lloyds Bank Deposit Account	500
CCLA Property Fund	2,000
Insight Money Market Fund	2,725
Total	18,225

4.5 Investment in Local Authority Property Fund (CCLA)

The total the Council has invested now stands at £2m (of an approved £4m). Interest is receivable on a quarterly basis.

4.6 New External Borrowing

No external temporary borrowing was repaid up to 31st May 2025 and no new external temporary borrowing was taken.

The Council's total external borrowing stands at £24.0m.

4.7 Total Prudential Borrowing at Quarter 1

	Qtr. 1
Prudential Borrowing	£'000
Total External Borrowing	24,000
Total Internal Borrowing	11,108
Total Prudential Borrowing	35,108

4.8 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31st of May 2025.

4.9 Compliance with Treasury and Prudential Limits

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy (TMS).

During the financial year to date the Council has operated within these treasury and prudential indicators and in compliance with the Council's Treasury Management Practices.

The prudential and treasury Indicators are shown below and consider the revisions to the Capital Programme as detailed in section 3 of this report.

	Original £'000	Qtr. 1 £'000
Treasury Indicators		
Authorised limit for external debt	40,000	40,000
Operational boundary for external debt	35,000	35,000
External Debt Investments	24,000 (13,000)	24,000 (18,225)
Net Borrowing	11,000	5,775
Prudential Indicators		
Capital Expenditure	13,383	13,228
Capital Financing Requirement (CFR)	35,108	35,108
<i>Of Which is Commercial Property</i>	18,661	18,661
Annual change in CFR*	(977)	(977)
External Debt Forecast	24,000	24,000
Under/(over)borrowing	11,108	11,108
Ratio of financing costs to net revenue stream*	8.94%	7.77%
Incremental impact of capital investment decisions:		
Increase/Reduction (-) in Council Tax (band change per annum)	£0.00	£(32.69)

APPENDIX 1 – Capital Investment Programme 2025/2026

Capital Investment Programme 2025/2026

Cluster/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Forecast Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Expected Completion Date	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£			£	£
Corporate											
Firewall upgrade & Replacement	Stage 1	0	35,200	35,200	35,200	0	0		31/08/2025	0	0
Our Council											
Capital Enhancements to Council Properties	BAU	(4,886)	125,000	171,200	171,200	0	0		BAU	0	0
Carbon Efficiencies - Street Lights	Stage 3	0	180,000	210,000	210,000	0	0		Multi year	0	0
Civic Car Replacement	Pre Stage 1	0	0	30,000	30,000	0	0		31/03/2026	0	0
Contact Centre	Stage 2	0	0	2,100	2,100	0	0		31/03/2026	0	0
CRM System	Stage 3	0	0	95,400	95,400	0	0		31/03/2026	0	0
Desktop Refresh	BAU	0	12,100	14,900	14,900	0	0		31/08/2025	0	0
ERP Systems Phase 2	Stage 2	6,270	200,000	398,400	398,400	0	0		31/03/2028	0	0
Member ICT Provision	Stage 3	0	0	16,700	16,700	0	0		31/10/2025	0	0
Northgate Replacement/Upgrade	Pre Stage 1	0	30,000	30,000	30,000	0	0		31/03/2026	0	0
Our People											
1.1 Flagship Community Grants Programme	Stage 3	0	0	5,000	5,000	0	0		30/06/2025	0	0
1.2 Supporting our Town, Village & Neighbourhood Centres	Stage 3	0	0	400	400	0	0		30/06/2025	0	0
Disabled Facilities Grants	BAU	100,066	736,200	882,000	882,000	0	0		BAU	0	0
Gains LC Solar Scheme	Pre Stage 1	5,703	0	0	0	0	0		30/06/2025	0	0
Grange Farm - Community Supported Living	Stage 3	0	100,000	200,000	200,000	0	0		31/03/2026	0	0
Home Upgrade Grant Phase 2	Stage 3	1,322,714	0	1,787,500	1,787,500	0	0		30/06/2025	0	0
Local Authority Housing Fund - Resettlement	Stage 3	0	410,700	480,900	480,900	0	0		31/03/2026	0	0
Local Authority Housing Fund - Temp Accommodation	Stage 3	0	385,500	771,000	771,000	0	0		31/03/2026	0	0
Parks Fund Project	Stage 3	0	0	47,500	47,500	0	0		31/08/2025	0	0
Our Place											
1.3 Safer Streets West Lindsey	Stage 2	0	0	200	200	0	0		30/06/2025	0	0
1.4 Multi Year Signature Events Programme	Stage 3	0	0	500	500	0	0		30/06/2025	0	0
2.1 Flagship West Lindsey Business Support Programme	Stage 3	0	0	100	100	0	0		30/06/2025	0	0
5-7 Market Place Redevelopment	Stage 3	0	44,900	44,900	44,900	0	0		unknown	44,900	44,900
CCTV Expansion	Stage 3	0	0	18,400	18,400	0	0		30/06/2025	0	0
Food Waste Collection	Stage 2	106,435	80,000	303,300	334,000	30,700	0	Original report to Committee was based on estimated costs. Vehicle due Jan 2026, and caddies delivered end of May 2025. Draw down from capital grant received from Defra to fund the overspend.	31/03/2026	0	0
Gainsborough Heritage Regeneration	Stage 3	21,736	365,746	508,246	320,500	0	(187,746)	18 completed, 3 grants awarded, 3 developing schemes / architect appointed. Carry forward £187.7k to 2026/2027.	30/09/2026	0	0
Hemswell Cliff Investment for Growth	Stage 2	40,262	104,670	104,670	104,670	0	0		31/12/2025	0	0
Market Rasen 3 year vision	Stage 3	0	0	90,300	90,300	0	0		31/10/2025	0	0
Purchase of RAF Scampton	Stage 2	0	4,750,000	4,750,000	4,750,000	0	0		30/11/2025	0	0
Shop Front Improvement	Stage 3	0	22,900	37,800	37,800	0	0		31/10/2025	0	0
Thriving Gainsborough - Cinema	Stage 3	375,169	0	691,100	691,100	0	0		30/06/2025	0	0
Thriving Gainsborough - Market Place/Streetscape	Stage 3	22,672	150,000	351,300	351,300	0	0		30/09/2025	0	0
Thriving Gainsborough - Pocket Park	Stage 3	0	13,800	24,200	24,200	0	0		11/04/2025	0	0
Thriving Gainsborough - Resources		0	0	56,100	56,100	0	0		30/06/2025	0	0
Thriving Gainsborough - Townhall THI	Stage 3	321	0	9,900	9,900	0	0		31/12/2025	0	0
Thriving Gainsborough - Whitton Gardens	Stage 3	114,297	250,000	444,200	444,200	0	0		30/05/2025	0	0
Unlocking Housing (LoS)	Stage 3	49,750	0	69,600	69,600	0	0		31/08/2025	0	0
Vehicle Replacement Programme	BAU	25,000	595,900	702,100	702,100	0	0		BAU	0	0
Total Capital Programme Gross Expenditure		2,185,507	8,592,616	13,385,116	13,228,070	30,700	(187,746)			44,900	44,900

Classification: Confidential

MUFG Corporate Markets

Interest Rate Forecast Update

10TH FEBRUARY 2025

MUFG CORPORATE MARKETS INTEREST RATE FORECAST

Updating of our forecasts 10 February 2025

Comparison of forecasts for Bank Rate today v. previous forecast

Bank Rate	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
10.02.25	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
11.11.24	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
Change	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Our last interest rate forecast update was undertaken on 11 November, in the wake of the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November.
- In the interim period, there has been some general concern over the robustness of the Chancellor's spending policies, the impact of the various tariff policies of President Trump on global inflation, whilst only last week the Bank of England provided forecasts for the CPI measure of inflation to jump to 3.7% in Q3 2025 before falling below the 2% inflation target – albeit only in three years' time.
- Also last week, the Bank of England's Monetary Policy Committee voted 7-2 to cut Bank Rate from 4.75% to 4.5%. The vote was a split vote, with seven members voting for the 25bps cut, but Dhingra and Mann voting for a 50bps cut. Governor Bailey confirmed any further easing in monetary policy would reflect a *gradual* and *careful* approach.
- Moreover, the Bank set out a distinctly gloomy backdrop for the economy, with GDP expected to grow only 0.75% in 2025 before improving to 1.5% in 2026 and 2027 respectively.
- Overall, although January proved particularly volatile from a gilt market perspective, our previous forecast has remained resilient. The MPC did cut its Bank Rate to 4.5% as forecast, the 5-year PWLB Certainty Rate is exactly at our previous forecast level for Q1 2025, whilst the 10-, 25- and 50-years' PWLB Certainty Rates are only slightly higher than our previous Q1 2025 forecast.
- Accordingly, we have not felt it necessary to make any material changes to our forecast. Having said that, we acknowledge there may be a presentational problem for the Bank to cut rates in Q3 2025 when inflation is at its peak (based on their forecast), so we anticipate a further rate cut in May but then a pause before further rate cuts are made at the back end of 2025 and in 2026.
- Additionally, with there being a fair degree of uncertainty over how tariff policies will evolve not just in the US, but globally, we have lifted our PWLB forecasts by some 20-30bps in some areas. We will also take note of what the Chancellor says when considering the Office for Budget Responsibility's forecast updates on 25 March, and the budgetary headroom that remains.
- Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps).

MUFG Corporate Markets Interest Rate View 10.02.25													
	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
BANK RATE	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.50	4.30	4.30	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.50	3.50	3.50
6 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.50
12 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.60
5 yr PWLB	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.40	4.30	4.20	4.20	4.10	4.00
10 yr PWLB	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.50	4.50	4.40	4.40
25 yr PWLB	5.80	5.70	5.60	5.50	5.40	5.30	5.20	5.10	5.00	5.00	4.90	4.90	4.80
50 yr PWLB	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.60	4.50

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

Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are generally to the upsides. Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB borrowing	Current borrowing rates as at 10.02.25 p.m. %	Target borrowing rate now (end of Q4 2026) %	Target borrowing rate previous (end of Q4 2026) %
5 years	4.90	4.40	4.20
10 years	5.28	4.70	4.40
25 years	5.79	5.10	4.80
50 years	5.49	4.80	4.60

Borrowing advice: Our long-term (beyond 10 years) forecast for the neutral level of Bank Rate stands at 3.5%. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

Our suggested **budgeted earnings rates for investments** up to about three months' duration in each financial year are set out below.

Average earnings in each year	Now %	Previously %
2024/25 (residual)	4.50	4.60
2025/26	4.10	4.10
2026/27	3.60	3.70
2027/28	3.50	3.50
2028/29	3.50	3.50
Years 6-10	3.50	3.50
Years 10+	3.50	3.50

We will continue to monitor economic and market developments as they unfold. Typically, we formally review our forecasts following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad-hoc basis as required.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

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West Lindsey District Council

Monthly Investment Analysis Review

May 2025

Monthly Economic Summary

General Economy

The preliminary reading of the UK Manufacturing PMI fell to 45.1 in May from 45.4 in April, below market forecasts of 46. The reading signalled a further deterioration in the manufacturing sector, as output contracted more quickly, and new orders continued to decline amid rising global economic uncertainty. Supplier delivery times lengthened the most since February 2024, reflecting international shipping delays and worsening port performance. On the cost side, input prices continued to rise sharply, though the pace of increase eased. Business sentiment remained among the weakest in over two and a half years, weighed down by concerns over US tariffs. Meanwhile, the UK Services PMI rose to 50.2 in May from 49 in April, slightly above market expectations of 50, according to flash estimates. While indicating a modest expansion in the sector after a period of contraction, new business inflows continued to decline. On the cost side, service providers faced significant price pressures, driven by rising wages, higher utility bills, increased shipping costs, and more expensive technology services. Consequently, the preliminary reading of the UK Composite PMI headline rate rose to 49.4 in May from 48.5 in April, matching market forecasts. Separately, the UK Construction PMI rose to 46.6 in April up from 46.4 in March, reversing the fourth straight month of increased contraction.

The UK economy expanded 0.3% m/m in March, following a 0.5% increase in February and above market forecasts of a flat reading. The services and construction sectors drove the gain, while industrial production declined after its increase in the previous period. Elsewhere, the UK's trade deficit shrank to £3.70 billion in March, shifting from a revised £4.86 billion deficit in February.

The UK recorded a 112k rise in employment in the three months to March, following a five-month high 206k in the previous period. This marked the weakest job growth since the three months ending December 2024, mainly due to a fall in full-time employment. Meanwhile, average weekly earnings (including bonuses) increased 5.5% y/y in the three months to March, compared to 5.7% in the previous period and above market forecasts of a 5.2% increase.

The Bank of England's Monetary Policy Committee voted 5–4 to cut Bank Rate by 25bps to 4.25% in May. Two members preferred a larger cut to 4%, while two opted to hold at 4.5%. The decision reflects continued disinflation progress as external shocks eased and tight policy helped anchor inflation expectations. The MPC remains committed to returning inflation to 2% sustainably, but future policy will depend on evolving risks and inflation dynamics, with members emphasising the need for a “gradual” approach.

The Consumer Price Index increased 1.2% m/m in April from 0.3% in March and above forecasts of 1.1%. The headline annual rate jumped to 3.5% in April, the highest since January 2024, from 2.6% in March and above market expectations of 3.3%. The largest upward contribution came from prices for housing and utilities, mostly electricity and gas, reflecting the rise in the Ofgem energy price cap. Additional upward contributions came from transport, influenced by the introduction of Vehicle Excise Duty on both old and new electric vehicles starting in April.

In the retail sector, overall sales increased to 1.2% m/m in April, accelerating from a downwardly revised 0.1% gain in March and easily beating forecasts of a 0.2% rise. This marks the sharpest monthly growth since January, driven by a 3.9% rebound in food store sales after declines in February and March. Supermarkets, specialist food stores such as butchers and bakers, and alcohol and tobacco outlets all saw gains, with some retailers attributing the rise to favourable weather alongside the later timing of Easter. Meanwhile, the GfK Consumer Confidence Index rose to -20 in May, surpassing expectations of -22 and reversing April's -23 reading. Elsewhere, public sector net borrowing, excluding public sector banks, rose to £20.2 billion in April from £19.1 billion a year earlier and exceeding expectations of £17.9 billion. Total public sector spending increased by £6.6 billion from a year ago, driven by higher spending on public services and benefits, though partially offset by a reduction in debt interest costs.

West Lindsey District Council

Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest LT / Fund Rating	Historic Risk of Default	Expected Credit Loss (£)
Lloyds Bank Plc (RFB)	500,000	4.15%		Call	A+	0.000%	1
MMF CCLA	5,500,000	4.25%		MMF	AAAm		
MMF Insight	2,725,000	4.35%		MMF	AAAm		
MMF LGIM	7,500,000	4.34%		MMF	AAAm		
Borrower - Funds	Principal (£)	Interest Rate	Start Date	Maturity Date			
CCLA - The Local Authorities Property Fund	2,000,000	7.20%					
Total Investments	£18,225,000	4.62%					
Total Investments - excluding Funds	£16,225,000	4.31%				0.000%	£1
Total Investments - Funds Only	£2,000,000	7.20%					

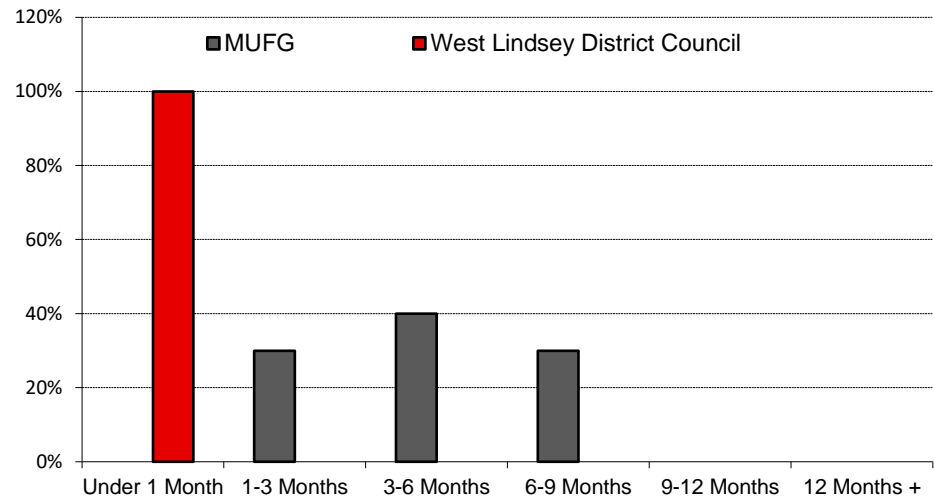
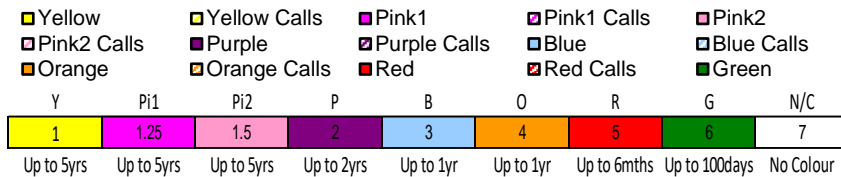
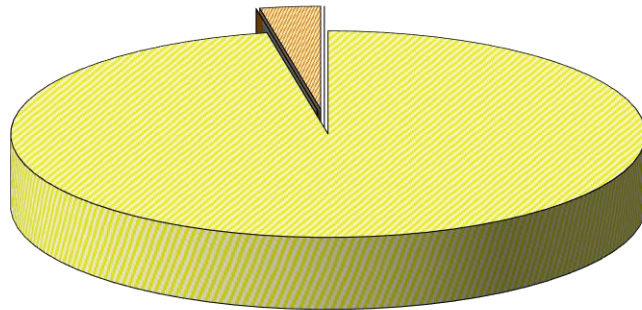
Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

The Historic Risk of Default column is based on the lowest long term rating. If clients are using this % for their Expected Credit Loss calculation under IFRS 9, please be aware that the Code does not recognise a loss allowance where the counterparty is central government or a local authority since relevant statutory provisions prevent default. For these instruments, the Expected Credit Loss will be nil. Please note that we are currently using Historic Default Rates from 1990-2024 for Fitch, 1983-2024 for Moody's and 1981-2024 for S&P.

Where MUFG Corporate Markets have provided a return for a property fund, that return covers the 12 months to March 2025, which are the latest returns currently available.

West Lindsey District Council

Portfolio Composition by MUFG's Suggested Lending Criteria



Portfolios weighted average risk number = 1.09

WARoR = Weighted Average Rate of Return

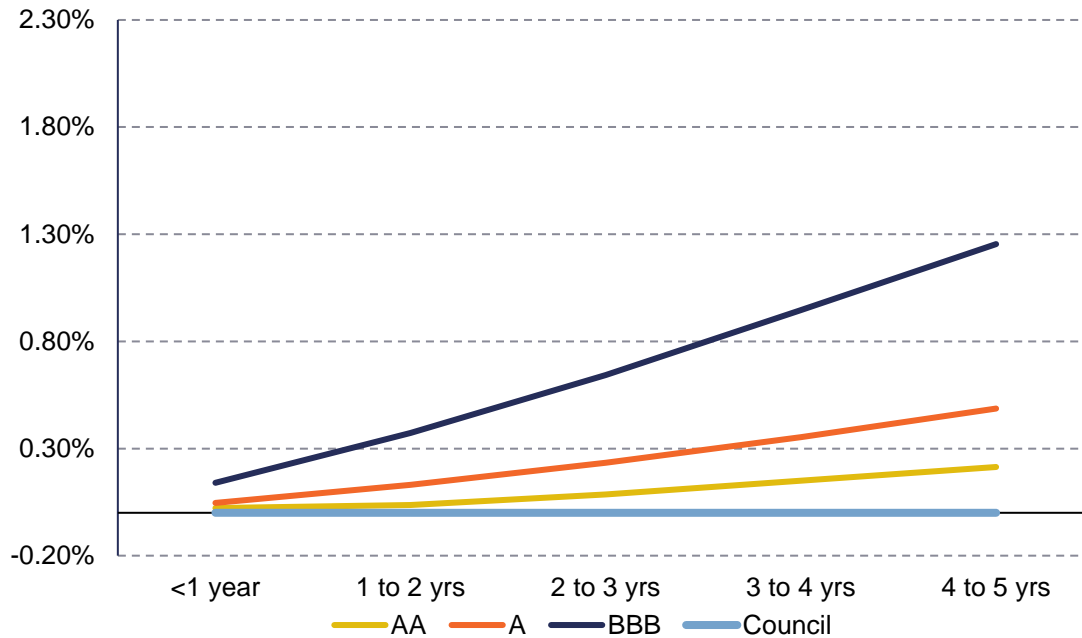
WAM = Weighted Average Time to Maturity

	Excluding Calls/MMFs/USDBFs									
	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	WAM at Execution	WAM	WAM at Execution
Yellow	96.92%	£15,725,000	100.00%	£15,725,000	96.92%	4.31%	0	0	0	0
Pink1	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Pink2	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Purple	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Blue	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Orange	3.08%	£500,000	100.00%	£500,000	3.08%	4.15%	0	0	0	0
Red	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Green	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
No Colour	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Total	100.00%	£16,225,000	100.00%	£16,225,000	100.00%	4.31%	0	0	0	0

West Lindsey District Council

Investment Risk and Rating Exposure

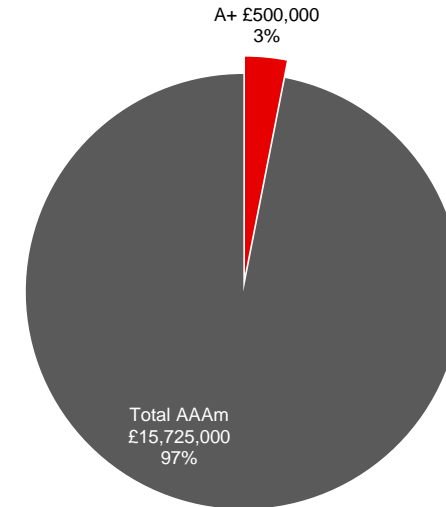
Investment Risk Vs. Rating Categories



Historic Risk of Default

Rating/Years	<1 year	1 to 2 yrs	2 to 3 yrs	3 to 4 yrs	4 to 5 yrs
AA	0.02%	0.04%	0.09%	0.15%	0.21%
A	0.05%	0.13%	0.23%	0.35%	0.49%
BBB	0.14%	0.37%	0.64%	0.95%	1.25%
Council	0.00%	0.00%	0.00%	0.00%	0.00%

Rating Exposure



Historic Risk of Default

This is a proxy for the average % risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment.

Chart Relative Risk

This is the authority's risk weightings compared to the average % risk of default for "AA", "A" and "BBB" rated investments.

Rating Exposures

This pie chart provides a clear view of your investment exposures to particular ratings.

Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

West Lindsey District Council

Monthly Credit Rating Changes FITCH

Date	Update Number	Institution	Country	Rating Action
22/05/2025	2079	UBS AG	Switzerland	The Outlook on the Long Term Rating was changed to Positive from Stable.

West Lindsey District Council

Monthly Credit Rating Changes S&P

Date	Update Number	Institution	Country	Rating Action
				No changes to report.

West Lindsey District Council

Monthly Credit Rating Changes MOODY'S

Date	Update Number	Institution	Country	Rating Action
19/05/2025	2077	United States of America (Sovereign)	United States of America	The Sovereign Rating was downgraded to Aa1 from Aaa. The Outlook on the Sovereign Rating was changed to Stable from Negative.
20/05/2025	2078	JPMorgan Chase Bank N.A.	United States of America	The Long Term Rating was downgraded to Aa2 from Aa1. The Outlook on the Long Term Rating was changed to Positive from Negative.
20/05/2025	2078	Bank of America N.A.	United States of America	The Long Term Rating was downgraded to Aa2 from Aa1. The Outlook on the Long Term Rating was changed to Stable from Negative.
20/05/2025	2078	Wells Fargo Bank, NA	United States of America	The Long Term Rating was downgraded to Aa2 from Aa1. The Outlook on the Long Term Rating was changed to Stable from Negative.

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MUFG Corporate Markets | 19th Floor | 51 Lime Street | London | EC3M 7DQ.

Agenda Item 6c



**Corporate Policy and
Resources Committee**

24 July 2025

Subject: Budget Consultation and LGR Engagement Proposal for 2025

Report by:	Director of Finance and Assets and Section 151 Officer
Contact Officer:	Peter Davy Director of Finance and Assets and Section 151 Officer peter.davy@west-lindsey.gov.uk
Purpose / Summary:	To present the proposed Budget Consultation and Local Government Reorganisation Engagement process for 2025.

RECOMMENDATION(S):

1. That Corporate Policy and Resources Committee agree the Budget Consultation process for 2025.
2. That members note the intention to run a public engagement exercise on Local Government Reorganisation alongside the 2025 Budget Consultation.

IMPLICATIONS

Legal:

This consultation complies with legislation including The Local Government Act 1999, The Equality Act 2010, The Localism Act 2011 and the Data Protection Act 2018 as well as legal case law as appropriate for consultation. This includes the Gunning Principles as established in case R v London Borough of Brent ex parte Gunning 1985.

Financial : FIN/43/26/MT/SL

None from this report although the outcomes from this proposed consultation and engagement may have financial implications.

Staffing : None from this report

Equality and Diversity including Human Rights :

An equality questionnaire will be available to complete at the end of the budget consultation survey and an EIA will be completed for any possible projects or changes coming from the consultation and engagement exercise.

Data Protection Implications :

The residents and businesses to receive directed invitations have agreed by registering to receive Council information

Climate Related Risks and Opportunities:

None from this report

Section 17 Crime and Disorder Considerations:

None from this report

Health Implications:

None from this report

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment :
We will undertake risk assessments for all events held.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

x

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

x

1. Background

1.1 West Lindsey District Council (WLDC) undertake all consultations in accordance with best practice, we ensure that all consultations are legal and appropriate processes are in place to lower the risk of a judicial review. Consultation is the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, with the objective of influencing decisions, policies or programmes of action.

1.2 Before 1985 there was little consideration given to consultations until a case (R v London Borough of Brent ex parte Gunning). This case sparked the need for change in the process of consultations when Stephen Sedley QC proposed a set of principles that were then adopted by the presiding judge. These principles, known as Gunning, were later confirmed by the Court of Appeal in 2001 (Coughlan case) and are now applicable to all public consultations that take place in the UK. These outline the principles which all consultations must abide by and are:

- **When proposals are still at a formative stage**
Public bodies need to have an open mind during a consultation and not already made the decision, but have some ideas about the proposals.
- **Sufficient reasons for proposals to permit 'intelligent consideration'**
People involved in the consultation need to have enough information to make an intelligent choice and input in the process.
- **Adequate time for consideration and response**
Timing is crucial – is it an appropriate time and environment, was enough time given for people to make an informed decision and then provide that feedback, and is there enough time to analyse those results and make the final decision?
- **Must be conscientiously taken into account**

Think about how to prove decision-makers have taken consultation responses into account.

The risk of not following these principles could result in a Judicial Review.

2. Budget Consultation

- 2.1. Each year a consultation is undertaken on the following years' budget prior to it being set. Although there is no legal requirement to undertake this we have a legal requirement under the Local Government Act 1992 section 65 to consult ratepayers who are persons or bodies appearing to be representative of persons subject to non-domestic rates within the district and must be about the authority's proposals for expenditure.
- 2.2. The main objectives of this consultation are to raise awareness of the financial challenges facing the council to ensuring transparency and accountability in the budget setting process and allow for our residents and businesses to express their priorities and concerns. This all supports a budget which reflects the needs and values of our communities.

3. Local Government Reorganisation Public Engagement

- 3.1 Like all district councils in two tier areas of governance, West Lindsey District Council is currently going through the process of Local Government Reorganisation (LGR). Both the Statutory Invitation, and the interim feedback received from government make clear that, in developing proposals for LGR, councils should "engage locally in a meaningful and constructive way with residents, voluntary sector, local community groups and councils, public sector providers, such as health, police and fire, and local businesses to inform your final proposal(s)."
- 3.2 On 7th July, Council resolved to "undertake supportive engagement, working across all final LGR proposals being developed for Greater Lincolnshire." Whilst the council is not submitting a standalone proposal, in engaging with the proposals that are in development, there is a need for public engagement across West Lindsey in order to keep our residents, businesses and key stakeholders informed, and so that these groups have an opportunity to have their say on the future of local government.
- 3.3 To comply with the government's LGR timeline, it is recommended that the Council's Budget Consultation process is used in part to meet the requirement to engage with residents.

4. Proposal

- 4.1 To undertake this work it is proposed that multiple routes are taken to consult with our stakeholders for both the Budget Consultation and the LGR Engagement.

- 4.2 We will be holding face to face events, producing an online and paper survey and accepting any written submissions. The responsible officers for this work are Peter Davy, Director of Finance and Assets and Section 151 Officer for the Budget Consultation and Rachael Hughes, Head of Policy and Strategy for the LGR Engagement. The day to day running of these exercises will be undertaken by Katy Allen, Corporate Governance Officer.
- 4.3 The timescale for the exercises and future reporting is included as Appendix A.
- 4.4 To ensure we are as inclusive as possible and allow as many residents as possible to take part we run a number of different routes to take part. These routes include events, online and paper questionnaire and written submissions.
- Online and paper questionnaire –To ensure there are as many views on the subjects as possible we would have an online and a matching paper questionnaire which would be available to those on the citizen panel and any other resident that wishes to take part through requesting a questionnaire, completing a questionnaire on our website or through an invite from the Citizen Panel.
 - Events – This will include Workshops, Face to Face meetings and Market Stalls. Previously face to face events have taken place in Gainsborough, Nettleham and Caistor. Over the last 5 years the numbers attending these events has decreased and during 2024 no residents attended the Caistor event and only 2 attended Nettleham. However, since the decline in the numbers attending these events, the market stalls have been introduced and get a greater response. A market stall will be held in each of the market towns (Gainsborough, Market Rasen and Caistor), weather permitting. For the LGR engagement additional events are being planned for West Lindsey businesses and other public sector providers.
 - Written Submissions – Although written submissions are not advertised as being accepted we would accept them. They are not advertised due to the amount of time analysis of these submissions take compared to other routes.
- 4.5 The communications strategy will include;
- Social Media – on all available platforms
 - Emails to specific organisations
 - Citizens' Panel and Registered businesses will be contacted and asked to participate
 - Parish/Town Council, Resident and Business newsletter

- Public Events
 - Press release
 - Minerva
- 4.6 The proposed questionnaire for the Budget consultation is attached as Appendix B, whilst the proposed questionnaire for LGR engagement is attached as Appendix C.
- 4.7 Conducting the LGR survey alongside the Budget Consultation will provide valuable insight into what is important to people in respect of their sense of place and how local government services are delivered. The interim results of this engagement exercise will be reported back to Full Council as part of an LGR update paper on 8th September. An item will be added to the next available members newsletter to ensure all members are aware of the engagement that is taking place, should they receive any questions from residents.

5. Recommendation

- 5.1 It is recommended that Corporate Policy and Resources Committee accept the budget consultation process, timeline and questionnaire for 2025.
- 5.2 That members note the intention to run a public engagement exercise on Local Government Reorganisation alongside the 2025 Budget Consultation.

Appendix A – Proposed Timeline

Surveys launched	4 August
Caistor Market Stall	9 August
Gainsborough Market Stall	19 August
Market Rasen Market Stall	2 September
Interim reporting of LGR to Full Council:	
MT	18 August
Chairs Brief	27 August
Council	8 September
Gainsborough Event	
Final cut off	9 September
EIA on budget consultation	15 September
	30 September
Final reporting for LGR engagement:	
Feedback through Member newsletter, social media and website	
Final reporting for Budget consultation:	
MT	13 October
Prosperous Communities Chairs Brief	16 October
Prosperous Communities	4 November
CP&R Chairs Brief	30 October
CP&R	13 November
Feedback through Member newsletter, social media and website	

West Lindsey District Council Budget Consultation 2025

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response. Once you have finished please take a minute to check you have answered all the questions that you should have answered. If you have any questions about this survey please email the Engagement Team on engagement@west-lindsey.gov.uk.

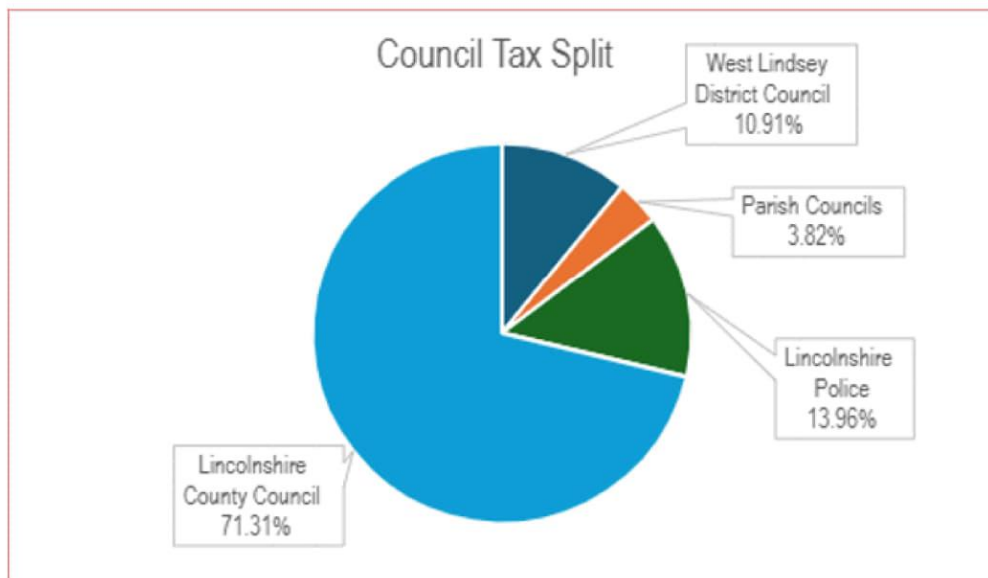
Please insert your name or panel reference number:

Are you responding as: **(Please tick all that apply)**

- ☐ a citizen panel member
- ☐ a resident
- ☐ a Parish or Town Councillor
- ☐ a WLDC Councillor
- ☐ on behalf of a business
- ☐ a community representative

Council Tax

Local Councils, the Police and Fire Authorities fund their services through government grant, fees and charges, Business Rates and Council Tax. There is one council tax bill for each domestic dwelling whether it is a house, flat, mobile home or houseboat. We collect the council tax on behalf of Lincolnshire County Council, the Police and Crime Commissioner and Parish and Town Councils. West Lindsey District Council share of your overall Council Tax is 10.91% (excluding Parish/Town Council Precepts) and funds around 39% of our overall budget.



1. With the customer price index 3.5% and the retail price index at 4.1%, what level of council tax increase would you support for 2026/27? **Please tick one box only**
- ☐ 0% change - A 0% change would give West Lindsey a total level of council tax income of £8.3m.
 - ☐ 1% increase - A 1% increase would mean a 5 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £8.4m.
 - ☐ 2% increase - A 2% increase would mean a 10 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £8.5m.
 - ☐ 3% increase - A 3% increase would mean a 14 pence per week increase for a band D property on the West Lindsey proportion of council tax and would give West Lindsey a total level of council tax income of £8.6m.

2. Any comments you wish to make around the level of Council Tax:

Fees and Charges

3. Historically the Council has increased its fees and charges by inflation or costs of delivery which are impacted by inflation. Which of the following options do you feel would be the best option for 2026/27? **Please tick one box only**
- ☐ Cap fees at a lower rate than inflation (1%)
 - ☐ Pause fees at the current level and increase by inflation next year
 - ☐ Increase fees by inflation only and review next year

4. Any comments you wish to make regarding the fees and charges options:

Garden Waste Collection Service

The Council currently charges £46 for this subscription service per bin which includes 18 collections per annum. This equates to £2.56 per collection, per bin. The Council does not make a profit from providing this service and with increases in costs which has meant the actual cost of running the service is now in excess of what we charge.

5. Do you currently subscribe to the service? **Please tick one box only**
- ☐ Yes
 - ☐ No

6. What are your reasons for not subscribing to the service? **Please tick all which apply**
- ☐ The cost
 - ☐ I don't have a garden
 - ☐ I dispose of my garden waste another way
 - ☐ I share a bin with someone else
 - ☐ I require more collections than currently provided
 - ☐ I require less collections than currently provided
7. Do you feel the current charge is value for money?
- ☐ Yes
 - ☐ No
8. How satisfied are you with the current garden waste collection service that you receive? **Please tick one box only**
- ☐ Very satisfied
 - ☐ Fairly satisfied
 - ☐ Neither
 - ☐ Fairly dissatisfied
 - ☐ Very dissatisfied
9. Is there anything else you feel the Council can do for Garden Waste?

Other comments relating to this consultation

10. Any other comments you wish to make regarding this consultation:

Equalities questionnaire

By answering the equalities questions you will help us to understand how different groups of people from different areas feel about the budget consultation. All responses are anonymised and you do not have to answer these to take part in the budget consultation.

11. Are you willing to answer these questions?
- ☐ Yes - Please go to question 12
 - ☐ No - Please go to the end of the survey

12. Are you?
- ☐ Male
 - ☐ Female
 - ☐ Transgender
 - ☐ Non-Binary
 - ☐ Any other gender
 - ☐ Prefer not to say
13. Do you have any long term illness, health problems or disability which limits your daily activities or the work that you do?
- ☐ Yes
 - ☐ No
 - ☐ Prefer not to say
14. What age are you?
- ☐ 16-25
 - ☐ 26-35
 - ☐ 36-45
 - ☐ 46-55
 - ☐ 56-65
 - ☐ 66-75
 - ☐ 76 or over
 - ☐ Prefer not to say
15. Which of these ethnic groups do you consider you belong?
- ☐ White
 - ☐ Black, Black British, Caribbean or African
 - ☐ Asian or Asian British
 - ☐ Mixed or multiple ethnic groups
 - ☐ Any other ethnic group
 - ☐ Prefer not to say
16. Which of the following best describes your faith/religion/belief?
- ☐ No religion
 - ☐ Christian (all denominations)
 - ☐ Muslim
 - ☐ Buddhist
 - ☐ Sikh
 - ☐ Hindu
 - ☐ Jewish
 - ☐ Any other religion/faith/belief
 - ☐ Prefer not to say
17. Which of the following statements best describes your sexuality?
- ☐ Heterosexual/Straight
 - ☐ Lesbian/Gay
 - ☐ Bisexual
 - ☐ Any other sexual orientation
 - ☐ Prefer not to say

Thank you very much for your time completing this questionnaire.
Please return in the enclosed pre-paid envelope by 9am on Monday 21 September 2025.

Have your say on the future of West Lindsey

The future of your Council is changing. Earlier this year, the government announced plans to reorganise the way local government services are delivered to local people. Currently, Lincolnshire exists in a 'two-tier' system with some services, such as waste collection, planning and street cleaning delivered by your district council while other services, such as waste disposal, social care and highways delivered by Lincolnshire County Council. Under the government's plans, the two-tier system will be replaced with one single, 'unitary' council which will deliver all local government services in one place. You can find out more about Local Government Reorganisation and how this may affect you <here> (insert link to microsite once live)

Councils across Greater Lincolnshire are currently working up final proposals for what the future of local government services should like for the area. To help shape these plans, we would like to hear your views on what is important to you in terms of place identity, and how you access local services. Please fill out the short survey below, which will take no more than 5 minutes to complete, to have your say on the future of local government in your area.

The survey will close on 15 July 2025 at 9am. If you have any questions, or if you would like to request a copy of this survey in an alternative format, please email corporate.plan@west-lindsey.gov.uk or contact Customer Services on 01427 676 676. Thank you.

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please contact the Engagement Team on engagement@west-lindsey.gov.uk.

1. Are you responding as: **Please tick all that apply**

- ☐ a resident
- ☐ a Parish or Town Councillor
- ☐ a WLDC Councillor
- ☐ a County Councillor
- ☐ on behalf of a business
- ☐ a community representative
- ☐ WLDC Staff
- ☐ non West Lindsey resident

2. Where do you live? **Please tick one box only**

- ☐ Bardney
- ☐ Caistor and Yarborough
- ☐ Cherry Willingham
- ☐ Dunholme and Welton
- ☐ Gainsborough
- ☐ Hemswell
- ☐ Kelsey Wold
- ☐ Lea
- ☐ Market Rasen
- ☐ Nettleham
- ☐ Saxilby
- ☐ Scampton
- ☐ Scotter and Blyton
- ☐ Stow
- ☐ Sudbrooke
- ☐ Torksey
- ☐ Waddingham and Spital
- ☐ Wold View

Other - Please specify:

3. The following two questions help us to understand what you value most about your local area. Which of the following statements is most applicable to you? **Please tick one box only**

- ☐ I feel part of my local area
- ☐ I feel part of the district of West Lindsey
- ☐ I feel part of the County of Lincolnshire
- ☐ I feel part of the Greater Lincolnshire region
- ☐ I feel part of the East Midlands
- ☐ Prefer not to say

Other - Please specify:

4. What do you value about your local area? **Please tick all that apply**

- ☐ Job opportunities in my local area or surrounding area
- ☐ Proximity to family
- ☐ Proximity to friends
- ☐ Proximity to your local town
- ☐ Natural environment
- ☐ Transport links
- ☐ None of the above

Other - Please specify:

5. What ties your local community together? **Please tick all that apply**

- ☐ Accessibility of local services
- ☐ Variety of local services
- ☐ Common interests
- ☐ Common meeting places
- ☐ How people interact with each other
- ☐ Natural environment
- ☐ Shared experiences
- ☐ Shared identity
- ☐ Willingness to help others
- ☐ Heritage
- ☐ None of the above

Other - Please specify:

6. Which town centre do you visit most frequently? **Please tick one box only**

- ☐ Barton-upon-Humber
- ☐ Boston
- ☐ Bourne
- ☐ Brigg
- ☐ Caistor
- ☐ Cleethorpes
- ☐ Gainsborough
- ☐ Grantham
- ☐ Grimsby
- ☐ Holbeach
- ☐ Horncastle
- ☐ Immingham
- ☐ Kirton-in-Lindsey
- ☐ Lincoln
- ☐ Louth
- ☐ Mablethorpe
- ☐ Market Rasen
- ☐ Scunthorpe
- ☐ Skegness
- ☐ Sleaford
- ☐ Spalding
- ☐ Stamford

Other - Please specify:

7. District Councils and the County Council deliver a number of services including housing, planning, leisure, libraries, children's services, adult social care, waste collection and recycling, and car parking. Under the government's plans, district and county councils will be abolished and replaced with one larger unitary council which will provide all local government services in a given area.

Do you have any concerns about council services being delivered by a single, larger council? **Please tick one box only**

- ☐ Yes
- ☐ No
- ☐ Don't know

8. If you answered "Yes" to question 7, what are your main concerns about council services being delivered by a single, larger council?

9. Do you have a preference on which local areas West Lindsey should be grouped with in the future?
Please tick all that apply

- ☐ Boston Borough
- ☐ City of Lincoln
- ☐ East Lindsey District
- ☐ Lincolnshire County
- ☐ North Lincolnshire
- ☐ North-East Lincolnshire
- ☐ North Kesteven District
- ☐ South Holland District
- ☐ South Kesteven District
- ☐ Don't Know
- ☐ None of the above

Other - Please specify

10. When thinking about proposals for local government reorganisation in Lincolnshire, what should the priority be? **Please tick all that apply**

- ☐ Accountability
- ☐ Access to services
- ☐ Democratic representation
- ☐ Service Quality
- ☐ Value for Money
- ☐ Don't Know
- ☐ None of the above

Other - Please specify

11. Please share any views or concerns you may have about local government reorganisation:

Thank you for taking part in this consultation. Please click submit and then you will be taken to our website. Once this happens your response will have been submitted.

Agenda Item 6d



**Corporate Policy &
Resources Committee**

Thursday, 24 July 2025

**Subject: Recommendation from JSCC: Review of the Counter Fraud,
Corruption and Bribery Policy**

Report by:

Peter Davy
Director of Finance and Assets (S151 Officer)

Contact Officer:

Lisa Langdon
Assistant Director People and Democratic
(Monitoring Officer)

lisa.langdon@west-lindsey.gov.uk

Purpose / Summary:

To review the updated policy which outlines the Council's approach to preventing and identifying all forms of fraud, corruption, theft and bribery.

RECOMMENDATION(S):

1. That Members accept the recommendation from the Joint Staff Consultation Committee, and the revised Counter Fraud, Corruption and Bribery Policy be approved.
2. That minor housekeeping amendments be delegated to the Section 151 Officer following consultation with the Chairmen of the JSCC and CP&R Committees

IMPLICATIONS

Legal: The legal duties around fraud, bribery and corruption are detailed within the policy.

Financial: FIN/56/26/VA

There are no financial implications arising from this report. Low risk investigations can be carried out by Human Resources; medium risk investigations by the Monitoring Officer; and high risk investigations by the Section 151 Officer, supported by external legal and/or specialist fraud investigation support. There is a necessary cost when engaging specialist external investigation resource.

Staffing: There are no staffing implications arising from this report. However, the report does make reference to key contacts for whistleblowing.

Equality and Diversity including Human Rights:

There are no implications arising from this report.

Data Protection Implications:

There are no implications arising from this report.

Climate Related Risks and Opportunities:

There are no implications arising from this report.

Section 17 Crime and Disorder Considerations:

There are no implications arising from this report.

Health Implications:

There are no implications arising from this report.

Title and Location of any Background Papers used in the preparation of this report :

Risk Assessment:

The Fraud Risk Assessment was provided to Members of the Governance and Audit Committee in July 2024.

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

☐

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

☐

No

X

1. Background

- 1.1 This report recommends a revised Counter Fraud, Corruption and Bribery Policy, attached at Appendix 1. The previous policy has been in place for in excess of seven years and, following an external review of the council's fraud policies and processes, a review of the existing policy was recommended.
- 1.2 The revised policy provides a clear framework for the Council to undertake necessary, legal and proportionate actions where evidence supports an investigation into an allegation of fraud, and sets out that the Council will seek recovery of defrauded monies through all legal means.
- 1.3 The policy also sets out that the minimisation of losses to fraud and corruption is essential to ensure that public resources are used for their intended purpose of providing services to local residents.
- 1.4 The policy also sets out the Council's no tolerance stance to all forms of bribery, corruption and fraud, and references the policy framework with which our staff, contractors, members and suppliers must comply. Reporting mechanisms are also included.
- 1.5 Following the introduction of this revised policy, staff and member training will be provided, in addition to an update in our supplier terms and conditions.

2. Recommendation

- 2.1 That Members of the Corporate Policy & Resources Committee accept the recommendation from the Joint Staff Consultative Committee, and the revised Counter Fraud, Corruption and Bribery Policy be approved.
- 2.2 That minor housekeeping amendments be delegated to the Section 151 Officer following consultation with the Chairmen of the JSCC and CP&R Committees.

Counter Fraud Corruption and Bribery Policy

Draft June 2025



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Introduction

FRAUD is defined by the Chartered Institute of Public Finance and Accountancy as *‘any intentional false representation, including failure to declare information or abuse of position that is carried out to make gain, cause loss or expose another to the risk of loss.’* The term “fraud” is used to describe many acts such as deception, bribery, forgery, extortion, misappropriation, blackmail, corruption, theft, false representation, conspiracy or the covering up of material facts and collusion. By using deception, a fraudster can obtain an advantage, avoid an obligation, or cause loss to another party.

The Fraud Act 2006 identifies three criminal offences:

- False representation
- Failure to disclose information.
- Abuse of position

CORRUPTION is defined in the English Oxford Dictionary as *‘dishonest or fraudulent conduct by those in power, typically involving bribery.’* It has also been described as *dishonesty and illegal behaviour by people in positions of authority or power.’* “Corruption” is the deliberate misuse of your position for direct or indirect personal gain and includes offering, giving, requesting, or accepting a bribe or reward, which influences your actions or the actions of someone else.

BRIBERY applies to both individuals and the Council as a corporate body. Bribery includes promising or giving a financial or other advantage, agreeing to receive, or accepting a financial or other advantage and failing to prevent bribery.

THEFT is where someone steals cash or other property. A person is guilty of “theft” if they dishonestly take property belonging to someone else and have no intention of returning it. We are committed to the highest possible standards of openness, probity, honesty, integrity and accountability. We expect all staff, Councillors, and partners to apply these standards which are included in our codes of conduct.

We will seek to deter and prevent fraud, corruption, and theft to ensure that all risks in these areas are reduced to the lowest level possible. Where we suspect or detect fraud, corruption, or theft we will thoroughly investigate and deal with any proven fraud in a consistent and balanced way. We will apply appropriate sanctions against those committing fraud and will attempt to recover all losses.

Scope – Policy Aim

The key objectives of this policy are to:

- Increase staff and Member awareness of the corporate counter fraud culture which the Council actively supports.
- Create an environment to encourage individuals to promptly report suspicions of fraudulent or corrupt behaviour.
- Communicate to partners, suppliers, contractors, council owned/part owned companies. and other organisations that interact with the Council that it expects them to maintain standards aimed at minimising fraud and corruption in their dealings with the Council.
- Demonstrate the arrangements that the Council has in place to counter fraud and corruption.
- Minimise the likelihood and extent of losses through fraud and corruption.

This policy applies to:

- West Lindsey District Council Councillors
- All West Lindsey District Council staff (including Agency staff, shared officers, volunteers, and officers providing services to and on behalf of the Council)
- Council partners, contractors, suppliers, council owned/ companies and consultants
- Any member of the public

Executive Summary

West Lindsey District Council is wholly opposed to all forms of fraud, corruption, theft, or bribery. We will take appropriate action against anyone who attempts to defraud the Council, whether they are our own employees, Councillors, external organisations, or members of the public. Personal data will be used within lawful purposes, as detailed within the Council's Privacy Policy and Finance's Privacy Notice on our website. Failure by any employee to comply with the procedures set out in this Policy may lead to disciplinary action being taken against them. Any disciplinary action will be dealt with in accordance with West Lindsey District Council's Disciplinary Policy and Procedure.

To deliver the aims of this policy we will:

- Accurately identify the risk of fraud
- Create and maintain a strong counter fraud culture.
- Take action to deter, prevent and detect fraud, investigate, and apply sanctions and seek redress where fraud is proven.
- Record and report our outcomes to the Governance and Audit Committee if applicable and appropriate.

Procedure Consultation and Consideration

The Council's Management Team and Governance and Audit Committee.

Policy Statement

1. The Policy

The Council is committed to preventing and detecting all forms of fraud, corruption, theft, and bribery. We will take action against anyone who attempts to defraud the Council, whether they are our own employees or Councillors, external organisations, or members of the public. The Council's Vision "West Lindsey is a great place to be where people, businesses and communities can thrive and reach their full potential." We recognise our duty to provide value for money quality services to the community and expect all our Councillors and staff to lead by example, working to the highest standards and safeguarding the public resources they are responsible for. We will adopt a risk-based approach to eradicating fraud, corruption, theft, and bribery and promote zero tolerance, and use tools identified in the local government *Fighting Fraud and Corruption Locally*.

2. What we mean by Fraud, Corruption and Bribery

This policy outlines our approach to eradicating fraud, corruption, theft, and bribery. Throughout this policy, these terms include (but are not limited to):

- Deliberately falsifying substituting or destroying records for personal gain.
- Falsifying time worked, misusing our agile working policy or falsifying mileage claims.
- Failure to declare an interest.
- Intentional breaches of financial regulations and procedures
- The offer, giving or acceptance of inducements to influence action or decisions by the

Council

- Selling Council equipment inappropriately
- Abuse of position as an employee to benefit friends, family, or others.
- Use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party
- Theft of funds, services or assets from the Council or its partners
- Evading liability for payment
- Working whilst on sick leave (each situation shall be considered on its own facts and in accordance with the individual's employment contract)
- The act of attempted fraud will be treated as seriously as actual fraud.

The Bribery Act 2010 makes it possible for senior officers to be convicted where they are deemed to have given their consent or tacit approval in giving or receiving a bribe. It also created the corporate offence of "Failing to prevent bribery on behalf of a commercial organisation." To protect itself against the corporate offence the Act also requires organisations to have "adequate procedures in place to prevent bribery." This policy statement, the Member and officer codes of conduct and the Whistleblowing Policy are designed to meet that requirement.

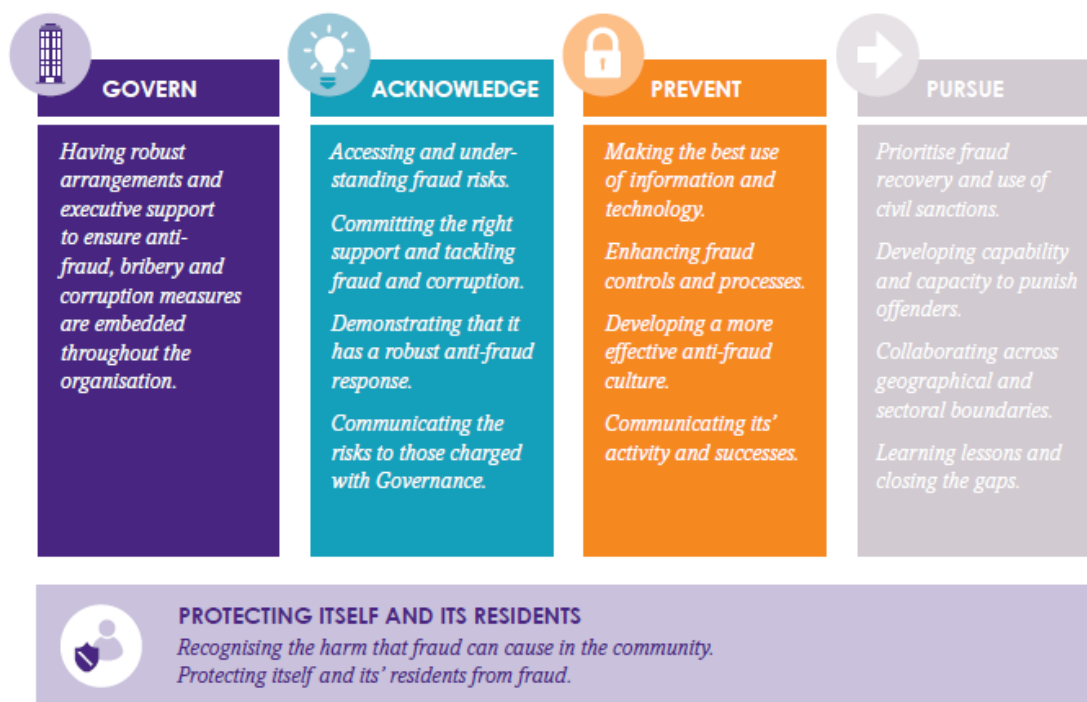
If anyone is unsure if an incident could be classed as Fraud, Corruption or Bribery they should consult the Monitoring Officer or S151 Officer.

Stakeholder	Specific Responsibilities
Chief Executive	Accountable for the Council's overall arrangements including the procedures and effectiveness of the Council's arrangements for countering fraud and corruption.
Monitoring Officer	Advise Councillors and Officers on ethical issues, standards, and powers to ensure that the Council operates within the law and statutory Codes of Practice. To promote, monitor and enforce probity and high ethical standards within the District Council, Town, and Parish Councils with the district of West Lindsey.
Section 151 Officer	To ensure the Council has adopted and implemented an appropriate Anti-fraud policy and that the Council has access to effective audit and fraud services.
Governance and Audit Committee	To monitor the Council's policies and consider the effectiveness of the arrangements for Countering Fraud and Whistleblowing.
Members	To comply with the Members Code of Conduct, to support and promote a strong counter fraud culture and to report genuine concerns accordingly.
Directors	The Directors are responsible for the Council's arrangements to manage risk. To champion and promote a strong counter fraud culture and to report genuine concerns accordingly.
External Audit	Statutory duty to ensure that the Council has in place adequate arrangements for the prevention and detection of fraud, corruption, and theft.
Internal Audit	Provide resources to implement the Council's arrangements to manage risk. To champion and promote a strong counter fraud culture and to report genuine concerns accordingly.
Managers	Identify the risks to which systems, operation and procedures are exposed; developing and maintaining effective controls to prevent and detect fraud; ensuring

	controls are complied with. Notify the Section 151 Officer immediately of any suspected fraud, irregularity, improper use or misappropriation of the Council's property or resources. Pending investigation and reporting, taking all necessary steps to prevent further loss and to secure records and documentation against removal or alteration,
Staff	To comply with Council policies and procedures, to be aware of the possibility of fraud, corruption, and theft and to report any concerns immediately to their manager or Section 151 Officer.
Public, Partners, Suppliers and Contractors	To be aware of the possibility of fraud and corruption against the Council and report any concerns or suspicions.

3. Our Approach

We will fulfil our responsibility to reduce fraud and protect our resources by a strategic approach consistent with that outlined in the local government Fighting Fraud and Corruption Locally. The five key themes are **Govern - Acknowledge - Prevent - Pursue - Protect**:



GOVERN	
Those Charged with Governance	The Corporate and Senior Management Teams of the Council will support and lead the counter fraud corruption and bribery activity.
Robust Arrangements	The Council will ensure robust arrangements are in place and communicated to embed counter fraud corruption and bribery measures throughout the Council.

ACKNOWLEDGE	
Committing Support	The Council will have commitment to tackling the fraud threat. We have robust Whistleblowing procedures, which support those who come forward to report suspected fraud. All reports will be treated seriously and acted upon. We will not, however, tolerate malicious allegations.
Assessing and Understanding Risks	We will continuously assess those areas most vulnerable to the risk of

	fraud in conjunction with our Risk Management arrangements and risk based Internal Audit reviews. Through these assessments we can understand who fraud affects the Council and what we can do about it.
Robust Response	Internal Audit will work with managers and policy makers to ensure new and existing systems and policy initiatives are adequately fraud proofed.

PREVENT	
Better Use of Information & Technology Working with Others	We will make greater use of data and analytical software to prevent and detect fraudulent activity. We will look for opportunities to share data and fraud intelligence to increase our capability to uncover potential and actual fraud.
Anti-Fraud Culture	We will promote and develop a strong counter fraud culture, raise awareness, and provide information on all aspects of our counter fraud work. This will include publicising the results of all proactive work, fraud investigations, successful sanctions, and any recovery of losses due to fraud,

PURSUE	
Fraud Recovery	A crucial element of our response to tackling fraud is recovering any monies lost through fraud – this is an important part of our strategy and will be rigorously pursued, where possible.
Punishing Fraudsters	We will apply realistic and effective sanctions for individuals, or organisations where an investigation reveals fraudulent activity. This may include legal action, criminal and / or disciplinary action where appropriate.
Enforcement	Appropriately trained investigators will investigate any fraud detected through the planned proactive work, cases of suspected fraud referred from internal or external stakeholders or received via the whistleblowing arrangements.

PROTECT	
Recognise	We recognise the harm which fraud can cause to victims and our community, and our policy aim to protect against becoming victims of fraud, corruption, and bribery.
Public Funds	The policy will support protecting the public funds by protecting the Council against fraud and future frauds. (including cybercrime).

Implementation

Service Managers are responsible for making sure that all staff are familiar with the content of this policy. Under its terms of reference, it is the role of the Governance and Audit Committee to review the Council procedures, incidences, and actions for handling allegations from whistle blowers, and Counter fraud corruption and bribery policy. The Section 151 Officer is responsible for making sure that the Council has control systems and measures in place and is accountable for the implementation of this policy. There is a source of support for the detection and prevention of Fraud under the Council's Internal Audit Contract. Communication plans and training are important in highlighting awareness and Management Team and Service Managers have a key role to play in making sure this happens.

Reporting concerns of Fraud, Corruption and Bribery

Anyone who has a concern that a potential incident of fraud, corruption or bribery has arisen should always attempt to raise these concerns at the earliest opportunity. The Council acknowledges that this can be difficult and challenging to do in some cases and the Whistleblowing Policy has been established to provide those raising concerns with a safe avenue with which to do so. It also offers sources of advice and guidance that they may turn to. The Whistleblowing Policy can be found on the Council's intranet and internet sites. In addition, Appendix 1 to this policy provides details of the Council's Whistleblowing contacts.

Monitoring

This policy is to be reviewed at least every 3 years (or more frequently if required by changes to statutory legislation). Prior to any approval, the following parties shall be consulted:

- The Council's Management Team
- The Governance and Audit Committee

On an annual basis, the policy shall be reviewed by the Internal Audit Manager and Section 151 Officer to ensure that details remain relevant and up to date. This review will not require re-endorsement of the policy.

The policy will be also monitored in the following ways:

MONITORING ACTIVITY	PERSON RESPONSIBLE
Incidence of fraud	Section 151 Officer And Governance and Audit Committee
Annual Governance Statement	Management Team and Governance and Audit Committee
Annual returns	Section 151 Officer

Related Policies and Strategies

Whistle blowing – Confidential Reporting Code
Anti-Money Laundering Policy
Members' Code of Conduct
ICT Security Policy
Financial Regulations
Officers' Code of Conduct

Appendices

Appendix 1 – Contacts for Whistle blowing

Appendix 1

Contacts for Whistleblowing

Chief Executive	Bill.Cullen@west-lindsey.gov.uk
Monitoring Officer	Lisa.Langdon@west-lindsey.gov.uk
Section 151 Officer	Peter.Davy@west-lindsey.gov.uk
Peer Section 151 Officer	Russell.Stone@n-kesteven.gov.uk
Deputy S151 Officer	comie.campbell@west-lindsey.gov.uk
Internal Audit Manager	Aaron.Macdonald@UKRSM.COM
People Services Manager	Lynne.Thomsett@west-lindsey.gov.uk

Corporate Policy & Resources Committee Work Plan (as at 16 July 2025)

Purpose:

This report provides a summary of items of business due at upcoming meetings..

Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
24 JULY 2025				
24 Jul 2025	Market Street Renewal Ltd - 2025/2026 Business Plan	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	Present 2025/26 Business Plan for approval Agree changes to Director, Share Holder Representative and Company Secretary roles	04 June 2025
24 Jul 2025	Review of the Counter Fraud, Corruption and Bribery Policy	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To review the updated policy which outlines the Council's approach to preventing and identifying all forms of fraud, corruption, theft and bribery.	04 June 2025
24 Jul 2025	Budget and Treasury Monitoring Qtr 1 2025/26	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2025 to 31st May 2025. Due to committee timings, we bring a two month report to the June committee meeting.	04 June 2025
24 Jul 2025	Gainsborough Leisure Provision	Amy Potts, Programme Manager	A report outlining the scope and business case requirements to support delivery of the future leisure model in Gainsborough	04 June 2025
24 Jul 2025	Asylum Dispersal in West Lindsey	Sarah Elvin, Homes,	Report to update on the Asylum	

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		Health & Wellbeing Team Manager	position in West Lindsey and seek authority for spend of the Asylum Dispersal Grant funding	
24 Jul 2025	Budget Consultation 2025	Peter Davy, Director of Finance and Assets (Section 151 Officer)	Proposal for budget consultation in 2025	
25 SEPTEMBER 2025				
25 Sep 2025	Levelling Up Fund Reconciliation	Amy Potts, Programme Manager	Report to CP&R to demonstrate spend on the Thriving Gainsborough Levelling Up Fund Programme since 2021, and outline proposals for any budget remaining	04 June 2025
25 Sep 2025	Gainsborough Health Provision	Amy Potts, Programme Manager	A report to outline existing GP provision in Gainsborough's scope, requirements and options, to form a business case working with the NHS Integrated Care Board (ICB) for a future working model	04 June 2025
25 Sep 2025	Review of banking facilities - Gainsborough and surrounding area	Claire Hill, Economic Growth Officer	Review of banking facilities available in Gainsborough and surrounding area and deliverability of a banking hub in Gainsborough, as per the motion to Council at the end of January 2025.	
25 Sep 2025	Telephone and Screen Recording Procedure & Policy	Lyn Marlow, Customer Strategy and Services Manager	To approve updated Telephone Recording Procedure & Policy to include Screen Recording for internal purposes and update current policy with line with replacement Contact Center and legislative amendments.	
13 NOVEMBER 2025				
13 Nov 2025	Budget and Treasury Monitoring Qtr 2 25/26	Sue Leversedge,	This report sets out the revenue, capital	04 June 2025

		Business Support Team Leader	and treasury management activity from 1st April 2025 to 30th September 2025.	
13 Nov 2025	Proposed Fees and Charges 26/27	Sue Leversedge, Business Support Team Leader	Proposed Fees and Charges to take effect from 1 April 2026.	04 June 2025
13 Nov 2025	Options Report: Review of Civic Transport Arrangements	Katie Storr, Democratic Services & Elections Team Manager	To present a detailed options appraisal for retention and use of the civic car, or alternative arrangements, following deferral of the paper presented to the Corporate Policy & Resources Committee in February 2025.	04 June 2025
11 DECEMBER 2025				
11 Dec 2025	Progress and Delivery Quarter Two (2025/26)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two (2025/26)	04 June 2025
11 Dec 2025	Council Debts for Write Off 2025/26	Alison McCulloch, Revenues Manager	Council Debts for Write Off 2025/26	04 June 2025
26 Jan 2026	Local Council Tax Support Scheme 2026/27	Angela Matthews, Benefits Manager, Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2026/27	04 June 2025
15 JANUARY 2026				
12 FEBRUARY 2026				
12 Feb 2026	Budget and Treasury Monitoring Qtr. 3 2025/2026	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2025 to 31st December 2025.	

Agenda Item 8a

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 8b

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