

# Public Document Pack

**Steve Atkinson** MA(Oxon) MBA FIoD FRSA  
Chief Executive

Date: 12 November 2013



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

To: **Members of the Executive**

Mr SL Bray (Chairman)  
Mr DC Bill MBE (Vice-Chairman)  
Mr DS Cope  
Mr WJ Crooks

Mr DM Gould  
Mr KWP Lynch  
Mr MT Mullaney  
Ms BM Witherford

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **EXECUTIVE** in the De Monfort Suite - Hub on **WEDNESDAY, 20 NOVEMBER 2013** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Helen Rishworth'.

Helen Rishworth  
Communications & Democratic Accountability Officer

## EXECUTIVE - 20 NOVEMBER 2013

### A G E N D A

1. APOLOGIES
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 4)  
To confirm the minutes of the meeting held on 11 September 2013.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES  
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST  
To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS  
To hear any questions in accordance with Council Procedure Rule 10.
6. COUNCIL TAX SUPPORT SCHEME (Pages 5 - 12)  
Report of the Deputy Chief Executive (Corporate Direction).
7. HINCKLEY SQUASH CLUB (Pages 13 - 16)  
Report of the Deputy Chief Executive (Community Direction).
8. DRAFT CAPITAL PROGRAMME (Pages 17 - 30)  
Report of the Deputy Chief Executive (Corporate Direction).
9. CITY DEALS LEICESTER & LEICESTERSHIRE UPDATE (Pages 31 - 40)  
Report of the Deputy Chief Executive (Community Direction).
10. CITY DEAL COVENTRY & WARWICKSHIRE UPDATE (Pages 41 - 46)  
Report of the Deputy Chief Executive (Community Direction).
11. CAR PARKING IN HINCKLEY (Pages 47 - 52)  
Report of the Deputy Chief Executive (Community Direction).
12. DELEGATION OF AUTHORITY - MALLORY PARK (Pages 53 - 58)  
Report of the Chief Executive.
13. RE-ADOPTION OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 (Pages 59 - 66)  
Report of the Deputy Chief Executive (Community Direction).
14. TENANCY/PROPERTY AUDIT (Pages 67 - 70)  
Report of the Deputy Chief Executive (Community Direction).

15. SECURITY FOR RECEPTION / JOB CENTRE PLUS AREA (Pages 71 - 74)  
Report of the Deputy Chief Executive (Corporate Direction).
16. FURNITURE PURCHASE FOR JOB CENTRE PLUS AREA (Pages 75 - 78)  
Report of the Deputy Chief Executive (Corporate Direction).
17. ISSUES ARISING FROM OVERVIEW & SCRUTINY  
(If any)
18. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

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# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### EXECUTIVE

11 SEPTEMBER 2013 AT 6.30 PM

PRESENT: Mr SL Bray - Chairman  
Mr DC Bill MBE – Vice-Chairman  
Mr DS Cope, Mr WJ Crooks, Mr KWP Lynch, Mr MT Mullaney and Ms BM Witherford

Members in attendance: Councillors Mr PR Batty and Mr K Morrell

Officers in attendance: Bill Cullen, Julie Kenny, Sanjiv Kohli, Rebecca Owen, Rob Parkinson and Sally Smith

#### 154 APOLOGIES

Apologies were submitted on behalf of Councillor Gould.

#### 155 MINUTES

On the motion of Councillor Witherford, seconded by Councillor Crooks, it was

RESOLVED – the minutes of the meeting held on 10 July be approved and signed by the Chairman.

#### 156 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 157 PROCUREMENT STRATEGY

The Executive was presented with the updated Procurement Strategy and welcomed the use of local companies where possible. On the motion of Councillor Lynch, seconded by Councillor Cope, it was

RESOLVED – the Procurement Strategy be endorsed.

#### 158 REQUEST FOR SUPPLEMENTARY INCOME BUDGET FOR INCREASED TRADE WASTE INCOME

A report requesting a supplementary income budget as a result of an increase in trade waste income was welcomed by the Executive and highlighted as good news. It was moved by Councillor Crooks, seconded by Councillor Cope and

RESOLVED – the provision of a supplementary income budget of £30,000 for trade waste collection income be approved.

#### 159 REQUEST FOR SUPPLEMENTARY INCOME BUDGET FOR INCREASED RECYCLING CREDIT INCOME

Consideration was given to a report which advised of the increase in income from recycling credits and sought approval of a supplementary income budget of £40,000. On the motion of Councillor Crooks, seconded by Councillor Mullaney, it was

RESOLVED – the provision of a supplementary income budget of £40,000 for recycling credit income be approved.

160 RE-ADOPTION OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976

The Executive received a report which detailed the proposal to re-adopt the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 following a statutory notice period. It was moved by Councillor Bray, seconded by Councillor Mullaney and

RESOLVED – the Principal Licensing Officer be authorised to provide notice in accordance with Section 45 of the Local Government (Miscellaneous Provisions) Act 1976 of the Council's intention to pass a resolution to adopt the provisions of Part II of the 1976 Act.

161 SCRAP METAL DEALERS ACT 2013

Members were informed of the licensing requirements of the Scrap Metal Dealers Act 2013 which would result in an amendment to the scheme of delegation contained within the Council's Constitution and an amendment to the scale of fees and charges. It was explained that it would be an offence to trade without a licence and that traders would have to be licensed in the area in which they wished to operate. The Police would have an input into the licensing process and could recommend that a licence be withheld if they were not satisfied that it was appropriate.

Members welcomed the Act, particularly as there were severe problems with unlicensed scrap metal dealers in some parts of the Borough. It was moved by Councillor Bray, seconded by Councillor Crooks and

RESOLVED – the report be endorsed and RECOMMENDED to Council for approval of those matters which are reserved.

162 GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT

The Executive considered a report which presented the Gypsy & Traveller Accommodation Assessment commissioned in 2012 following the issuing of the Government guidance "Planning Policy for Traveller Sites". It was acknowledged that numbers required were lower under this assessment than under the countywide study. On the motion of Councillor Bray, seconded by Councillor Crooks, it was

RESOLVED – the Gypsy and Traveller Accommodation Assessment be adopted as an evidence base for local plan preparation.

163 HINCKLEY AND BOSWORTH RENEWABLE ENERGY CAPACITY STUDY

Members received the Hinckley and Bosworth Renewable Energy Capacity Study and were informed that the report had been discussed in detail by the Scrutiny Commission. In response to Members' concerns about some of the locations highlighted on the map, it was explained that it was a technical document and showed only which areas may be suitable as a site for renewable energy, and did not take into consideration any other planning constraints which would have to be considered should an application be received. It was agreed that a disclaimer be put on the map to say that it was a technical assessment and not an indication of site suitability. On the motion of Councillor Bray, seconded by Councillor Crooks, it was

RESOLVED – the study be approved for use as part of the evidence base for the Local Plan.

164 STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT

A report was presented which introduced the Hinckley and Bosworth Strategic Housing Land Availability Assessment Review 2013. It was moved by Councillor Crooks, seconded by Councillor Cope and

RESOLVED – the Review be approved for use as part of the evidence base.

165 DEVELOPMENT CONTROL CONSULTANCY SUPPORT - BUDGET PROVISION

The Executive received a report which proposed provision of a supplementary budget to fund support to process planning applications. It was proposed that the virement be taken from the LDF reserve. Members supported the need to help maintain performance with regard to processing planning applications. On the motion of Councillor Crooks, seconded by Councillor Bill, it was

RESOLVED – the provision of a supplementary budget of £40,000 to fund consultancy support for the processing of planning applications be approved.

166 MEMBERS' ALLOWANCES

Members received the report of the Independent Panel on Members' Allowances and was advised of the recommendations of the Scrutiny Commission in response to the report. The Executive agreed with the view of the Independent Panel and the Scrutiny Commission that, in comparison with other similar authorities and in light of the workload of a councillor and the lack of allowance increase since 2005, the current members' allowances were very low. They also supported the view that the costs for the Mayor and Deputy Mayor during their terms of office were higher than the allowance paid and these roles should be adequately recompensed. It was also felt that the Deputy Mayor should receive a greater increase as the costs of carrying out this role were similar to that of the Mayor.

Despite support for the findings of the Independent Panel, the view of the Scrutiny Commission was supported that the recommended increase in the basic allowance and SRAs be not accepted at that time. It was moved by Councillor Witherford, seconded by Councillor Bray and

RESOLVED –

- (i) the report of the Independent Panel be endorsed;
- (ii) Council be RECOMMENDED to
  - (a) approve the recommended increase in the Mayor and Deputy Mayors' allowances;
  - (b) not approve the recommended increases in the basic allowance and special responsibility allowances;
  - (c) publicise the rejection of an allowance increase.

(The Meeting closed at 6.50 pm)

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CHAIRMAN



**EXECUTIVE – 20<sup>TH</sup> NOVEMBER 2013**

**REPORT TITLE – COUNCIL TAX SUPPORT SCHEME 2014-2015**  
**REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE**  
**DIRECTION)**



Hinckley & Bosworth  
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**WARDS AFFECTED: ALL WARDS**

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1. **PURPOSE OF REPORT**

To provide an update on the current Local Council Tax Support Scheme (LCTS) and to seek approval from the Executive to reduce the maximum level of Council Tax Support from 91.5% to 88%.

2. **RECOMMENDATION**

The Executive endorses the reduction of the maximum level of Council Tax Support from 91.5% to 88%. This will require approval by Council by 31<sup>st</sup> January 2014.

3. **BACKGROUND TO THE REPORT**

From 1 April 2013 the national Council Tax Benefit scheme was replaced by Local Council Tax Support Schemes administered by District councils. Government funding for the local schemes was reduced compared to the existing national funding for council tax benefit. In broad terms the Council's grant funding for council tax support only covered 90% of the costs of the previous scheme based on current claimant numbers. For Hinckley & Bosworth the reduction in funding was in the region of £583,000

3.1 **Current Scheme**

The Government took powers in the Bill to prescribe certain classes or groups who must receive reductions. This will include classes of eligible pensioners, based on the same factors that have determined pensioner eligibility and award under the council tax benefit system. Therefore, excluding pensioners from any change, (who represent 54% of benefit recipients in Hinckley and Bosworth), the reduction in the Council's grant funding for council tax support is closer to 20%.

At the core of the new scheme is a benefit 'cap', which for Hinckley & Bosworth restricts benefits for working age claimants to a maximum of 91.5% of their total council tax liability. This means that all working age claimants of council tax benefit will pay at least 8.5% of council tax in 2013/14.

Crucially in October 2012 the government released new guidelines on the design of local schemes with which compliance was strongly encouraged, together with a financial incentive of one year's transitional funding for those Councils complying with these guidelines one of which was that those who would be entitled to 100% council tax benefit support paid no more than 8.5% of their council tax liability i.e. maximum support was set at 91.5%

The current spend on the Local Support Scheme is as follows

Current spending on LCTS 2013/2014 - Working Age (3,118)	£2,311,570
- Pensioners (3,701)	£3,053,276
	<b>£5,364,846</b>

### 3.2 Why does the current scheme need to change?

- The transitional grant which was received from government for the current year of £139,387 will not be received for 2014/15, resulting in a deficit that will need to be recovered.
- The Finance Settlement for 2013/14, included £544,764 of Council Tax Support Grant for this Council. £143,000 of this amount was passed to parish councils to reduce the impact on their council tax bases. There is uncertainty as to the amount (if any) of Council Tax Support Grant that will be receivable for 2014/15. Any reduction in this grant will also impact on the support this Council can offer to Parishes.
- There is a real risk that if this Council left the cap unchanged at 91.5%, then the Preceptors would withdraw the current funding used to support the Discretionary Discount Fund and the additional administration charges which totals £72,000, see table below under 3.3).
- Following the relevant distributions of Council Tax funding to the main preceptors (this Council only receiving around 10% of collected levies), the impact of not changing the scheme would impact the major preceptors funding streams materially. There is a risk therefore that a decision to leave the cap unchanged at 91.5%, would affect relations and risk further reductions in funding allocations to this Borough.
- The other District Councils in Leicestershire, apart from Harborough District Council, are consulting on increasing the minimum amount of council tax to be paid by all recipients of benefit to 10%, 15% and 20%, with an indication that mostly all will follow Harborough District Council who set their cap in 2013/14 at 85%.
- If the decision was made to leave the cap at 91.5%, then the estimated additional financial cost ,assuming that the preceptors remove their support for funding, will be £211,589 (see table below under 3.3).

### 3.3 The additional burdens assuming that the Preceptors withdraw their support for the Administration and Discretionary Discount Fund is as follows:

	<b>Maximum Council tax Support 91.5%</b>	<b>Maximum Council tax Support 88%</b>
Loss of support for Discretionary Discount Funding	£52,165	£52,165
Loss of support for admin funding	£20,037	£20,037
Loss of Transitional Grant	£139,387	£139,387
<b>Reduction in Spend</b>		
Stay at 8.5%	£0	
Reducing maximum level of support from 91.5% to 88%		-£100,359
<b>(Deficit) if support funding removed</b>	<b>(£211,589)</b>	<b>(£111,230)</b>
<b>(Deficit) / surplus if support funding not removed</b>	<b>(£139,387)</b>	<b>(£39,028)</b>

### 3.4 Examples of impact of reducing the maximum level of support from 91.5% to 88%

1. Laura is a single parent with two children under five years old. She is of working age and claims Income Support. For the current year she pays 8.5% of her Council Tax bill.

Council Tax charge	£963.23
Council Tax Support (Maximum 91.5%)	-£881.36
Actual charge	£81.87 (£1.57 p/w)

If Laura is liable to 12% of the council tax charge she will have to pay an additional amount per year of £33.71 or an additional £0.65 per week.

2. Mr and Mrs D are working age and they have a weekly income of £145.00 and live in a Band D property.

Council Tax charge	£1449.85
Council Tax Support (Maximum 91.5%)	-£ 1326.61
Actual charge	£ 123.24 (£2.36 p/w)

If Mr & Mrs D are liable to 12% of the council tax charge they will have to pay an additional amount per year of £50.75 or an additional £0.98 per week.

### 3.5 Support for Residents - Discretionary Discount Fund

The discretionary fund is used to support those people who will have great difficulty paying council tax. The discretionary fund is a fundamental part of the scheme; it provides districts with the flexibility to assess on a case by case basis requests for financial assistance from people who are vulnerable or suffering from severe financial hardship.

The discretionary fund also mitigates the potential increase in the number of small bad debts and impact on demand for public services more generally. The Fund will have common eligibility criteria enabling discretionary discounts to be offered to residents on a case by case base.

By the end of September 2013 a total of 106 Discretionary Discount awards have been made totaling £3,500. The total budget for 2013/14 was £58,000. It is anticipated that up to half of this budget will be used by the end of the year.

The major preceptors have indicated that any under spend of the discretionary fund in the current financial year can be carried forward to 2014/2015.

### 3.6 Collection Rates

Early analysis suggests that recovery of the debt is, as expected, resource intensive and proving difficult to collect. This is why continued support in the form of funding for the additional administration burden from the major precepting authorities is vital.

By September 2013, 7151 reminders had been issued (compared with 4,592 in September 2012) of which 2098 were issued to taxpayers in receipt of CTLS.

If the debt remained unpaid the enforcement process has continued resulting in the issuing of a summons (details below). As this is the first year of the changes we have taken the view, where appropriate to cancel the summons costs once the debt has

been cleared, this is particularly relevant to those of working age who have not had to pay council tax previously.

The table below reflects Council Tax arrears due and the amounts collected to date for CTLS cases that are paying Council Tax for the first time and were in receipt of full (100%) Council Tax Benefit on the 31st March 2013.

Number of accounts subject to enforcement	Amount due	Summons Costs	Total Due	Balance outstanding	Collection Rate
1418	£105,905.90	£28,257.00	£134,162.90	£66,591.49	49.63%

### 3.7 Comparison with other Local Authorities

A number of other authorities have been contacted to establish their plans in relation to their local schemes.

Authority	Caseload	Current Limit	Plans for 2014/2015
Bassetlaw	10,600	92%	Considering increase –Still at consultation
Blaby	5,400	91.5%	Considering increase to 12%
Charnwood	11,344	91.5%	Considering increase-no decision yet
Derbyshire Dales	4,410	91.5%	No change
East Lindsey	16,040	75%	No change
East Staffordshire	9,200	75%	No change
Harborough	4,100	85%	No change
Leicester City	37,006	80%	No change (restricted to Band B)
Melton	2,844	91.5%	Considering increase-no decision yet
North Kesteven	7,610	95%	Considering increase- Still at consultation
North Warwickshire	5,090	91.5%	No change
North West Leicestershire	6,930	91.5%	Consulting on 90%, 85% & 80% Likely to go with 15%
Oadby & Wigston	3,751	91.5%	Considering increase-likely to go to 15%
Rushcliffe	5,860	91.5%	No change
Rutland	1,740	75%	No change
South Kesteven	10,040	80%	No change

### 4.0 FINANCIAL IMPLICATIONS [KB]

Before 2013/2014, the Council held a budget for council tax and housing benefit of around £22million. From 2013/14, all working age individuals will be required to pay an element of council tax based on an agreed local scheme.

From a budget perspective, this has resulted in the removal of council tax subsidy (£5,842,570 2012/13) and also council tax benefit payments from the Collection Fund (£5,800,470 in 2012/13). This Council has been granted £50,898 in New Burdens monies to fund the cost of implementing these changes.

From a financing perspective, the LCTS has the result of reducing the Council's council tax base as income will only be received for a proportion of those properties previously in receipt of council tax benefit. In 2013/2014, the council tax base was impacted by -3,532.7 Band D equivalent properties and, consequently, council tax financing was reduced by £318,617. The added complexity going forward is that the level of collection and income received by the District will also immediately impact the financial arrangements and position of the major preceptors; Leicestershire County Council, Leicestershire Fire and Rescue and Leicestershire Police.

In order to compensate for this loss, the Finance Settlement included £544,764 of Council Tax Support Grant for this Council in 2013/14. £143,000 of this amount was passed to parish councils to reduce the impact on their council tax bases.

Going forward, the local council tax scheme will be a core budgeting decision for the Council as the impact of any changes will significantly impact the available funding. For the purpose of this strategy, the council tax base for various schemes has been calculated based on movement in 2013/2014.

In addition, the increased levels of Council Tax now collected will increase the levels of collection fund surplus allocated to this Council and the major preceptors. The forecast levels assumed in the strategy are following heavily prudent assumptions on the level of bad debt that may arise from the numerous "new" and smaller debts that will be raised for citizens who have not previously been liable for council tax charges.

#### 5. **LEGAL IMPLICATIONS (AB)**

The Schedule 1A of Local Government Finance Act 1992 requires all local authorities to consider each financial year whether to revise its Local Scheme for Council Tax. For any changes to the Scheme to have effect in the 2013/2014 financial year the revision must be made by 31 January 2014.

#### 6. **CORPORATE PLAN IMPLICATIONS**

The welfare reform changes have had a significant impact on individuals within the Borough and we will continue to support those individuals and households through the use of the Discretionary Discount and Discretionary Housing Payment Schemes.

#### 7. **CONSULTATION**

The Local Government Finance Bill imposes a duty on billing authorities to consult with major precepting authorities and such other persons as it considers likely to have an interest in the scheme.

All authorities within Leicestershire, accept Harborough District Council, are consulting on plans to increase the benefit cap to between 90% and 80%, and our expectation is that all authorities who limited support in the first year, to take advantage of the transitional grant will be increasing their cap. Members need to be aware that if we do not increase the cap we will be out of step with other authorities within Leicestershire.

We wrote to in excess of 3,100 working age claimants in receipt of council tax support asking them to give their views on reducing the maximum amount of support from 91.5% to either 90%; 88%; 85% or 80%.

The option existed to take part in the survey either on-line or by completing a paper copy which was available on request.

We received only 20 responses to the survey which equates to just 0.6% of those written to, that may suggest the strength of feeling against an increase is not as great as perhaps thought.

The results and comments received are detailed in Appendix A.

Claimants were also given the opportunity to attend one of four Local Scheme awareness sessions held at the Atkins Building on Monday 30 September, regrettably there were only five attendees during the whole day.

#### 8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

#### 9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The mix of council tax benefit claimants is such that it is generally difficult to protect specific vulnerable groups, such as families with young children, or the disabled, as protecting these would result in a highly adverse impact on non-protected claimants

In order to mitigate the impact of the scheme on other vulnerable groups a Discretionary Discount Fund is being utilized to allow the Council to support the most vulnerable residents on a case by case basis.

#### 10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

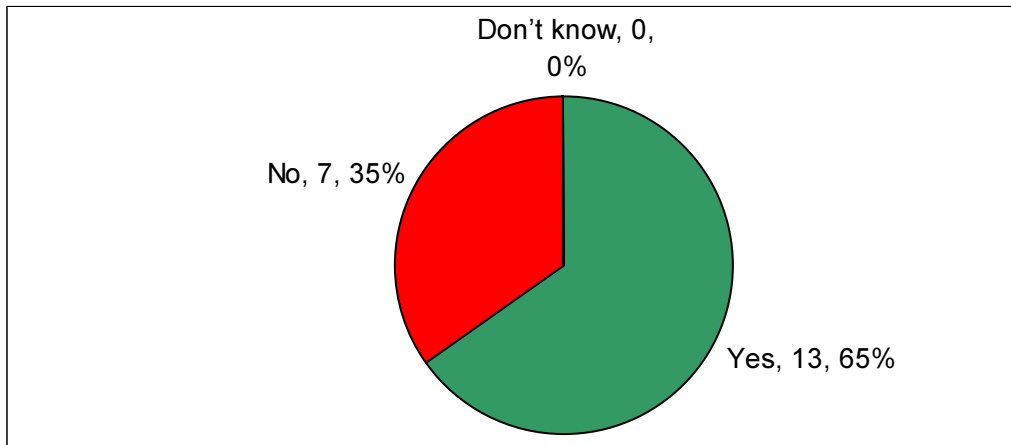
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Background papers: None

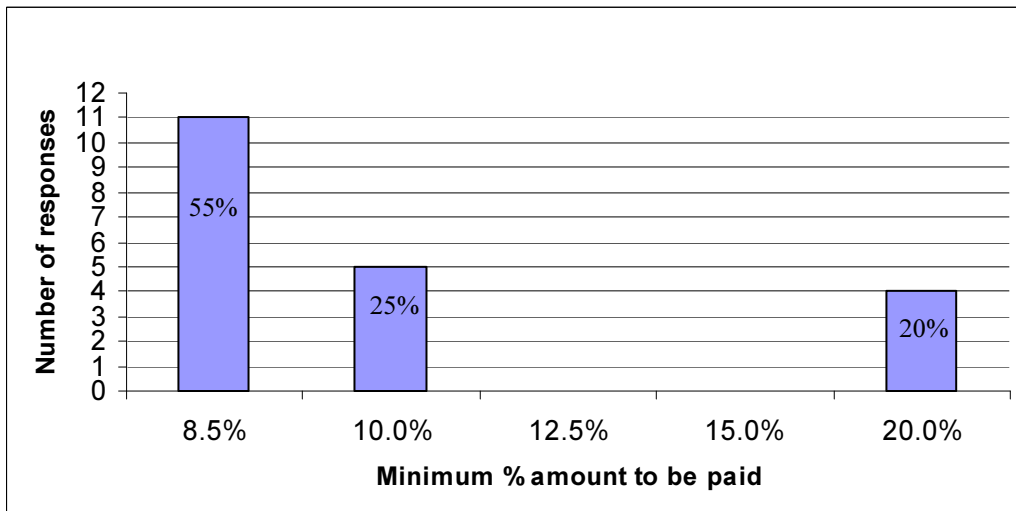
Contact Officer: Storme Coop Ext 5706  
Executive Member: Councillor Keith Lynch

**Appendix A**

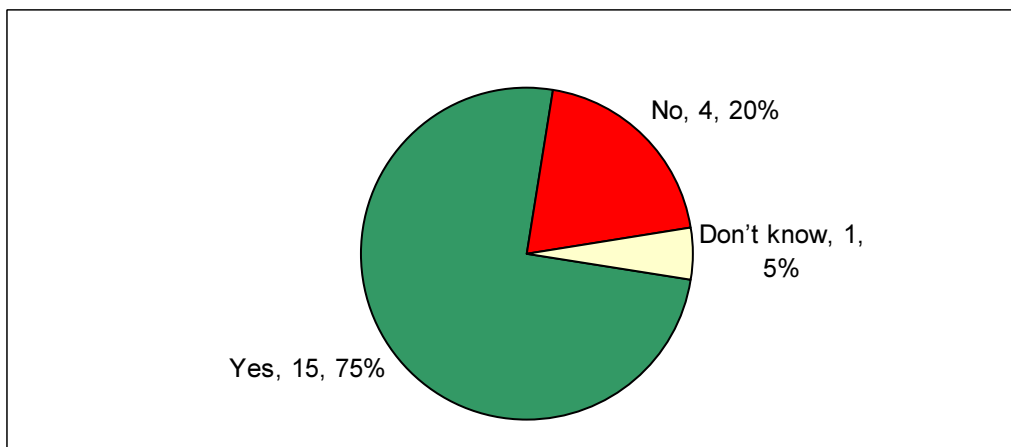
Q - Should everyone pay something towards their Council Tax



Q - How much should they pay as a minimum



Q – Should the Council protect vulnerable people from paying more



Claimants were invited to comment on the scheme in general terms and the following have been taken directly from the responses

- People on benefits get just enough to pay for everyday living costs and yet now they are having to pay Bed Room tax and part of their Council Tax from the same amount of money! I am struggling my self to pay this extra money out of my husbands DLA
- Every one should pay. when you see people on benefit using taxis several times a week for shopping every one should pay at least 20%
- I am really struggling to pay this extra money along with bedroom tax! I am now spending over a quarter of our benefit on this and it is crippling me
- As someone who is on benefits i find it hard to pay the 8.5% but do believe all should pay something but must be kept to the minimum, thank you
- I think it's terrible that the poorest people have to contribute towards council tax and rent
- I feel it is important that everyone makes a meaningful contribution to the local council budget, this will inform their thinking on the way money is spent - in particular the efficiency of the way it is spent - as they are a contributor
- Other than pensioners all these groups should be able to work. Some pensioners have higher incomes than working folk without the costs so pensioners are not an homogenous group.
- Welfare Reform is having a drastic impact on disabled people. I am already in fuel poverty. Coupled with that, I now have to pay for bus travel to access mental health support groups in Leicester 3 days a week (I have to be there before 9.30am)
- Where exactly are nil or low income individuals expected to find the monies to pay for any increase in CT? It is already difficult to find the 8.5% asked of, for the year 2013. This is a hidden poll tax and should be scrapped immediately.
- If it has to be increased no more than 10%. Benefits are not going up, living costs increased and finding even £1 a week extra means less money to spend on food.



**EXECUTIVE – 20 NOVEMBER 2013**

**HINCKLEY SQUASH CLUB**  
**REPORT OF DEPUTY CHIEF EXECUTIVE – COMMUNITY**  
**DIRECTION**



Hinckley & Bosworth  
Borough Council

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**WARDS AFFECTED:**

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1. **PURPOSE OF REPORT**

- 1.1 To report on the current position regarding Hinckley Squash Club who are required to relocate from the Bus Station site for the Crescent regeneration scheme and seek Member support to financial assistance to support the delivery of a four court state of the art new facility at Tungsten Park.

2. **RECOMMENDATION**

- 2.1 That Members note the positive progress made in securing the opportunity for a new site and premises for Hinckley Squash Club.
- 2.2 That Members approve financial assistance of up to £49,000 in grant funding to help facilitate the delivery of a four court new squash facility in Hinckley.

3. **BACKGROUND TO THE REPORT**

- 3.1 Following the grant of planning consent for the Crescent regeneration scheme on the Hinckley Bus Station site in 2011 and grant of a Compulsory Purchase Order by the Secretary of State in 2012, negotiations have taken place with a number of the owners and occupiers. This has helped to secure a satisfactory outcome in respect of relocation or compensation for moving off site to enable the Crescent scheme to be developed. Informal notices have already been served and the General Vesting Order seeking possession of the site is programmed to be served in January 2014. This will enable works on the Bus Station site to commence in March 2014 and be complete and open to the public in 2015.
- 3.2 In parallel with this, the Council is undertaking a major procurement exercise on the provision of a new Leisure Centre on Argents Mead. A report on the outcomes of this process and a decision to take forward the implementation of a new Leisure Centre is programmed for January 2014. None of the shortlisted schemes currently accommodate new squash courts.

**New Squash Court Facility**

- 3.2 In view of the above, discussions have been underway with Hinckley Squash Club and England Squash and Racket Association to seek to secure an enhanced replacement facility on Tungsten Park, Coventry Road which could be made available for community use. The scale of the new facility (which will cost in the order of £1M) not only replaces the three court facility currently on the Bus Station site, but will provide a fourth court which will allow the centre to be used for regional competitions. The total cost of providing a fourth court is estimated at £75,000. England Squash and Racket Association have agreed to contribute to the cost. The Council is being requested to provide the remaining contribution of £49,000.

## **Management Agreement**

- 3.3 If Members are minded to agree to providing a financial grant to enable delivery of a four court facility, it is proposed that this will be subject to a management agreement to secure community use of the facility. This would be similar to other agreements that England Squash and Racket Association have secured for Council's on similar arrangements elsewhere in the country and include free use of the facility by the council to host events and to work in partnership with the council and school sports activity network to develop sustainable school club links. A key benefit of this approach is that it will continue to provide squash facilities available to the public following the closure of the existing Leisure Centre. It will also allow a more proactive approach for encouraging community use of the new facility on Tungsten Park.
- 3.4 Members are recommended to support the request for financial assistance.

## **4. FINANCIAL IMPLICATIONS [SK]**

- 4.1 If Members support this request for grant funding then a supplementary budget of £49,000 would need to be approved by the Executive in line with financial regulations.
- 4.2 Since the building of a squash court is capital by nature, this contribution would be reflected in the council's capital programme as "Revenue Expenditure Funded from Capital Under Statute". This reflects that a capital contribution is being made for an asset that will not be held on the council's Balance Sheet.
- 4.3 In terms of financing, this contribution will be funded from Revenue and therefore, a Revenue Contribution to Capital (RCCO) will be reflected in the 2013/14 outturn budget.

## **5. LEGAL IMPLICATIONS (LH)**

- 5.1 A Legal Agreement detailing the responsibilities and usage of the facility will need to be completed, prior to providing the Grant.

## **6. CORPORATE PLAN IMPLICATIONS**

- 6.1 This report supports the Corporate Plan objective for regenerating the economy and improving physical activity of residents in the Borough.

## **7. CONSULTATION**

- 7.1 Discussions have been held with key stakeholders, including Hinckley Squash Club and England Squash and Racket Association.

## 8. **RISK IMPLICATIONS**

8.1 The following risks have been identified:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failure to support the funding of the new facility will reduce the availability of public squash facilities in Hinckley.	The council provides funding support and also facilitates funding support from England squash and racket association.	BC
Failure to provide a publically acceptable facility.	Ensure a management agreement is put in place to secure community use of the new facility.	BC
Failure to support the relocation of Hinckley Squash Club may impact on programme of delivery of the bus station regeneration.	Secure support for the squash club to deliver the new facility in Hinckley.	BC

## 9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

9.1 This proposal will assist in ensuring services are accessible as detailed in 3.3.

## 10. **CORPORATE IMPLICATIONS**

10.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications – None relevant to this report
- Environmental implications – As detailed in the report
- ICT implications- - None relevant to this report
- Asset Management implications – None relevant to this report
- Human Resources implications – None relevant to this report
- Voluntary Sector – None relevant to this report
- Legal implications – As detailed in the report

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Background papers: None  
Contact Officer: Bill Cullen  
Executive Member: Councillor Stuart Bray

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**EXECUTIVE– 20TH NOVEMBER 2013**

**REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)**

**RE: CAPITAL PROGRAMME 2013/2014 TO 2016-2017**

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**1. PURPOSE OF REPORT**

1.1 To consider the draft Capital Programme for the years 2013/2014 - 2016-2017

**2. RECOMMENDATIONS**

2.1 That Executive endorse the proposed Capital Programme for the years 2013/2014 - 2016-2017 ahead of submission to Council for approval.

**3. BACKGROUND**

**Background**

3.1 Capital expenditure is essentially expenditure that results in the creation of an asset that has a life expectancy of more than one year and where use of the asset will result in benefits in future years. Capital expenditure may be used to generate assets for the Council's own use or to provide support for third party capital enhancements.

3.2 Any plans for capital expenditure must be financed through an approved method of funding. The main streams of such financing are:

- Supported borrowing - where the costs of the borrowing are part recognised in the formula grant settlement and are therefore 'supported'
- Unsupported borrowing – the Council is permitted to set within its “Prudential Indicators” a level of borrowing that can be obtained to fund capital expenditure. The Council must be satisfied that this borrowing is used to fund projects that are prudent, sustainable and affordable
- Government Grants – where specific monies have been awarded by Government to fund a particular project. In these cases the monies are often time limited and ring fenced for specific purposes. One of the largest government grants awarded to this Council is Regional Growth Funding for the works on the A5 and MIRA Enterprise Zone
- Third Party Contributions – these include contributions made from bodies such as the National Lottery, as well as planning obligations funded from section 106 agreements received from developers. As with Government Grants, these contributions tend to contain conditions on how they can be spent
- Capital receipts – these are derived from asset sales and can only be used to fund future capital expenditure.
- Revenue contributions – the Council is permitted to contribute revenue balances to capital, however this should be a minimal amount and only used to fund minor shortfalls in funding
- Earmarked reserves – funds that have been put aside from previous under spends for specific capital schemes that will occur in the future. For this Council, the Leisure Centre reserve is an example of where funds have been put aside to finance a specific capital priority in the future

- 3.3 The Capital Programme (the Programme) is produced on an annual basis to cover the current year and forecasts for the next three financial years. The Programme supports the Council's Corporate Plan and Medium Term Financial Strategy and ensures that resources are allocated and are used effectively to achieve corporate targets. At the same time, the Programme is an integral element of the financial planning procedures of the Council and forecasts how the Council will deliver key projects affordably and within relevant Prudential Limits. The Programme should therefore be read in conjunction with these documents, alongside the Council's Corporate Asset Management Strategy and Housing Revenue Account Investment Plan.
- 3.4 The Capital Programme is prepared in conjunction with budget holders and Chief Officers. Project officers are invited as part of the budget setting process to submit requests for capital growths which are considered by Chief Officers and the Strategic Leadership Board. Growths are assessed in terms of their contribution to corporate objectives and funding availability.
- 3.5 The draft overall capital programme for 2013/2014 – 2016/2017 is contained within Appendix 1 along with supporting schedules showing spend by scheme.

### **Proposed Capital Programme – General Fund**

- 3.6 As outlined in the Medium Term Financial Strategy, the General Fund Capital Programme is concentrated around achievement of three capital priority projects namely:
- The Hinckley Bus Station Redevelopment - "The Crescent"
  - Build of the new Hinckley Leisure Centre
  - Capital works associated with the Regional Growth Fund

#### **The Crescent**

- 3.7 This scheme involves redevelopment of the town centre bus station site, including a new supermarket, bus station, 560 space car park, new shops, family restaurants and cinema. Following renegotiation of the Development Agreement with the schemes developer, The Tin Hat Partnership, Council approved on 16<sup>th</sup> July 2013 capital investment of £4,500,000 to purchase the freehold of the Leisure "Block C" upon completion.
- 3.8 Based on the current development programme, completion of Block C will occur on 5<sup>th</sup> June 2015. The Council's £4,500,00 investment has therefore been included in the draft Programme in 2015/2016, to be funded by borrowing approved by Council in July.
- 3.9 On completion of the development, blocks A, B and D will be sold by Tin Hat Partnership on the open market. Tin Hat Partnership will have priority over the first £5,000,000 of development profit with the balance split 80:20 (THP:HBBC). This receipt (currently estimated at £1,200,000) will be used by the Council to partly fund the Leisure Centre project. The development agreement contains a "long stop" date for this sale of five years following completion (currently programmed for 27<sup>th</sup> July 2015). On the basis that the precise timescale is unknown, the Programme has prudently not included this financing until further clarity on timescales is known.

#### **Hinckley Leisure Centre**

- 3.10 The current Leisure Centre building on Coventry Road was opened in 1975 and will be at the end of its design life by the end of 2014/15. Council approved the decision in November 2012 to proceed with the procurement of a Partner (or Partners) to develop a new Leisure Centre and deliver the ongoing management of the Centre.

Having considered all of the alternatives, Council agreed to relocate the Leisure Centre to the former Council Offices location on Argents Mead.

3.11 At the time of producing this report, the procurement process for the Centre was in the process of finalisation ahead of approval by Council in January 2014. In order to ensure that financing is available for the scheme, the Capital Programme includes expenditure of up to £12,200,000 to fund a high specification centre which includes:

- 25 metre, 8 lane swimming pool and learner pool
- 8 court sports hall
- Health and fitness facilities, including studios
- Ancillary supporting facilities

It is expected that the approved scheme will also provide revenue streams to the Council which can be used to fund service provision and capital financing costs.

3.12 Based on the current cost, the Programme outlines the following financing for the centre:

	<b>TOTAL COST £</b>	<b>ESTIMATE 2013-2014 £</b>	<b>ESTIMATE 2014-2015 £</b>	<b>ESTIMATE 2015-2016 £</b>	<b>ESTIMATE 2016-2017 £</b>
<b>Expenditure</b>	<b>12,200,000</b>	<b>50,000</b>	<b>6,075,000</b>	<b>6,075,000</b>	<b>0</b>
<b>Financed by</b>					
Leisure Centre Reserve	2,710,000	50,000	2,660,000	0	0
Capital Receipts (depot site)	2,000,000	0	2,000,000	0	0
Leisure Centre Temporary Financing	3,400,000	0	0	3,400,000	0
Leisure Centre Borrowing	4,090,000	0	1,415,000	2,675,000	0
<b>Total financing</b>	<b>12,200,000</b>	<b>50,000</b>	<b>6,075,000</b>	<b>6,075,000</b>	<b>0</b>

As outlined in 3.9, any capital receipt received from the sale of the Bus Station site will be utilised for this scheme. However because of uncertainty around the timing of this funds flow, it has been assumed that borrowing will be used to fund any shortfall. It should also be noted that the available balance of the Leisure Centre reserve may increase should savings be realised in the 2013/2014 revenue budget.

3.13 The exact mix of facilities and any associated revenue stream from the centre will be clarified upon completion of the procurement process and will be reflected in further iterations of this Programme.

#### Regional Growth Funding

3.14 During 2012/2013, the Secretary for State for Business Innovation and Skills (BIS) confirmed that Hinckley and Bosworth Borough Council would receive £19,474,000 in Regional Growth Funding (RGF) to support the development of the MIRA Enterprise Zone and wider economy. The funding will be spent in conjunction with MIRA, the Highways Agency and Highways Authorities to provide enhanced highway capacity on the A5 around the zone and other sustainable transport initiatives. In addition, elements of the funding have been provided to fund the relocation of a substation on the current site and also to support sustainable transport links for the zone.

3.15 The capital works associated with this project are due to commence in 2014/2015. Expenditure will be incurred in the main by the Council with some elements being

passported to MIRA and Highways Agency to fund the works. In all cases the expenditure is funded by the RGF monies and therefore the scheme has not net impact on the capital financing requirement of the Council. Details of the profile of the works are included in Section 3 of the appendix to this report.

### New Schemes

3.16 Following review of submitted proposals, the following new schemes from 2014/2015 onwards have been included in the Programme for approval:

	TOTAL	ESTIMATE	ESTIMATE	ESTIMATE	Details
	COST	2014-2015	2015-2016	2016-2017	
	£	£	£	£	
<b>Waste Management Receptacles</b>					
Total Annual Expenditure	<b>114,565</b>	25,520	48,225	40,820	This scheme relates to the cost of bins for new residential properties in the Borough. Options for recouping this capital outlay are currently being investigated and therefore a net budget has been assumed.
Less: Income generation	<b>(114,565)</b>	-25,520	-48,225	-40,820	
HBBC ELEMENT	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>MS Software</b>					
Total Annual Expenditure (ALL HBBC)	<b>114,000</b>		<b>57,000</b>	<b>57,000</b>	Cost associated with upgrading the Council's Microsoft software. This work is essential in order to ensure the Council's software is supported and is up-to-date.
<b>Green Spaces/Parks works</b>					
Total Cost	<b>420,851</b>	147,742	176,559	96,550	Ongoing works required on green spaces and parks. Following a review of available 106 and other private contributions, a significant element of these works is financed by these sources. It is proposed that for those schemes in Hinckley, a contribution of £50,000 per annum is made from the Special Expenses Area reserves. This is subject to approval by the Committee.
Less Section 106 contributions	<b>(170,449)</b>	(69,147)	(95,752)	(5,550)	
Less other private contributions	<b>(100,402)</b>	(28,595)	(30,807)	(41,000)	
Less Special Expenses Area reserves	<b>(150,000)</b>	(50,000)	(50,000)	(50,000)	
HBBC ELEMENT		<b>(0)</b>	<b>0</b>	<b>0</b>	

### Existing schemes

3.17 With the exception of these material schemes, the remainder of the Programme contains ongoing schemes which have been in place for a number of financial years. The following points should be noted when reviewing these schemes:

- The Major and Minor works budgets have been reduced by £40,000 and £20,000 respectively from the proposals in 2014/2015 onwards. This is to reflect the under-spends in these areas in previous years. A review of the allocations process for these funds is currently being undertaken to understand this under-spend. Any revision to the policy will be considered for financial impact upon approval.



- Changes in the allocation method for Disabled Facilities Grant are being proposed by Central Government from 2016/2017 onwards. The impact of these changes on the Programme will be considered upon publication from Government.

### **Proposed Capital Programme – Housing Revenue Account**

3.18 Following the approval of the Housing Revenue Account Investment Plan by Council in July 2013, the HRA Capital Programme will look to reflect the main investment priorities outlined in this plan as follows:

	<b>ESTIMATE 2014-15 £</b>	<b>ESTIMATE 2015-16 £</b>	<b>ESTIMATE 2016-17 £</b>
Service Investment	100,000	100,000	100,000
Stock Enhancements	596,000	146,000	806,000
New Build/Acquisition	2,500,000	2,500,000	2,500,000
<b>Total Investment</b>	<b>3,196,000</b>	<b>2,746,000</b>	<b>3,406,000</b>

3.19 In addition to this, the HRA Capital Programme will include expenditure towards the rolling works on housing properties confirmed by the outcomes of the stock condition exercise carried out in 2012/2013.

3.20 Expenditure in the Capital Programme will be funded by the following key streams:

- Contributions from the Major Repairs Reserve for the cyclical stock programmes
- Use of the HRA “Regeneration Reserve” which has been set up following the introduction of self financing
- Borrowing within the HRA “headroom” where required to ensure all objectives will be met
- Use of Right to Buy Receipts obtained from Council properties

3.21 Further work is currently being performed to clarify individual schemes within the broad headings of the Investment Plan and a full programme will be brought to Executive in January 2014 upon completion of this exercise.

### **Funding Implications**

3.21 The main methods of financing the Capital Programme are detailed in section 3.2 of this report. The availability of financing options are becoming restricted over the medium term as asset sales become less frequent and the availability of funding from central government becomes restricted.

### **Capital Receipts Reserve**

3.22 The estimated impact of the proposed programme on the Capital Receipts reserve is summarised below. Based on current expenditure proposals, all receipts will be quickly used for financing expenditure and the reserve will be effectively drawn down over the period of this Programme. Receipts assumptions are based on the following:

- Right to buy sales of £350,000 per annum;
- Disposal of the current depot site in March 2014 for £2,000,000. This receipt must be used for future regeneration projects and therefore will be applied in full to the Leisure Centre scheme
- A receipt of £2,200,000 for the current leisure centre site in 2015/16 which will be used in part to repay any short term financing required for the Leisure Centre pending receipt of the Bus Station receipt

- The receipt from the Tin Hat Partnership upon the sale of Block C has not been factored into this Programme

	2013-14 £	2014-15 £	2015-16 £	2016-17 £
Opening Balance	1,603,000	267,602	562,202	912,202
In Year Receipts	646,400	2,794,600	350,000	2,550,000
Repayment of Debt - Leisure Centre	0	0	0	(3,400,000)
In Year Application (Non Leisure Centre)	1,981,798	500,000	0	0
In Year Application - Leisure Centre	0	2,000,000	0	0
<b>Closing Balance</b>	<b>267,602</b>	<b>562,202</b>	<b>912,202</b>	<b>62,202</b>

### Borrowing

- 3.23 As outlined in section 3.2, the Council is permitted to borrow within approved limits to finance capital expenditure. Following agreement of the revised development agreement with developers of the Bus Station site and the required investment in the Leisure Centre, the "Authorised Limit" for this Council has been approved at £117,507,000 for 2014/2015. This is split between the HRA and General Fund as follows:

	£
General Fund	47,310,000
Housing Revenue Account	70,197,000
<b>Total Authorised Limit</b>	<b>117,507,000</b>

- 3.24 In line with relevant accounting standards, the Council is required to budget for the cost of borrowing, to include any interest payable and also a provision for the repayment of debt (the Minimum Revenue Position). Based on the current borrowing need detailed in the Programme, the additional cost of borrowing has been calculated as follows:

	ESTIMATE 2014-15 £	ESTIMATE 2015-16 £	ESTIMATE 2016-17 £
Additional MRP cost	14,550	58,410	226,715
Additional Interest cost	41,196	235,196	179,951

- 3.25 Further details of the Council's borrowing limits and indicators will be outlined in the 2014/2015 Treasury Management Policy which will accompany the Capital Programme for Council approval in February 2014.

### Use of Reserves

- 3.26 The following reserves have been used to finance specific capital schemes outlined in the Programme:

Use of Reserves 2013-2014 £	Forecast balance 31/03/13 £	Use of Reserves 2014-2015 £	Use of Reserves 2015-2016 £	Use of Reserves 2016-2017 £	Forecast balance 31/03/17 £

Waste Management Reserve	-138,500	178,265	-26,000	-32,000	-32,000	88,265
ICT Reserve	-1,650	210,850	-57,000	-57,000	0	96,850
Transformation	-23,600	26,400	0	0	0	26,400
Relocation Reserve	-201,978	295,571	0	0	0	295,571
<b>Sub total</b>	<b>-365,728</b>		<b>-83,000</b>	<b>-89,000</b>	<b>-32,000</b>	
Leisure Centre	0	2,660,216	-2,660,000	0	0	216

#### **4. FINANCIAL IMPLICATIONS (KP)**

4.1 Contained within the body of the report.

#### **5. LEGAL IMPLICATIONS (AB)**

5.1 None arising directly from the report.

#### **6. CORPORATE PLAN IMPLICATIONS**

6.1 The report provides a refresh of the Council's rolling Capital Programme. Any item included in the programme has been evaluated to ensure it contributes towards achievement of a Corporate Plan objective.

#### **7. CONSULTATION**

7.1 Members of the public were consulted on priorities for budget setting as part of the annual Priority Setting exercise, the results of which will be reported to Executive in November 2013.

7.2 Expenditure proposals contained within this report have been submitted after officer consultation, including the COB and SLB.

7.3 Material schemes (e.g. the Leisure Centre and Bus Station Redevelopment) have been subject to individual consultations as part of the viability and design process.

#### **8. RISK MANAGEMENT**

8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision/project have been identified, assessed and that controls are in place to manage them effectively.

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
If the schemes were not implemented this would impact on Service Delivery. It would also mean an inability to meet corporate plan objectives and have an impact on the reputation of the Council.	Projects are to be managed through an officer capital forum group and reported to SLB on a quarterly basis. Monthly financial monitoring statements are provided to project officers and the programme will now be reviewed twice a year.	Individual Project Officers/ Capital Forum

<p>The risk of external funding not being granted. This would result in additional borrowing costs in the short term if funding is delayed or long term if funding is withdrawn.</p> <p>Risk of Capital Receipts not being realised.</p>	<p>Six monthly review of capital programme would mean that it is easier to switch resources.</p> <p>The Executive approve the disposal of surplus assets as recommended by the Deputy Chief Executive (Corporate Direction)</p>	<p>Project Officer / Accountancy section</p> <p>Estates and Asset Manager/Deputy Chief Executive (Corporate Direction)</p>
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**9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

9. The programme contains schemes which will assist in equality and rural development. Equality and rural issues are considered separately for each project.

**10. CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

**Background Papers:** Capital Estimates submissions

**Contact Officer:** Katherine Plummer, Head of Finance (ext 5609)

**Lead Member:** Cllr KWP Lynch

**CAPITAL ESTIMATES 2013-2014 to 2016-2017 SUMMARY**

	<b>TOTAL COST</b>	<b>ESTIMATE 2013-14</b>	<b>ESTIMATE 2014-15</b>	<b>ESTIMATE 2015-16</b>	<b>ESTIMATE 2016-17</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Expenditure</b>					
SECTION 1 (Leisure and Environment)	13,376,024	565,526	6,301,178	6,292,160	217,160
SECTION 2 (Planning)	4,891,370	237,680	43,943	4,566,052	43,695
SECTION 3 (Central Services)	1,481,251	1,277,251	97,000	67,000	40,000
Housing (General Fund)	1,966,420	739,472	496,948	365,000	365,000
<b>Expenditure Total</b>	<b>21,715,065</b>	<b>2,819,929</b>	<b>6,939,069</b>	<b>11,290,212</b>	<b>665,855</b>
<b>Financing</b>					
<b>General Financing</b>					
Capital Receipts	2,481,798	1,981,798	500,000	0	0
Supported Borrowing GF	426,400	106,600	106,600	106,600	106,600
Unsupported Borrowing GF	1,478,489	257,153	174,469	519,612	527,255
Revenue Contribution to Capital	58,650	58,650	0	0	0
Contribution from reserves GF	569,728	365,728	83,000	89,000	32,000
<b>Leisure Centre Financing</b>					
Leisure Centre Reserve	2,710,000	50,000	2,660,000	0	0
Leisure Centre Capital Receipt	2,000,000	0	2,000,000	0	0
Leisure Centre Temporary Financing	3,400,000	0	0	3,400,000	0
Leisure Centre Borrowing	4,090,000	0	1,415,000	2,675,000	0
<b>Bus Station Financing</b>					
Bus Station Borrowing	4,500,000	0	0	4,500,000	0
<b>Financing Total</b>	<b>21,715,065</b>	<b>2,819,929</b>	<b>6,939,069</b>	<b>11,290,212</b>	<b>665,855</b>
	0	0	0	0	0



## SECTION 1

	TOTAL COST £	ESTIMATE 2013-2014 £	ESTIMATE 2014-2015 £	ESTIMATE 2015-2016 £	ESTIMATE 2016-2017 £
<b>Parish &amp; Community Initiatives Grants</b>					
Total Annual Expenditure(ALL HBBC)	401,760	101,760	100,000	100,000	100,000
<b>Parks Major works</b>					
Total Annual Expenditure(ALL HBBC)	120,000	30,000	30,000	30,000	30,000
<b>Richmond Park Play Area</b>					
Total Annual Expenditure	150,000	114,000	36,000	0	0
<b>Section 106</b>	(20,982)	0	(20,982)	0	0
External Funding (FA)	(106,574)	(106,574)	0	0	0
Total Annual Expenditure(ALL HBBC)	43,426	7,426	36,000	0	0
<b>Burbage Common</b>					
Total Annual Expenditure	66,210	66,210	0	0	0
Less 6c's grant	0	0	0	0	0
HBBC Element	66,210	66,210	0	0	0
<b>Rural Broadband</b>					
Total Annual Expenditure(ALL HBBC)	58,000	58,000	0	0	0
<b>Roll on Roll off Vehicle</b>					
Total Annual Expenditure(ALL HBBC)	6,000	6,000	0	0	0
<b>Waste Vehicle</b>					
Total Annual Expenditure(ALL HBBC)	75,000	75,000	0	0	0
<b>Tele Handler</b>					
Total Annual Expenditure(ALL HBBC)	28,000	28,000	0	0	0
<b>Fork Lift truck</b>					
Total Annual Expenditure(ALL HBBC)	14,500	14,500	0	0	0
<b>Memorial Safety Programme</b>					
Total Annual Expenditure(ALL HBBC)	21,710	6,230	5,160	5,160	5,160
<b>Waste Management Receptacles</b>					
Total Annual Expenditure(ALL HBBC)	361,000	121,000	76,000	82,000	82,000
<b>Brodick Road Woodlands Scheme</b>					
Total Annual Expenditure(ALL HBBC)	1,400	1,400	0	0	0
<b>Lesiure Centre</b>					
Total Annual Expenditure(ALL HBBC)	12,200,000	50,000	6,075,000	6,075,000	0
<b>Waste Management Receptacles</b>					
Total Annual Expenditure	114,565	0	25,520	48,225	40,820
Less: Income generation	(114,565)	0	(25,520)	(48,225)	(40,820)
HBBC ELEMENT	0	0	0	0	0
<b>Green Spaces/Parks works</b>					
Total Cost	420,851	0	147,742	176,559	96,550
Less Section 106 contributions	(170,449)	0	(69,147)	(95,752)	(5,550)
Less other private contributions	(100,402)	0	(28,595)	(30,807)	(41,000)
Less Special Expenses Area reserves	(150,000)	0	(50,000)	(50,000)	(50,000)
HBBC ELEMENT	(0)	0	(0)	0	0
<b>TOTAL GROSS EXPENDITURE</b>	14,038,996	672,100	6,495,422	6,516,944	354,530
<b>LESS TOTAL CONTRIBUTIONS</b>	(662,972)	(106,574)	(194,244)	(224,784)	(137,370)
<b>TOTAL HBBC ELEMENT</b>	13,376,024	565,526	6,301,178	6,292,160	217,160

## SECTION 2

	TOTAL COST £	ESTIMATE 2013-2014 £	ESTIMATE 2014-2015 £	ESTIMATE 2015-2016 £	ESTIMATE 2016-2017 £
<b>Borough Improvements</b>					
Total Annual Expenditure	215,000	65,000	50,000	50,000	50,000
Less Private contribution	(60,000)	(15,000)	(15,000)	(15,000)	(15,000)
HBBC Element	<b>155,000</b>	<b>50,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Car Park Resurfacing</b>					
Total Annual Expenditure(ALL HBBC)	<b>66,930</b>	<b>18,240</b>	<b>8,943</b>	<b>31,052</b>	<b>8,695</b>
<b>Carlton Rural Exception Site</b>					
Total Annual Expenditure(ALL HBBC)	<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Barwell Shop Front Improvements</b>					
Total Annual Expenditure	6,698	6,698	0	0	0
Less Private contribution	(6,698)	(6,698)	0	0	0
HBBC Element	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Depot Relocation</b>					
Total Annual Expenditure (ALL HBBC)	<b>114,440</b>	<b>114,440</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bus Station Development</b>					
Total Annual Expenditure (ALL HBBC)	<b>4,500,000</b>	<b>0</b>	<b>0</b>	<b>4,500,000</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>	4,958,068	259,378	58,943	4,581,052	58,695
<b>LESS TOTAL CONTRIBUTIONS</b>	(66,698)	(21,698)	(15,000)	(15,000)	(15,000)
<b>TOTAL HBBC ELEMENT</b>	<b>4,891,370</b>	<b>237,680</b>	<b>43,943</b>	<b>4,566,052</b>	<b>43,695</b>
		4,891,370			



## SECTION 3

	TOTAL COST £	ESTIMATE 2013/14 £	ESTIMATE 2014/15 £	ESTIMATE 2015/16 £
<b>Asset Management Enhancements</b>				
Total Annual Expenditure(ALL HBBC)	62,620	62,620	0	0
<b>General Renewals</b>				
Total Annual Expenditure(ALL HBBC)	79,000	69,000	0	10,000
<b>Rolling Server Review</b>				
Total Annual Expenditure(ALL HBBC)	80,000	0	40,000	0
<b>Financial System</b>				
Total Annual Expenditure(ALL HBBC)	11,050	11,050	0	0
<b>Council Office Relocation</b>				
Total Annual Expenditure	718,680	718,680	0	0
Less Private contribution	(3,429)	(3,429)	0	0
HBBC Element	715,251	715,251	0	0
<b>Florenance House Delapidation</b>				
Total Annual Expenditure(ALL HBBC)	100,000	100,000	0	0
<b>Stamp Duty - Hinckley Hub</b>				
Total Annual Expenditure(ALL HBBC)	165,550	165,550	0	0
<b>RGF - MIRA</b>				
Substation and A5 improvements	11,571,790	5,598,790	5,973,000	0
Less Regional Growth Fund contribution	(11,571,790)	(5,598,790)	(5,973,000)	0
HBBC Element	0	0	0	0
<b>Channel Strategy</b>				
Total Annual Expenditure(ALL HBBC)	23,600	23,600	0	0
<b>Wifi Hinckley Hub</b>				
Total Annual Expenditure(ALL HBBC)	13,900	13,900	0	0
<b>Demolition of Argents Mead Offices</b>				
Total Annual Expenditure(ALL HBBC)	96,970	96,970	0	0
<b>Transformation</b>				
Total Annual Expenditure(ALL HBBC)	3,110	3,110	0	0
<b>Mobile Web</b>				
Total Annual Expenditure(ALL HBBC)	16,200	16,200	0	0
<b>MS Software</b>				
Total Annual Expenditure (ALL HBBC)	114,000	0	57,000	57,000
<b>TOTAL GROSS EXPENDITURE</b>	13,056,470	6,879,470	6,070,000	67,000
<b>LESS TOTAL CONTRIBUTIONS</b>	(11,575,219)	(5,602,219)	(5,973,000)	0
<b>TOTAL HBBC ELEMENT</b>	1,481,251	1,277,251	97,000	67,000

0

**GENERAL FUND HOUSING**

	<b>TOTAL COST</b>	<b>ESTIMATE 2013-2014</b>	<b>ESTIMATE 2014-2015</b>	<b>ESTIMATE 2015-2016</b>	<b>ESTIMATE 2016-2017</b>
	£	£	£	£	£
<b>Major Works Assistance</b>					
HBBC ELEMENT	<b>580,000</b>	<b>130,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Minor Works Assistance</b>					
HBBC ELEMENT	<b>300,000</b>	<b>90,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>
<b>Private Sector Leasing Scheme</b>					
HBBC ELEMENT	<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Care &amp; Repair Improvement Agency</b>					
Total Annual Expenditure(ALL HBBC)	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Disabled Facilities Grants</b>					
Total Annual Expenditure	<b>1,722,420</b>	633,472	450,948	319,000	319,000
Less Government Grant	<b>(696,000)</b>	(174,000)	(174,000)	(174,000)	(174,000)
HBBC ELEMENT	<b>881,420</b>	<b>459,472</b>	<b>276,948</b>	<b>145,000</b>	<b>145,000</b>
<b>Fuel Poverty and Green Deal Programme</b>					
Total Annual Expenditure	1,301,010	1,301,010	0	0	0
Less Government Grant	(1,301,010)	(1,301,010)	0	0	0
HBBC ELEMENT	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>	3,963,430	2,214,482	670,948	539,000	539,000
<b>LESS TOTAL CONTRIBUTIONS</b>	(1,997,010)	(1,475,010)	(174,000)	(174,000)	(174,000)
<b>TOTAL HBBC ELEMENT</b>	<b>1,966,420</b>	<b>739,472</b>	<b>496,948</b>	<b>365,000</b>	<b>365,000</b>

0

**EXECUTIVE – 20 NOVEMBER 2013**

**CITY DEAL LEICESTER AND LEICESTERSHIRE UPDATE**  
**REPORT OF DEPUTY CHIEF EXECUTIVE – COMMUNITY**  
**DIRECTION**



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1. **PURPOSE OF REPORT**

- 1.1 This paper provides an update on the Leicester and Leicestershire City Deal. It outlines the strategic context, the key components and the timescales for the next steps in the process.
- 1.2 It should be noted that the City Deal process is still being negotiated and the final content cannot be confirmed until we have reached an agreed position with Ministers. This paper summarises the outline thinking regarding the City Deal which may still be subject to change.

2. **RECOMMENDATION**

- 2.1 To endorse, in principle, the submission of the final negotiation document for the City Deal to central government.
- 2.2 To agree to the establishment of the Leicester and Leicestershire Economic Growth Board to oversee the delivery of the City Deal, EU Strategy and Growth Deal.
- 2.3 To delegate the Chief Executive in consultation with the Leader, to agree any amendments to the City Deal submission to central government.

3. **BACKGROUND TO THE REPORT**

- 3.1 Members will recall Executive considered a report on City Deals in on 28 January 2013 and resolved to support both Leicester and Leicestershire and Coventry and Warwickshire City Deals.
- 3.2 Since that time, further government initiatives and announcements have been made, so it is important to see the City Deal in the context of an emerging wider strategic agenda. Throughout the country, Local Enterprise Partnerships (LEPs) have been asked to prepare a series of strategic documents. These include:

**Growth Plans**

- 3.2 In response to the Heseltine Review, all LEPs will need to prepare a multi-year Strategic Plan with their local partners. The strategic plans will enable LEPs to seek a share of the new Single Local Growth Fund (SLGF) as well as increased freedoms and flexibilities from Government.
- 3.3 The 39 LEPs will be bidding in a competitive process for £1.1bn in 2015/16; just over half of the £2bn SLGF pot. Whilst there is no set format for the plan, key elements pertain to demonstrating a commitment to growth, strong partnerships and clear accountability and transparency.

- 3.4 These funds cover the 2014-2020 programming period and will require an investment strategy to demonstrate spending priorities. The funds consist of European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD). The Leicester and Leicestershire Enterprise Partnership's confirmed notional allocation for ERDF and ESF is €126m for the period for the period 2014-2020.

### **City Deal**

- 3.5 The City Deal has a narrower focus than the Growth Plan and is a 'step' towards the Growth Deal which the LLEP will agree with Government for implementation from 2015/16. It is very important that we successfully negotiate our City Deal as this will:
- Place Leicester and Leicestershire in a strong position to negotiate our Growth Deal and access the SLGF.
  - Access £10m from the Regional Growth Fund Round 4 (RGF4).
  - Access £2m to £3m to develop a business support growth hub.
  - Provide opportunities for future match funding, leverage and policy flexibilities.

## **4. FOCUS OF LEICESTER AND LEICESTERSHIRE CITY DEAL – “Supporting people into employment”**

- 4.1 The role of City Deal in delivering local growth and tackling our key economic challenges has been carefully considered. Analysis of local economic data and discussions with Cabinet Office have led to the City Deal focus being:
- Job creation through growth.
  - Supporting people into employment with a focus on the jobs we are creating.

### **Job Creation**

- 4.2 Job creation will be delivered by:
- Developing six key employment sites/infrastructure projects to generation over 17,000 jobs – strategic rail freight interchange terminal (Roxhill development), Loughborough University Science and Enterprise Park, Enterprise Zone at MIRA, Leicester Innovation and Technology Park, Leicester City Centre Office Development and Leicester Waterside Area.
  - Supporting local business growth through the creation of a 'Growth Hub'.
- 4.3 Through City Deal it is proposed to establish a 'Business Growth Hub' which will provide a service to support our local businesses and help them grow. It will provide a central first point of contact and eliminate current confusion about what is available to help local businesses and those wanting to start a business. Businesses will be signposted to both national and local business support services.
- 4.4 In the first stage of its development, the hub will consist of a business-friendly website which houses and database and has links to other sources. This will coordinate and collate the current plethora of business support activities, funding programmes and events that are of relevance to businesses located in Leicester and Leicestershire. Importantly, there will be a customer-focused telephone and email enquiry service that will help businesses to find what they need. The hub will have highly trained staff to respond to queries from businesses and to maintain the database.

4.5 In the second stage, the hub will build upon the signposting role and start to promote and deliver targeted programmes and services. These are still under discussion with the Cabinet Office and the LLEP Executive, but could include:

- **Growth Readiness programme** to develop a pipeline of growing businesses to feed into national programmes such as the *Growth Accelerator*.
- Establishment of a Leicester and Leicestershire **Business Mentoring Programme**.
- **High growth start up support** – e.g. linked to innovation centres and sites such as Pioneer Park.
- **Leadership and management development** programmes to build the capacity of local businesses.
- **Export support** programmes – to fast track access to foreign markets, building on local contacts and networks. This would complement and add value to existing UKTI activities.
- **Key account management service to 40 medium to large sized employers** – this service will be targeted at UK-owned businesses that are key to the local economy. The account managers will develop a relationship with these businesses to help them grow and address any barriers they face, with a view to retaining their investment in our area.

### **Supporting People into Employment**

4.6 The City Deal proposals would help young people and those further from the labour market into employment by four key strands of activity:

- Increasing the number of good quality local apprenticeship opportunities for young people in the local labour market.
- Improving the work readiness of young people and those furthest from the labour market so that they can benefit from the new job opportunities being created.
- Addressing youth unemployment and NEET.
- Site specific skills places to ensure that we are meeting the skills needs associated with new developments.

4.7 These interventions are described in more detail in appendix 1 to this report but in summary include:

- Increasing Apprenticeships.
- Support NEETs and unemployed.
- Improve work readiness.
- Develop site specific Skills Plans.

## **5. CITY DEAL OFFERS AND ASKS**

5.1 The City Deal process requires the local area to outline an offer to Government in return for additional resources etc. The proposals are still in discussion but a summary of what is being proposed is provided below.

### **Offer Summary**

- Strong track record of partnership working and project delivery.
- Significant business and partner commitment.
- Scaling up existing projects which are already working e.g. Step up programmes, FE College provision, education/business links through LEBC, VESA and Leicestershire Carea, Princes Trust activities.

- Business-led design of our Growth Hub (see section 3.3) which will provide a service to help our local businesses grow through a signposting service and targeted growth programmes.
- Young person-led design of Talent Match programme to help young people that have been unemployed for over 12 months back into work or training (see section 4.10).
- Practical approach to match labour market demand and labour supply through site specific skills plans.
- Local match funding from private and public sector (still under negotiation).
- Use of local procurement to stimulate local training, apprenticeships and employment opportunities.

### **Asks Summary**

- Flexibility to use the £10m from the Regional Growth fund Round 4 (RGF4) funding to benefit a wider range of businesses with access to grant programmes and to implement the Business Support Growth Hub arrangements.
- Access to the £2m to £3m of RGF4 allocated to Wave 2 city Deals for the establishment of Growth Hubs (via University of Lancaster).
- Access to potential underspends from the national Youth Contract and the national Work Programme to invest in **local programmes** that have delivered results.
- Better information sharing e.g. from DWP to access and track young unemployed and those furthest from the labour market – so that we can provide better service delivery and evaluate which interventions have worked.

## **6. OUTCOMES**

6.1 The outputs and outcomes arising from the City Deal can be summarised as:

- **1,000 new apprenticeship starts in three years.**
- **500 traineeships delivered in three years.**
- **400 paid work experience placements through Step Up programme.**
- **All year 10 pupils have two week work experience opportunity.**
- **All young people studying vocational qualifications post 16 to have significant work experience.**
- **All young people studying AS and A levels have work experience opportunity.**
- **Improve linkages between employers and schools/colleges.**
- **50% reduction in NEETs over five years.**
- **50% reduction in youth unemployment over five years.**
- **Five Skills Plans developed to support and meet needs of key employment sites.**
- **Gross Value Added increase by 10%.**

## **7. Timetable**

7.1 The draft programme for final stages of the City Deal is provided as follows:

**Table 1 – Revised Timetable City Deal**

<b>Activity</b>	<b>Timetable/deadline (2013)</b>
Development of Negotiation Document	September to October
Preparation of main pitch to Ministers	September to October
Readiness check with Lord Shipley	w/c/ 7 October
Challenge session with Greg Clark	16 October
FINAL submission of City Deal Negotiation Document to CPU	21 October
Local Growth working Group Interview with Ministers (formerly referred to as Ad hoc Ministerial Group)	w/c 4 November

**8. GOVERNANCE**

8.1 A requirement of central government for the City Deal (and the future delivery of the single growth fund) is to demonstrate that the local area has an appropriate governance structure that delivers binding decision making. It is recommended that an Economic Growth Board is established that would comprise the City Mayor and the Leaders of the County and District Councils.

**9. FINANCIAL IMPLICATIONS [KP]**

9.1 At this current time the funding arrangements for the proposed “Deal” are not yet known. These will be considered at a County level by the Leicestershire Treasurers Association (LTA) following the outcomes of the challenge session with ministers.

9.2 That said, it is expected that the successful proposal will require an element of funding from individual Council’s. The creation of a reserve of up to £50,000 is to be proposed within the 2014/2015 budget for this purpose.

**10. LEGAL IMPLICATIONS (XX)**

10.1 To be completed

**11. CORPORATE PLAN IMPLICATIONS**

11.1 Supporting the City Deal bid will contribute to the Council’s Corporate aim of growing the economy.

**12. CONSULTATION**

12.1

**13. RISK IMPLICATIONS**

13.1 To be completed

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Not being part of the City Deal would reduce potential opportunity for securing resources for key local economic initiatives.	Support the governance arrangements with Leader to secure a seat on the proposed Economic Growth Board.	Executive
	Secure the submission of HBBC's support to the bid.	SLB

14. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

- Impact on Parish Councils
- Environmental implications
- Ensuring services are accessible to all (location, method of delivery).

15. **CORPORATE IMPLICATIONS**

15.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications – None relevant to this report
- Environmental implications – As detailed in the report
- ICT implications- - None relevant to this report
- Asset Management implications – None relevant to this report
- Human Resources implications – None relevant to this report
- Voluntary Sector – None relevant to this report
- Legal implications – As detailed in the report

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Background papers: Report to Council on City Deals 28 January 2014

Contact Officer: Bill Cullen  
Executive Member: Stuart Bray



## SUPPORTING PEOPLE INTO EMPLOYMENT

### A. Increasing Apprenticeships

1. The City Deal will expand upon existing plans for an apprenticeship hub which will:
  - **Stimulate employer demand for apprenticeships**, especially in sectors with greatest current or potential skill mismatches. This will be achieved through a team of apprenticeship development officers who will engage directly with employers to:
    - Make the business case for apprenticeships through the benefits reported by other employers.
    - Organise events to promote apprenticeships to Small to Medium Sized.
    - Support large employers to take on more apprenticeships.
    - Assist, where appropriate, in the recruitment process – e.g. by providing access to ‘apprenticeship-ready’ candidates.
    - Provide access to financial incentives (for eligible employers, e.g. those that National Apprenticeship Service (NAS) Grants to provide a stronger incentive to employers.
    - After case monitoring to ensure quality.
  - **Raise the profile of apprenticeships amongst young people and help them to apply for apprenticeship vacancies.**
  - The apprenticeship hub will support all sectors of the economy, but the focus will be on LLEP priority sectors and those that are experiencing recruitment difficulties and skills problems. these sectors are:
    - Engineering
    - Manufacturing (especially food and drink)
    - Logistics
    - Construction
    - Care
    - Creative industries

### B. Work Readiness

2. The City Deal proposal highlights a number of interventions to improve the ‘**work readiness**’ of young people and those furthest from entering the labour market. These include both work inspiration programmes and work placement opportunities, such as:
  - **Improving the knowledge and understanding of the labour market.** For example, we would like to strengthen existing arrangements and further develop the links between local employers and local schools, by commissioning a service to provide:
    - Mock interviews with employers and employer site visits.
    - Careers advice led by employers.
    - Development of programmes and locally agreed qualifications for employability skills.
    - Mentoring.
    - Challenges, competitions and project work.
    - CPD and industrial placements for teachers.
    - Talks in schools and colleges.
  - **Provide more opportunities for work experience and work placements.** Activities to include:

- Increasing the existing Leicester City Council Step Up programme. This currently supports **190** young people to gain paid work placements in the private sector. Through City Deal, we would like to increase this activity to **400** paid work placements.
- Establishment of **500** Traineeships across the LLEP area over the next three years – which will help people into employment or into apprenticeships.

### **C. Supporting NEETs and Unemployed (THIS IS VERY CITY SPECIFIC AND MAY NOT BE RELEVANT AT ALL)**

3. The draft City Deal set out plans to support NEETs and young people out of work by:
  - Working with local partners to scale up existing activities, such as the Prince's Trust Get Started and Get Into programmes.
    - The **Get Started** programme is a short engagement programme using sports or the arts. It is aimed at young people furthest from the labour market and helps them re-engage with learning and take the first step to increase their personal and social skills, motivation and confidence. Through City Deal, we would like to increase the number of programmes on offer, from three programmes to **nine programmes per year, benefitting over 100 NEET young people per year.**
    - The **Get Into** programmes are short sector specific employability programmes which give NEET young people work skills and experience by partnership with employers and training organisations to create short vocational training and work placement opportunities. Through City Deal, we would like to increase the number of courses from two to twelve per year, enabling at least 150 NEET young people to access the programme per year.
  - Expansion of the Talent Match programme to offer greater geographical coverage.
    - The Talent Match programme is a Big Lottery funded programme that supports young people aged 18-24 who have been unemployed for over 12 months. The aim of the programme is to create a significant shift in how the entrenched issues faced by these young people are tackled and support them into work.
    - Our Talent Match bid for £2.3m has been acknowledged as an exemplar, especially around the input and co-design of interventions by NEET young people.
    - The current Talent Match programme is limited to four wards in Leicester City: Beaumont Leys, new Parks, Braunstone & Rowley Fields and Spinney Hill. Through City Deal, we would like to extend the coverage to all other wards in Leicester City that have relatively high youth unemployment rates compared to the national average.
4. Local plans are also exploring a range of interventions to support those with complex needs back into the labour market. This work is still under discussion with Jobcentre Plus, Leicestershire County Council, Leicester City Council, Skills Funding Agency and Voluntary Action Leicestershire.

### **D. Site Specific Skills Plans**

5. A key feature of the City Deal proposal is to develop and implement **site specific skills plans** that are linked to key infrastructure/employment sites. The skills plans will address:

- Promotion of local job opportunities to young people and their parents, those furthest from the labour market and local communities.
- Arrangements to ensure employer needs are met in terms of recruitment and skills.

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**EXECUTIVE – 20 NOVEMBER 2013**

**CITY DEAL COVENTRY & WARWICKSHIRE UPDATE**  
**REPORT OF DEPUTY CHIEF EXECUTIVE – COMMUNITY**  
**DIRECTION**



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1. **PURPOSE OF REPORT**

- 1.1 This report updates Members on the proposed Coventry & Warwickshire (CW) City Deal, including proposals for local authority funding contributions to the financing of specific proposals.

2. **RECOMMENDATIONS**

- 2.1 That Executive notes the main content of the Coventry & Warwickshire (CW) City Deal Negotiation Document, summarised in section 4 of this report.
- 2.2 That Executive notes that following the presentation of the proposals to Government by the CW City Deal's 'pitch team', it is Government's intention to conclude negotiations on the detail within the proposals as quickly as possible, to enable the City Deal to be signed.
- 2.3 That Executive approves the cost sharing proposals to provide funding for the flagship Clearing House proposal, as recommended by the Section 151 officers of the local authorities, who will participate in the CW City Deal and notes that under these proposals, this Council's estimated financial contribution would be in the range of £15 – 30,600 per annum.

3. **BACKGROUND TO THE REPORT**

- 3.1 Members will recall that Council considered a report on City Deals in on 28 January 2013 and resolved to support both Leicester and Leicestershire and Coventry and Warwickshire City Deals. A report on the Leicester & Leicestershire City Deal is included as a separate report on the Executive's meeting agenda.
- 3.2 In late 2012, the government announced that Coventry was on the list of cities invited to make an application for Wave 2 City Deal, following their introduction for London and the major 'Core Cities' earlier that year. Coventry City Council invited all the Warwickshire councils to participate in a sub-regional bid for an area coterminous with CWLEP boundary. It was subsequently decided that the City Deal area should be extended to include the Hinckley & Bosworth Borough Council area, given its strong economic links to the CW sub-region.
- 3.3 The remit of any City Deal is to stimulate economic growth through a combination of a set of local 'offers', enhanced by an agreement of specific 'asks' of government to devolve freedoms or flexibilities to the locality in order to assist that growth. From the outset, it was made clear that no new money would be made available to support a City Deal, although it might be possible to agree a specific 'ask' involving an existing funding stream. However, government has been consistently clear that its expectation was that a City Deal must be designed to tackle a specific evidenced need or barrier to economic growth and that any 'asks' had to be realistic, evidenced and demonstrate why they would enhance growth prospects.

#### **4. Coventry & Warwickshire City Deal**

- 4.1 After a long iterative development process, the final set of CW City Deal proposals were 'signed off' by the CWLEP Board and City Deal Leaders' Board in September 2013.
- 4.2 The detailed bid was submitted to Cabinet Office on 17 October 2013 and is available in the members room for reference.
- 4.3 The CW City Deal proposals aim to promote significant economic growth within the Advanced Manufacturing and Engineering (AME) sector. Stimulating this sector, which has the potential to grow faster and furthest of all the employment sectors represented in the CW economic area will create significant levels of new jobs and the additional productivity will benefit the overall aims of enhanced prosperity across the sub-region.
- 4.4 The CW sub-region has world leading AME brands, particularly in the automotive and aerospace sectors, expenditure on research and development (R&D) well above the national average, two universities with world class reputations in the engineering and advanced manufacturing research and unrivalled innovation centres (for example, the Motor Industry Research Association facility (MIRA) on the A5 corridor, the Manufacturing Technology Centre at Ansty, Warwick Manufacturing Group at Warwick University and the Serious Games Institute at Coventry University). Despite all this, evidence suggests that whilst economic performance and productivity is above the national average, the AME sector is underperforming against its potential capabilities.
- 4.5 The City Deal proposals are therefore aimed at delivering a significant improvement in AME productivity and sector growth, with a particular focus on developing the growth potential of Small and Medium Enterprises (SMEs) within the sector. SMEs report that they face considerable barriers to realising their growth potential with skills gaps and shortages, a lack of suitable premises to sustain growth and a lack of accessible finance. These issues are further aggravated by the difficulties they face in navigating a complex, supplier led, business support environment and accessing national 'products' that should be readily accessible to them.

#### **Growth Hub**

- 4.6 The flagship proposal to tackle these issues is the provision of a business friendly Clearing House to act as a Growth Hub for the AME sector through which companies can access the bespoke elements of support they currently lack and allow them to grow faster and further than would otherwise be the case. This is complemented by a secondary proposal that offers a series of specific 'offers' and 'asks' around simplifying the planning process for AME companies and developing a pipeline of major sites to accommodate the growth anticipated within the sector. Overall, the City Deal aims to delivery a net growth of £745M in GVA (a measure of economic productivity) and the creation of over 15,000 new jobs across the CW City Deal area by 2025, both in the AME sector and the wider economy.
- 4.7 Having submitted the Negotiating Document, a CW City Deal 'pitch team' met with Ministers and officials from the Cabinet Office and the Department for Business, Innovation and Skills (BIS) on 24 October to seek agreement for the proposals. The proposals were received favourably and Greg Clark MP has subsequently confirmed that government will seek to conclude the final negotiations on the details of the proposals as quickly as possible to enable the City Deal to be signed. It is

anticipated that it may be possible to have concluded the negotiations before the end of the calendar year.

- 4.8 The flagship proposal of a Clearing House/Growth Hub will require local funding. Given that the financial future of local authority funding is inextricably linked to the need for sustained growth in business rates, it is considered reasonable that local authorities contribute to these costs. The City, County and District/Borough Councils within Warwickshire (although not Hinckley and Bosworth) already have an arrangement in place for the pooling of business rates growth. The ability to deliver future net business rate growth through this pooling arrangement, or directly to individual councils, would be positively enhanced by the successful implementation of the City Deal proposals.
- 4.9 A high level five year business plan has been developed for the Clearing House, with assistance on costings provided by Grant Thornton LLP. These costings have been reviewed and challenged by the finance officers representing the Section 151 officers of all the participating local authorities. These cost estimates are presented in this report at **Appendix 1**.
- 4.10 Finance teams have met regularly to ensure their understanding of the City Deal, as it has developed and the Section 151 officers have developed a cost sharing methodology to apportion the running costs of the Clearing House across the eight participating local authorities. The cost sharing proposals are set out as **Appendix Two**.
- 4.11 The council's contribution under the proposed cost sharing arrangement would be within the range of £15 – 30,600 per annum. Depending on the outcome of the detailed negotiations needed to conclude the City Deal, it is not yet known when the Clearing House will be established. Potential draw on this funding would be made during the final part of 2013/14, but it is considered more likely that the funding contribution will be required for all or part of the financial year 2014/15.

## 5. **FINANCIAL IMPLICATIONS (KP)**

- 5.1 The financial implications for each element of the scheme have been captured by financial representatives from each participating authority as detailed in the table below. At a high level, the scheme assumes that funding will be made available in year 1 costs from the Lancaster Pot. This fund is a one off start up Government fund running from January 2014 to March 2015. It will be a competitive bid process administered by Lancaster University. The ask on the Lancaster Pot will be at least £1.7m. In addition contributions will also be sought from local business and educational establishments to support the proposal.
- 5.2 Following these funding assumptions, the balance of funding for the scheme to be met from participating authorities is estimated at between £1million to £2.1million per annum. A methodology of apportioning this cost based on the relative spending power of each Authority has been proposed by finance officers as detailed below. On this basis, the contribution from this Authority is between £15,199 and £30,622. A contribution of the upper amount will be proposed as part of the 2014/2015 budget setting process to be placed in a dedicated "City Deals" ear marked reserve.

## 6. **LEGAL IMPLICATIONS (AB)**

- 6.1 None linked directly to this report although the method of governance of the delivery body for the City Deal is yet to be agreed and will have separate legal implications

## 7. **CORPORATE PLAN IMPLICATIONS**

7.1 Supporting the City Deal bid will contribute to the Council's Corporate aim of growing the economy.

8. **CONSULTATION**

8.1 Consultation has taken place between all Coventry & Warwickshire Local Authorities in formulating the City Deal bid.

9. **RISK IMPLICATIONS**

9.1 Noted below.

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Not being part of the City Deal would reduce potential opportunity for securing resources for key local economic initiatives.	Support the governance arrangements with Leader to secure a seat on the proposed Economic Growth Board.	Executive
	Secure the submission of HBBC's support to the bid.	SLB

10. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The City Deal would benefit all communities within the Borough.

11. **CORPORATE IMPLICATIONS**

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications – None relevant to this report
- Environmental implications – As detailed in the report
- ICT implications- - None relevant to this report
- Asset Management implications – None relevant to this report
- Human Resources implications – None relevant to this report
- Voluntary Sector – None relevant to this report
- Legal implications – As detailed in the report

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Background papers: Report to Council on City Deals 28 January 2014

Contact Officer: Bill Cullen  
Executive Member: Stuart Bray



**Appendix One** : Summary of the financial implications of the Clearing House proposals.

Service within Clearing House	Summary Financial Implications	New cost to be funded (£)
Skills for Employers, Sector Investment, Export and Trade, Account Management	<p>Clearing House delivery including staff (Skills Trainers, Placement Managers and AME Account Managers), building and running costs, events, ICT marketing and wage subsidies.</p> <p>Net costs quoted after assumption that UKTI fund 2 AME sector specialists and Government fund/provide a building to cover rent and fit out and fund wage subsidies.</p>	<p><u>Gross Cost</u></p> <p>£3.9m pa year 1</p> <p>£4.2 pa by year 5.</p> <p><u>Net cost</u></p> <p>£1.0m pa year 1</p> <p>£2.1m pa year 5</p>
Sector Investment	Unified sector investment team/marketing team currently assumed as funded from existing Council resources (primarily Coventry and Warwickshire).	Nil - Existing resources (Councils)
Access to Finance	<p>Locally-financed Business Investment Fund.</p> <p>Assume access to finance team use existing staff resources from the Councils and other partners.</p>	<p>In principle support.</p> <p>Nil</p>
Planning and Sites	<p>Assumed reprioritising of existing planning support to provide dedicated case officers for AME businesses.</p> <p>Offering free pre-application planning advice will affect Warwickshire and Stratford only as other Councils do not currently charge.</p>	Nil

Indicative cost sharing proposals

Partner	%	Lower range Blended Split £	Upper range Blended Split £
Warwickshire	47.04	492,995	993,248
North Warwickshire	1.14	11,962	24,101
Nuneaton and Bedworth	2.15	22,580	45,493
Rugby	1.56	16,346	32,933
Stratford-on-Avon	1.60	16,820	33,887
Warwick	2.09	21,883	44,088
Coventry	42.96	450,216	907,060
Hinckley and Bosworth	1.45	15,199	30,622
<b>Total</b>	<b>100</b>	<b>1,048,002</b>	<b>2,111,432</b>

**EXECUTIVE 20 NOVEMBER 2013**

**CAR PARKING IN HINCKLEY**  
**REPORT OF CHIEF OFFICER (ENVIRONMENTAL HEALTH)**

**WARDS AFFECTED: HINCKLEY & BURBAGE**



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

1. **PURPOSE OF REPORT**

To inform members of current income and capacity forecast for car parking in Hinckley. To advise of continuing investigation into additional car parking in the vicinity of the Hinckley Hub. To advise of the increase in permit income following utilisation by Leicestershire County Council for staff. To consider extending the concession on staff parking.

2. **RECOMMENDATION**

That Executive:

- 1) Notes the income and capacity forecasts for Hinckley pay and display car parks.
- 2) Approves a supplementary income for car park permits of £30,600 for 2013-14
- 3) Notes the continuing discussions relating to additional car parking provision.
- 4) Free long stay parking permits for HBBC staff based at the Hub continues until the closure of the Brunel Road Long Stay Car Park.

3. **BACKGROUND TO THE REPORT**

**3.1. CAR PARKING INCOME FORECASTS:**

3.2. As members will recall Pay and display charges were reduced on 1/4/13 to 50p for 1 hour (previously 70p) and £1 for 2 hours (previously £1.20). Staff were also allowed to park for free in Brunel Road South from June 2013.

3.3. Analysis of tickets and income for the first 6 months of 2012/13 and 2013/14 shows:-

**SHORT STAY**

Ticket type Nos.	1 hour	2 hour	3 hour	4 hour	Over 4 Hours
Apr – Sept 2012	120,168	56,945	21,222	4,111	3,251
Apr – Sept 2013	85,834	58,785	16,254	3,615	2,689

LONG STAY			SEASON TICKETS			
	Up to 5 hours	Over 5 Hours		1/4 year	1/2 year	Yearly
Apr – Sept 2012	30,181	8,392	2012	13	22	23
Apr – Sept 2013	25,831	7,762	2013	7	5	114

- Long stay income is down £7,167 compared to last year with Mount Road and Brunel Road South car parks having the biggest reduction. Analysis of the

number of tickets sold shows 630, for over 5 hour tickets less in 2013. This is probably attributable to free HBBC staff parking and a reduction in available spaces (spaces occupied by HBBC and LCC staff). 4,350 fewer tickets purchased in 2013 for under 5 hours stay. This maybe due to the offer of free parking on short stay car parks nearer to the town centre.

- Short stay income is down by £26,766 compared to last year with Church Walk and St Mary's being particularly badly hit. Analysis of the number of tickets sold shows the greatest loss in 1 hour tickets purchased down by 34,334 -28% which is of concern indicating either some staying for longer or an overall reduction in visits. This is only slightly supported by the footfall figures indicating a 41,000 2.2% reduction over the same period..
- The Britannia Centre was also operating on a free basis for approximately 6 weeks during the Summer. Income on short stay car parks was not reduced by a greater amount during this period. Whilst it is impossible to accurately assess the impact of this it is thought to have been minimal.
- Season ticket income is up by £30,600 which is directly attributable to the purchase by LCC of long stay parking permits for LCC staff. As these passes are annual no more income is forecast to year end. A supplementary income approval is requested for this unbudgeted income.
- The current estimate is that car parking income from season tickets and pay and display will be £481,000 (excl VAT) against the revised budget of £425,000. The budget for 13-14 was reduced by £100,000 in anticipation of the closure of the Brunel Road and Bus Station sites which have continued to operate to date.
- When the reduced pay and display charges were introduced contributions of £25,000 from Special expenses area, and £25,000 from the town centre partnership were budgeted for. The Special expenses contribution has been made but no contribution has been received by the town centre partnership.

### **3.4. CAPACITY THROUGHOUT TOWN CENTRE REDEVELOPMENTS:**

- 3.4.1. Mount road car park will be retained throughout the build for the new Leisure Centre.
- 3.4.2. Brunel road North, South and the Bus Station car parks will close in Spring 2014 for the Crescent development this removes current long stay parking for the Hinckley Hub.
- 3.4.3. Occupancy counts provide data on actual demand for spaces. Comparing occupancy counts at peak times and the future availability of spaces reveals that at current demand there are sufficient HBBC car parking spaces to meet demand up to the end of 2016. The Bus Station development will deliver 500 short stay spaces within the town centre.
- 3.4.4. However during the period April to June 2015 there may be a shortfall in short stay spaces. Officers will monitor this closely during the next 18 months and if necessary will recommend the re-designation of some long stay car parks to short stay car parks for this short period. Members will be advised if this is required.

### **3.5. HINCKLEY HUB CAR PARKING:**

- 3.5.1. Officers have evaluated numerous options to increase the off street parking available around the Hinckley Hub. Options for further consideration by

members will be brought forward in due course following more detailed discussions.

### 3.6. HBBC STAFF PARKING:

- 3.6.1. Free parking for HBBC staff was introduced in June 2013 for a period of 6 months along with a shuttle bus for a trial of three months. Whilst the shuttle bus was valued by some staff and did assist staff in accessing the town centre during lunchtimes, it was not sustainable through use and cost and stopped end of September.
- 3.6.2. 108 staff based at the Hub have been issued with free passes which will expire 31.12.13. and staff have been using the Brunel Road Car Park. On expiry staff will again be offered discounted annual permits paid monthly through Salary Sacrifice which equates to £17 per month. This entitles the permit holder to park in any long stay car park the nearest will be Mount Road. As identified in this report there will be a shortfall in long stay car parking for the Hub on closure of Brunel Road.
- 3.6.3. Members may wish to continue the free period for to when the Brunel Road Car parks close around March 2014.
- 3.6.4. Residents particularly on Rutland Avenue and Willowbank Road have complained regularly of staff from the Hub parking on the residential roads. Whilst this is not illegal subject to not causing an obstruction to pedestrians or other car users, both LCC and HBBC have sought to encourage staff to avoid parking in these areas.
- 3.6.5. Officers are continuing discussions with LCC Highways as to possible Traffic Regulation Order controls for the vicinity of the Hub to assist resident parking.
- 3.6.6. Recent monitoring of the Hub Car Park shows sufficient capacity subject to visitors and staff not overstaying the 2 hour limit. Civil Enforcement Officers have issued Parking Contravention Notices within the car park for such offences. This will be further reviewed now Job Centre Plus has occupied the building.
- 3.6.7. The Travel Plan for the Hub will be promoted again encouraging staff to make alternative provision for getting to work as previously reported.

## 4. FINANCIAL IMPLICATIONS [IB]

### Revenue

A summary of the 2012/13 and 2013/14 financial position for car parking income is detailed below:-

	Latest Budget 12/13	Actual 12/13	Variance	Budget 13/14	Estimated Out turn 13/14	Variance
Season Ticket	-10,000	-25,475	-15,475	-15,000	-45,600	-30,600
Pay and Display	-510,000	-506,834	3,166	-410,000	-435,400	-25,400
<b>Total</b>	<b>-520,000</b>	<b>-532,309</b>	<b>-12,309</b>	<b>-425,000</b>	<b>-481,000</b>	<b>-56,000</b>

The income for the season tickets has been received and a supplementary is therefore requested. The predicted outturn variance from pay and display will be monitored and a supplementary requested in due course.

#### Revenue - Car Parking Income

- 4.1 The pay and display base budget for 2013/14 was reduced by £100,000 to £410,000 to allow for the closure of Brunel Road North, Brunel Road South and the Bus Station car parks. Due to the delay in the Bus Station development it is anticipated that compared to the budget, there will be an additional £25,400 collected from pay and display machines. This together with the anticipated £30,600 for Leicestershire County Council will result in additional car parking income of £56,000.
- 4.2 Current Estimates for 2014/15 assume that the income budget from pay and display will continue at 2013/14 levels. Users of Brunel Road North, Brunel Road South and the Bus Station car parks will be displaced to other HBBC car parks. If the additional income budget for pay and display income is approved the budget for 2014/15 will be £436,000. The 2014/15 budget assumes current free parking provision remains.

Due to LCC not having confirmed future years parking provision, income from LCC has not been included as a saving for 2014/15.

#### Revenue - Contributions

- 4.3 The Town Centre Partnership will not be making a contribution of £25,000 although discussions are continuing. The net difference will be a growth item for the 2014/15 budget. The ongoing contribution from Special Expenses Area for 2014/15 will have to be agreed as part of the budget setting process.

#### Additional Car Parking Provision

- 4.4 On the basis of the Council's current capital programme and associated financing, any additional borrowing required for additional provision of parking, will involve an increase in the Borrowing Limit which will require authorisation by Council

#### 5. LEGAL IMPLICATIONS (AB)

Contained in the body of the report

#### 6. CORPORATE PLAN IMPLICATIONS

The provision of adequate affordable parking assist in the Objectives

- Sustain economic Growth
- Accessible Services for all

#### 7. CONSULTATION

The provision of car parking at the Hub was discussed prior to occupation through the Joint Travel group with LCC and HBBC representation. A Travel Group representing all current partners is continuing to address joint issues.

#### 8. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the

information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Inadequate provision of parking may cause adverse criticism from businesses and residents re access to shops and property	Monitor and provide suitable parking provision relative to demand.	Rob Parkinson/Malcolm Evans

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

Adequate provision of disabled parking and general parking to allow access for rural residents wishing to access Hinckley Town Centre and Hinckley Hub.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications: provision of additional parking will impact on the resources of the Assets Team if procured/ developed by HBBC
- Human Resources implications
- Planning Implications: Planning advice has been obtained for some schemes and will require further detailed advice.
- Voluntary Sector

Background papers: None

Contact Officer: Rob Parkinson  
 Executive Member: Stuart Bray

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## EXECUTIVE - 20 NOVEMBER 2013

### MALLORY PARK - DELEGATION OF POWERS

#### REPORT OF CHIEF EXECUTIVE

#### WARDS AFFECTED: ALL WARDS

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#### 1. PURPOSE OF REPORT

To advise Executive of actions taken since the decisions on 10 July 2013 and to seek delegated authority to negotiate/act in the event of further changes in the situation in relation to the operation of racing at Mallory Park.

#### 2. RECOMMENDATIONS:

That the Executive:

- i) note and support the actions taken since its decisions on 10 July 2013.
- ii) approve the delegation of authority to determine the operating principles which may form part of any Noise Abatement Notice, should there be a new operator at the track, to the Chief Executive, in consultation with the Leader and the Executive Member for Environment, Health and Climate Change.

#### 3. BACKGROUND TO REPORT

- 3.1 On 10 July 2013, the Executive approved a number of recommendations regarding the operation of the track at Mallory Park, Kirkby Mallory, by Mallory Park (Motorsport) Ltd (MPML); these included the commitment to continue robustly with court action against MPML for noise nuisance and that MPML should take real action to reduce that nuisance. MPML were encouraged to return to negotiations with the Council to achieve that end.
- 3.2 Further discussions between MPML and the Council did recommence very soon after 10 July, but the court action continued and the Council was successful in its application on all five 'breaches', with the judge issuing a total fine of £2,500, plus a contribution of £23,800 against MPML.
- 3.3 Following the conclusion of the court case, MPML approached the Council and asked for support in relation to encouragement to the landowner to fund/allow amendments to the track, as well as reducing the onerous lease arrangement (some 35-40% of annual turnover). In addition, MPML asked for Business Rate Relief and a 'relaxation' of the Notice to enable operation until 31 December 2013, as a means of securing certainty of income to support future operating viability and work to the structure of the track, as well as an indication of the allowable limits (beyond the current Notice) into 2014.

- 3.4 Discussions between MPML and the landowner were inconclusive. On Business Rates, whilst the Council was open to giving consideration to a formal application, with supporting evidence, none was forthcoming until submitted by the Administrator on 4 October 2013 (see below).
- 3.5 In early September, the Council was advised that MPML and BARC (British Automobile Racing Club) were very concerned about the future viability of the circuit, in part due to the outcome of the court action, but also because of the financial position (see 3.3 above). There was an increasing possibility that the company might be wound up. If that were to happen, it was clear that the 1985 Notice would not be enforceable, as it was served against the original track operator MPML and assumed by BARC when they purchased MPML and, therefore, the operating lease in 2005.
- 3.6 Residents had stated clearly, most recently in response to the consultation of residents earlier this year, that they did not want the circuit to cease operation; they simply wanted not to have the constant noise. The Council shared this aspiration and had continued to hold discussions with MPML to that end.
- 3.7 Despite criticism from some residents, the Council continued to be under a duty to engage with MPML to secure its longer term operation, but within noise levels acceptable to residents, as agreed by the Council's Executive on 10 July. In furtherance of that duty, and to secure the work necessary to address the level of noise experienced in the village, the Leader was prepared to give consideration to a request from MPML relating to the level of activity at the track to December 2013 only; with the 1985 Notice remaining in place and any 'relaxation' ('forbearance to prosecute') ending on 1 January 2014, unless there was clear evidence of the necessary actions being taken to reduce ongoing noise. Any temporary measure would not have allowed any Saturday activity and there were conditions requiring MPML and the landowner to undertake work on the site to address the need for noise reduction.
- 3.8 I was advised late on Friday 6 September, however, that MPML felt unable to accept that offer of 'forbearance' at this time, under the conditions attached to it.
- 3.9 Officers and Members of the Council have made it clear that it was not the aim or desire of the Council that MPML cease operation - and that remained so throughout the discussions.
- 3.10 On 13 September, MPML/BARC approached the Leader of the Council with a draft 'Recovery Plan', taking into account his genuine ambition to secure a 'compromise' set of arrangements; an ambition he had made clear at and after the 10 July meeting. Discussions on that Plan moved positively, and MPML/BARC acknowledged that the Council was making every effort to secure a solution which would enable motor racing to continue at the track, but with much reduced nuisance to local residents. At all times, there was a commitment also that any 'compromise' must be subject to consultation with all the residents in Kirkby Mallory, before being considered by the Executive.

- 3.11 Nevertheless, on 30 September 2013, MPML announced that they had placed the company into voluntary Administration. Since that time, the appointed Administrator has been in discussion with the Council and the landowner (Titan Properties) to secure the interests of the company's creditors, if possible by securing conditions to be in place to enable the company to continue operation.
- 3.12 Arising from those discussions, I had agreed with the Administrator, at his request, a set of draft principles. These principles were negotiated (from an initial request by the Administrator, based on the MPML draft Recovery Plan, of 138 days), to achieve a compromise to enable track activity to continue, but at levels more acceptable to village residents than what had been happening over the last three to four years. These principles would not necessarily apply to any prospective operator who may be aiming to start afresh, but would depend on the level of rent which could be negotiated with the landowner.
- 3.13 The draft principles allowed for a maximum of 128 noisy days, spread out more effectively, on a weekly and yearly basis, and required a full noise survey and relevant works from that survey to be carried out. The Administrator had indicated that he would be agreeable to that and that it would help towards keeping the company running.

#### 4. **Current Position**

- 4.1 At the time of writing this report, there has been no interest expressed from anyone in securing the assets and business of MPML - the closing date was 18 October. The Administrator continued trying to secure interest before he made a final decision. However, at least two partners have been in discussion with the landowner, seeking an arrangement with him about future operation. We have been notified that the Administrator has called a meeting of creditors (of which the Council is one) on 19 November and I will report the outcome of that meeting verbally on 20 November. A fresh start would mean that the 1985 Notice would no longer apply.
- 4.2 I have suggested to the landowner that, should any interest be shown, all discussions/negotiations should be 'round the table' with the Council, the landowner and the interested party, given that we will be starting effectively from a clean sheet. There should be an 'arms length' involvement from the current Village Liaison Representatives, prior to a full consultation with all residents of Kirkby Mallory and an election of a new Liaison Committee for the future.
- 4.3 As it is likely that any future discussions will be to a tight timescale, given the preparation required to any operation from March 2014, the Executive is asked to approve delegation of authority for any negotiations to the Chief Executive, in consultation with the Leader of the Council and the Executive Member for Environment, Health and Climate Change. To reassure Members, any negotiations will be within the principles already established with the Administrator and the commitment to full consultations with all residents of Kirkby Mallory and the landowner.

5. **FINANCIAL IMPLICATIONS [KP]**

There are no financial implications arising directly from the recommendations contained in this report. Any financial commitment arising as a result of further action will be subject to an additional report.

6. **LEGAL IMPLICATIONS [ LH ]**

Contained in the report, the delegation proposed is in accordance with the Constitution.

7. **CORPORATE PLAN IMPLICATIONS**

The content and aims of this report have particular relevance to the elements of the Council's Corporate Plan relating to 'Cleaner and Greener Neighbourhoods' (minimising environmental nuisance) and the aim of 'Creating a Vibrant Place to Work and Live'.

8. **CONSULTATION**

Consultation with all residents in the village of Kirkby Mallory took place in May/June 2013. A commitment has been given for a further consultation of the whole village on any further operational option, prior to final approval. The framework, within which the Chief Executive will act, as set out in this report, will ensure that commitment is honoured.

9. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion, based on the information available, that the significant risks associated with this decision/project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report/decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk Description	Mitigating Actions	Owner
New arrangements for operation are delayed, due to formal committee timescales, thus harming the Council's reputation and the ability of any operator to secure the future of the track.	Providing the Chief Executive with the authority to act quickly (in consultation with relevant members of the Executive), within the framework set out in this report.	Chief Executive

10. **KNOWING YOUR COMMUNITY - EQUALITY AND RURAL IMPLICATIONS**

The report is based on the need to recognise and address the particularly rural setting of Kirkby Mallory, but also the economic and sporting contribution of the racetrack.

11. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following implications into account:

- Community Safety
- Environmental
- ICT
- Asset Management
- Human Resources
- Planning
- Voluntary Sector

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Background papers:

Contact officer: Steve Atkinson, Chief Executive, ext 5606

Executive Member: Cllr David Gould



**EXECUTIVE 20 NOVEMBER 2013**

**RE-ADOPTION OF THE LOCAL GOVERNMENT  
(MISCELLANEOUS PROVISIONS) ACT 1976**

**REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY  
DIRECTION)**

**WARDS AFFECTED: ALL WARDS**

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Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

## 1. PURPOSE OF REPORT

- 1.1 The report provides details of a proposal to readopt the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 within the Borough of Hinckley & Bosworth.

## 2. RECOMMENDATION

- 2.1 Executive support the Council passing a resolution to adopt the provisions of Part II of the 1976 Act in relation to the whole of the Borough.

## 3. BACKGROUND TO THE REPORT

- 3.1 Part II of the Local Government (Miscellaneous Provisions) Act 1976 contains provisions in relation to the licensing of private hire and hackney carriage vehicles, drivers and operators. The legislation contains provisions which allow local authorities to control the operation and use of private hire and hackney carriage vehicles and to protect the public by ensuring that vehicles are fit for use as licensed vehicles and drivers are 'fit and proper' to act as such if the provisions of Part II of the 1976 Act have been adopted by the Council
- 3.2 Recent case law has seen decisions to prosecute for offences under Part II challenged successfully because a Council could not demonstrate, some 35 years after the event, that it had given the appropriate notices in its adoption of Part II. The paperwork was simply not available. There is a general awareness that these challenges have taken place and in order to have a recent and robust position which would not be challengeable it is suggested that it would be beneficial to re-adopt the resolution for the purpose of clarity for the future and to ensure certainty in any enforcement action taken under the legislation.
- 3.3 A copy of the Local Government (Miscellaneous) Provisions Act 1976 is available from Mark Brymer.

## 4. FINANCIAL IMPLICATIONS [PE]

- 4.1 The cost implication relating to the publication of the statutory notices has been met by existing budgets.

## 5. LEGAL IMPLICATIONS [ MR]

- 5.1 Section 45(2) of the 1976 Act provides that if the Town Police Clauses Act 1847 is in force in the area of a district council, the council may resolve that the provisions Part II of the 1976 Act (other than section 45), are to apply to the relevant area; and if the council do so resolve those provisions shall come into force in the relevant area on the day specified in that behalf in the resolution (which must not be before the expiration of the period of one month beginning with the day on which the resolution is passed). "The relevant area" for these purposes means: (a) if the Act of 1847 is in force throughout the area of the council, that area; and (b) if the Act of 1847 is in force for part only of the area of the council that part of that area. The 1847 Act is in force throughout the entire area of Hinckley & Bosworth Borough Council.
- 5.2 Section 45(3) provides that a council shall not pass a resolution adopting Part II of the 1976 Act unless it has (a) published a notice of intention to pass the resolution in a local newspaper circulating in the area for two consecutive weeks; and (b) served a copy of the notice, not later than the date on which it is first published in the newspaper, on each Parish or community council within the area to be affected.

## 6. CORPORATE PLAN IMPLICATIONS [RP]

- 6.1 Will help improve the control of hackney carriage and private hire trade within the Borough and thereby contribute towards the Council aims of creating a safe vibrant place to work and live.

## 7. CONSULTATION [MB]

- 7.1 Public Notices have been placed in the Hinckley Times newspaper for two consecutive weeks commencing 19<sup>th</sup> September 2013 and all Town and Parish Councils have been served with a copy of the notice on 24<sup>th</sup> September 2013. The Notices are attached at Appendix A and B.

Following this consultation the Council must by resolution formally agree to adopt Part II of the Act which then will come into effect one month after the passing of the resolution.

## 8. RISK IMPLICATIONS

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:



Management of significant Risks			
Risk Description	Mitigating actions		Owner
Reputation, Regulatory	Legal,	It is suggested that re-adoption of the legislation, in accordance with section 45 of the 1976 Act, will ensure certainty in any enforcement action.	Mark Brymer

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS [RP]**

9.1 No implications as enforcement work in respect of Taxi Licensing are carried out consistently with reference to adopted policies and procedures across the whole Borough.

10. **CORPORATE IMPLICATIONS**

10.1 Will help ensure Taxi Licensing standards within the Borough and thereby contribute towards the Council aims of Creating a vibrant place to work and live, supporting individuals and providing value for money and pro active services

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background papers: Local Government (Miscellaneous Provisions) Act 1976  
Letter to Parish Councils  
Public Notice

Contact Officer: Mark Brymer ext 5645  
Executive Member: Councillor David Gould

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Please Ask For: Mr M Brymer  
Direct Dial/Ext: 01455 255645  
Direct Fax: 01455 255843  
Email: esadmin@hinckley-bosworth.gov.uk  
Our Ref:  
Date: 17<sup>th</sup> September 2013

To All Parish / Community Councils

Dear Sir / Madam

**Notice of Intention to Adopt Part II of the Local Government (Miscellaneous Provisions) Act 1976**

As part of Hinckley & Bosworth Borough Council's ("the Council") recent licensing review, the Executive resolved at its meeting on 11<sup>th</sup> September 2013 to recommend to Council re-adoption of the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 ("the 1976 Act") within the Borough. Part II of the 1976 Act contains provisions relating to the licensing of private hire and hackney carriage vehicles, drivers and operators.

The re-adoption of the 1976 Act is proposed for the purposes of clarification for the future without prejudice to the Council's previous adoption in 1977 pursuant to the above provisions of the 1976 Act, and to ensure certainty in any enforcement action taken under the legislation.

Section 45(3) of the 1976 Act provides that a council shall not pass a resolution adopting Part II of the 1976 Act unless it has (a) published a notice of intention to pass the resolution in a local newspaper circulating the area for two consecutive weeks; and (b) served a copy of the notice, not later than the date on which it is first published in the newspaper, on each parish or community council within the area to be affected.

The Executive authorised the Principal Licensing Officer to give the appropriate notices to all parish councils and to place the appropriate notices in the Hinckley Times.

Accordingly, please find enclosed for your information Notice pursuant to the provisions of the 1976 Act, the purpose of which is to ensure compliance with the notification requirements. A copy of the Notice will be published in the Hinckley Times Newspaper for 2 consecutive weeks commencing from 19<sup>th</sup> September 2013.

The Council will be requested to pass a resolution to adopt the provisions at its meeting scheduled to take place on 3<sup>rd</sup> December 2013. If passed, this will have the effect of confirming that from the 1<sup>st</sup> February 2014 the Borough of Hinckley & Bosworth will be a "controlled district" for the purposes of the 1976 Act, thus empowering the Council to control the licensing of hackney carriage and private hire vehicles, drivers and operators from the said date.

Should you have any enquiries please do not hesitate to contact Mr Mark Brymer on the above e-mail or telephone number.

Kindly acknowledge safe receipt.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Mark Brymer', written in a cursive style.

Mark Brymer  
Principal Licensing Officer

**HINCKLEY & BOSWORTH BOROUGH COUNCIL**

**Licensing of Hackney Carriages and Private Hire Vehicles**

**NOTICE OF INTENTION TO ADOPT PART II OF THE LOCAL GOVERNMENT  
(MISCELLANEOUS PROVISIONS) ACT 1976**

TAKE NOTICE that, at its meeting on the 11<sup>th</sup> September 2013 the Executive resolved to recommend to Council re-adoption of the provisions of Part II of the Local Government (Miscellaneous Provisions) Act 1976 (“the 1976 Act”) within the Borough.

Hinckley & Bosworth Borough Council, (“the Council”) intends to pass for the purposes of clarification and the avoidance of doubt the following resolution pursuant to Part II of the Local Government (Miscellaneous Provisions) Act 1976 as part of its recent licensing review. Accordingly without prejudice to its previous adoption made pursuant to the above provisions of the 1976 Act;

NOTICE IS HEREBY GIVEN THAT pursuant to Section 45 (3) of the 1976 Act, it is the intention of the Council to pass a resolution that the provisions of Part II of the 1976 Act (other than section 45) shall be adopted and shall apply to the whole of its area with effect from 1<sup>st</sup> February 2014.

The resolution will have the effect of confirming the Borough of Hinckley & Bosworth as a ‘controlled district’ for the purposes of the 1976 Act, thus empowering the Council to control the licensing of hackney carriage and private hire vehicles, drivers and operators from the said date.

Mr Mark Brymer  
Principal Licensing Officer

Dated: 19 September 2013.

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## EXECUTIVE – 20 NOVEMBER 2013

### RE: TENANCY/PROPERTY AUDIT

### REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

### WARDS AFFECTED: ALL WARDS



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#### 1. PURPOSE OF REPORT

- 1.1 To propose undertaking a full tenancy and property audit of our tenants/tenancies.
- 1.2 To use the results of the tenancy and property audit to inform information held on tenants, to assist in tenancy management, to gain a view on the internal condition of properties and to undertake a rent review of Council rents.

#### 2. RECOMMENDATION

- 2.1 That Executive approve the undertaking a tenancy and property audit.
- 2.2 That Executive approve a supplementary budget request of up to £50,000, to be financed from HRA balances to finance the costs associated with executing and undertaking a tenancy/property audit.

#### 3. BACKGROUND TO THE REPORT

- 3.1 In order to ensure robust and effective management of our housing stock and tenants, accurate information is needed on both our properties and tenancies.
- 3.2 With regard to tenants, currently information held is incomplete, particularly where tenants have been in resident for a number of years. Increasingly services to tenants are reactive, due to the fact that individual needs and issues are not known until they manifest themselves into problems. By gaining a baseline position on our tenants a better understanding of the future and current need will be gained in order to inform service configuration.
- 3.3 Understanding the internal condition of properties will enable tenancy conditions to be enforced if there are issues with damage caused by tenants. This will have a beneficial impact on the long term condition of properties.
- 3.4 Gaining information on property type/facilities will also enable the property attributes to be updated and will inform a rent review of properties. Carrying out a rent review will provide the opportunity to base rents on current, up-to-date data.
- 3.5 The outputs of these exercise would show adherence to the “collect once, use numerous times” (COUNT) which is deemed best practice from a data quality point of view.

#### 4. METHOD OF UNDERTAKING PROPERTY/TENANCY AUDIT

- 4.1 The audit work required to collect the data can be carried out internally, with the employment of temporary surveyors or through the engagement of a consultant. The preferred method would be the engagement of a consultant which would ensure an objective, independent oversight, quality control and would overcome internal

capacity issues preventing current officers carrying out the review. An estimate of the cost of the work is up to £50,000.

- 4.2 An internal governance structure would be set up to over see the project, led by the Head of Finance and supported by the Chief Officer (Housing, Community Safety and Partnerships). This project will also involve input from other departments using this information (e.g. revenues and benefits and housing repairs) to ensure it meets the requirements of other users.
- 4.3 It is proposed that the cost of this work is funded from HRA balances and as such, a supplementary budget request to a maximum of £50,000 is requested from Executive to fund this expenditure.

**5. FINANCIAL IMPLICATIONS (KB)**

- 5.1 It is proposed that the cost of this work is funded from HRA balances and as such, a supplementary budget request to a maximum of £50,000 is requested from Executive to fund this expenditure. The HRA balance is currently as at 1<sup>st</sup> April 2013 was £1.891million
- 5.2 Any outputs from the review which result in changes to rent levels would need to be input into the HRA 30 year Business Plan to ensure the ongoing viability of balances and reserves.

**6. LEGAL IMPLICATIONS (AB)**

- 6.1 Any information held about tenants must be processed in compliance with the Data Protection Principles set out in the Data Protection Act 1998. Care must be taken that the information collected is done so fairly and lawfully and that it is adequate, relevant and not excessive in relation to the purpose it is collected for. In addition the information should not be held for longer than is necessary.

**7. CORPORATE PLAN IMPLICATIONS**

- 7.1 This report supports the following Corporate Plan aims:
  - Empowering communities
  - Supporting individuals

**8. RISK IMPLICATIONS**

- 8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 8.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.
- 8.3 The following significant risks associated with this report / decisions were identified from this assessment:

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
None		



9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The outcome of the work will enable the service to develop to better address tenants needs.

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background papers: HRA Investment Plan and self financing papers

Contact Officer: Sharon Stacey, Chief Officer (Housing, Community Safety and Partnerships) ext 5636

Katherine Bennett, Head of Finance ext 5609

Executive Member: Cllr MT Mullaney

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## EXECUTIVE MEETING – 20 NOVEMBER 2013

### SECURITY SERVICE FOR RECEPTION / JOBCENTRE PLUS AREA REPORT OF SANJIV KOHLI

#### WARDS AFFECTED: ALL



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#### 1. PURPOSE OF REPORT

In accordance with financial procedure rules, to seek member approval for the creation of a budget for manned security service for the Hinckley Hub Reception area and meeting rooms with the costs being shared by all occupiers.

#### 2. RECOMMENDATION

- Members approve a supplementary expenditure budget of £25,000.
- Members approve a supplementary income budget of £16,666 for the contributions of £8,333 from Jobcentre Plus and £8,333 from Leicestershire County Council.

#### 3. BACKGROUND TO THE REPORT

The Hinckley Hub is occupied by Hinckley & Bosworth Borough Council, Leicestershire County Council and Jobcentre Plus. The ground floor reception area, meeting rooms and Jobcentre Plus area are publicly accessible areas within the building. In order to ensure staff safety of employees working within these areas, a risk assessment has been carried which recommends the employment of one security guard to cover the reception area and associated meeting rooms.

The security guard's duties under the current national Jobcentre Plus security contract are limited and do not allow full coverage in areas occupied by partners. For this reason, the Council are looking to procure a separate security contract through ESPO with contributions from the partners as above.

#### 4. FINANCIAL IMPLICATIONS [IB]

The cost of security is estimated to be £25,000. Partner Contributions are estimated to be:-

Job Centre Plus £8,333

Leicestershire County Council £8,333.

HBBC's contribution will therefore be £8,334. In accordance with Financial Procedure rules budgets for the estimated expenditure of £25,000, and income of £16,666 will need to be established.

#### 5. LEGAL IMPLICATIONS [AB]

It is a general duty on all employers to ensure the health safety and welfare of its employees under the Health and Safety at Work Act 1974.

#### 6. CORPORATE PLAN IMPLICATIONS [MZ]

By providing a shared security service for the building, we are 'protecting the community by creating a safer place' and 'creating a vibrant place to work' for staff

7. **CONSULTATION**

None Required

8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

1. Use the RISK TACTICAL approach detailed in the Risk Management Strategy (available on the intranet) to identify any risks associated with this report / decision;
2. Assess the risks identified using the corporate assessment criteria for likelihood and impact detailed in the Risk Management Strategy to determine risk levels;
3. Please ensure that risks are captured on project, service or corporate risk registers;
4. Ensure the risks are contained in the Service Improvement Plan for your service area;
5. Record significant risks (ie those that remain red after accounting for current mitigating actions and require treatment – Net Red risks) in the box below.]

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Staff and public safety compromised if risk assessment recommendations are not put into place	Recommendations from this report are approved	Malcolm Evans

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

[This section should never be left as 'none' – explanation must be given. Identify the possible implications that the decision will have on our community, for example:

- Data used to identify the community or groups affected by the decision
- Impact on vulnerable groups (eg.disabled, carers, those with learning difficulties)
- Impact on Parish Councils
- Environmental implications
- Ensuring services are accessible to all (location, method of delivery).]

Where there is a proposed new service, change of service, or a new or reviewed policy, an Equality Impact Assessment is required and has been undertaken and can be viewed here: [Insert hyperlink to EIA on website or state 'non required']

[To be approved by your service manager before submission]

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background papers: None

Contact Officer: Matthew Zmija, 5653  
(M. Evans, Estates & Asset Manager)

Executive Member: Cllr K Lynch

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**EXECUTIVE MEETING – 20 NOVEMBER 2013**

**FURNITURE PURCHASE FOR JOBCENTRE PLUS AREA**  
**REPORT OF SANJIV KOHLI**

**WARDS AFFECTED: NONE**



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1. **PURPOSE OF REPORT**

In accordance with financial procedure rules, to seek member approval for the creation of a budget to purchase furniture to be located in the Jobcentre Plus area on the ground floor of the Hinckley Hub.

2. **RECOMMENDATION**

- i, Members approve the £48,000 capital budget for the purchase of furniture in the Job Centre plus area.
- ii, Members approve the £48,000 contribution from Job Centre Plus for the purchase of the furniture.

3. **BACKGROUND TO THE REPORT**

Jobcentre Plus are shortly relocating to the Hinckley Hub. The furniture that Jobcentre Plus have chosen for their area is to be purchased from Senator International Ltd, the same supplier that HBBC have used to furnish the building. In order to maintain the competitive pricing and standardise warranties and maintenance throughout, HBBC would look to purchase the furniture on behalf of Jobcentre Plus.

The full cost of the furniture is £48,000+VAT, which will be fully reimbursed by Jobcentre Plus.

4. **FINANCIAL IMPLICATIONS [IB]**

In order to maintain the competitive pricing and standardise warranties and maintenance, HBBC have been requested to purchase the furniture. Job Centre Plus will reimburse HBBC for the capital cost of £48,000.

5. **LEGAL IMPLICATIONS (AB)**

None raised directly by this report

6. **CORPORATE PLAN IMPLICATIONS [MZ]**

By creating and valuing partnerships with other public sector bodies, we are working towards our corporate aim for providing value for money and proactive services.

7. **CONSULTATION**

None required

8. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

- [1. Use the RISK TACTICAL approach detailed in the Risk Management Strategy (available on the intranet) to identify any risks associated with this report / decision;
2. Assess the risks identified using the corporate assessment criteria for likelihood and impact detailed in the Risk Management Strategy to determine risk levels;
3. Please ensure that risks are captured on project, service or corporate risk registers;
4. Ensure the risks are contained in the Service Improvement Plan for your service area;
5. Record significant risks (ie those that remain red after accounting for current mitigating actions and require treatment – Net Red risks) in the box below.]

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Breakdown in partnership between HBBC and Jobcentre Plus	Recommendations in this report are approved	Malcolm Evans

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

[This section should never be left as 'none' – explanation must be given. Identify the possible implications that the decision will have on our community, for example:

- Data used to identify the community or groups affected by the decision
- Impact on vulnerable groups (eg.disabled, carers, those with learning difficulties)
- Impact on Parish Councils
- Environmental implications
- Ensuring services are accessible to all (location, method of delivery).]

Where there is a proposed new service, change of service, or a new or reviewed policy, an Equality Impact Assessment is required and has been undertaken and can be viewed here: [Insert hyperlink to EIA on website or state 'non required']

[To be approved by your service manager before submission]

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector



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Background papers: None

Contact Officer: Matthew Zmija Ext 5653  
(M.Evans, Estates & Asset Manager)

Executive Member: Cllr K Lynch

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