

Steve Atkinson MA(Oxon) MBA FloD FRSA
Chief Executive

Date: 01 March 2016



Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the Executive**

Mr MA Hall (Chairman)
Mr K Morrell (Vice-Chairman)
Mr CW Boothby
Mr C Ladkin

Mr M Nickerson
Mr RB Roberts
Mrs MJ Surtees
Ms AV Wright

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 Montfort Suite - Hub on **WEDNESDAY, 9 MARCH 2016** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

EXECUTIVE - 9 MARCH 2016

A G E N D A

1. APOLOGIES

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 16 December 2015.

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 (to be taken at the end of the agenda).

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. ISSUES ARISING FROM OVERVIEW & SCRUTINY

(If any)

7. PLANNING ENFORCEMENT PROTOCOL (Pages 5 - 24)

Report seeking approval of an updated planning enforcement protocol.

8. PRIVATE SECTOR HOUSING - VIREMENT REQUEST (Pages 25 - 28)

Approval is sought for a virement of £30,000 from the minor works to major works budgets.

9. WHEELED BIN & CONTAINER POLICY (Pages 29 - 40)

Report seeking approval for the amended Wheeled Bin and Container Policy.

10. WRITE-OFFS (Pages 41 - 44)

Report recommending write-offs of debts in relation to business rates.

11. INFORMATION GOVERNANCE (Pages 45 - 64)

Report presenting the draft Records Management and Freedom of Information Policies, alongside the Information Governance Framework.

12. MARKETS - SUPPLEMENTARY BUDGET REQUEST (To Follow)

Report seeking a supplementary budget to follow.

13. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY