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

Date: 16 June 2015

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, Hinckley Hub on **WEDNESDAY, 24 JUNE 2015 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 - 24 JUNE 2015**

**A G E N D A**

1. APOLOGIES

2. MINUTES (Pages 1 - 2)

To confirm the minutes of the meeting held on 4 March 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 considered 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. ELECTORAL SERVICES SUPPLEMENTARY BUDGET REQUEST (Pages 3 - 6)

Report of the Deputy Chief Executive (Corporate Direction).

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

As agreed under item 3 above.

# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### EXECUTIVE

4 MARCH 2015 AT 6.30 PM

PRESENT: 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 and  
Ms BM Witherford

Members in attendance: Councillors Mr JS Moore and Mr K Morrell

Officers in attendance: Steve Atkinson, Sanjiv Kohli, Rebecca Owen, Rob Parkinson and Sharon Stacey

#### 414 MINUTES

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

RESOLVED – the minutes of the meetings held on 28 January and 11 February 2015 be confirmed and signed by the Chairman.

#### 415 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 416 SQUASH CLUB SDLT SUPPLEMENTARY BUDGET

The Executive gave consideration to the request for a supplementary budget to fund the Stamp Duty Land Tax associated with the build of the new squash facility for Hinckley Squash and Racket Club as endorsed by Council on 1 July. Whilst the cost was estimated at £39,465, members were asked to approve a supplementary budget of up to £50,000 to take account of possible increases in this.

A member asked if consideration could be given to some landscaping around the building. Officers agreed to look into this outside of the meeting.

It was moved by Councillor Bray, seconded by Councillor Gould and

RESOLVED – a supplementary budget of up to £50,000 to fund the Stamp Duty Land Tax for the Hinckley Squash and Rack Club development be approved.

#### 417 COVENTRY/WARWICKSHIRE CITY DEAL GOVERNANCE ARRANGEMENTS

Members of the Executive received a report which outlined the suggested approach to be adopted by the Council in its discussions with partners in Coventry and Warwickshire regarding the governance arrangements for the City Deal. Some members expressed concern that the region may become a 'Greater Birmingham' area. In response, it was stated that closer working with Birmingham wouldn't be ruled out, whilst keeping our own identity. It was moved by Councillor Bill, seconded by Councillor Gould and

RESOLVED – discussions be progressed as outlined in section 3.11 of the report presented to members.

(The Meeting closed at 6.40 pm)

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CHAIRMAN



## EXECUTIVE – 24 JUNE 2015

### ELECTION SERVICES SUPPLEMENTARY BUDGET REQUEST REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

#### WARDS AFFECTED: ALL WARDS (CORPORATE ISSUE)

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#### 1. PURPOSE OF REPORT

- 1.1 To request a supplementary budget in order to continue to provide essential cover to the Elections Team.

#### 2. RECOMMENDATION

- 2.1 That members support the ongoing use of agency cover whilst a business case is developed for potential structure changes within the team.
- 2.2 The provision of a supplementary budget of £33,205 be approved.

#### 3. BACKGROUND TO THE REPORT

- 3.1 The previous Electoral Services Officer post holder gave notice in December 2014 with a leaving date for early February 2015. As it was a critical time period for a high risk service, owing to the forthcoming combined elections (an almost unprecedented situation), the Returning Officer decided to fill the post on a temporary basis whilst recruitment took place.
- 3.2 A consultant was appointed via the Association of Electoral Administrators (AEA) and a supplementary budget for the initial period was approved under delegated authority. This period was to cover the elections period and any notice period that a successful applicant would have to serve.
- 3.3 Unfortunately, there were no applications received for the post, and this is likely due to the timing. It was therefore agreed to re-advertise following the elections.
- 3.4 It is therefore proposed to extend the temporary arrangements for a further period to cover the following:
- Fresh recruitment timetable and notice period
  - Post election administration
  - Preparation and execution of Annual Canvass linked to changes arising from Individual Electoral Registration
  - Stanton under Bardon Parish Council Election
  - Planning for Market Bosworth Neighbourhood Development Plan Referendum (subject to Council approval)
- 3.5 Due to the financial implications of this extension, a supplementary budget is required.

#### 4. FINANCIAL IMPLICATIONS [KP]

- 4.1 The cost of the original appointment period for the officer (Jan – May 2015) was £57,781 gross (ie before salary savings). Two supplementary budgets have been authorised for this cost by the Chief Executive and Deputy Chief Executive (Corporate Direction) in accordance with Financial Procedure Rules.

4.2 The cost of the additional appointment period (June – August 2015) has been calculated as £40,761. This budget can be offset by the salary budget for the vacant Electoral Services Officer post (£7,466 for 3 months).

4.3 The net supplementary budget £33,205 requires approval by Executive in accordance with Financial Procedure Rules. This will be funded from the General Fund.

#### 5. LEGAL IMPLICATIONS [MM]

5.1 The services are part of the Council's statutory functions with deadlines, adequate resources are required to support that function, part of which includes the Annual Canvass and Individual Electoral Registration. Neighbourhood Plans require adequate support to ensure robust procedures are adopted to avoid the risk of Judicial Review

#### 6. CORPORATE PLAN IMPLICATIONS

6.1 This report is a corporate matter and relates to all aspects of the Corporate Plan.

#### 7. CONSULTATION

7.1 This is not a matter for consultation.

#### 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:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Disruption to service delivery	Effective planning	JK
Failure to recruit to permanent post	Business case for potential restructure	JK

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

9.1 The recommendation within this report does not impact any particular group or community as it relates to a corporate matter.

#### 10. CORPORATE IMPLICATIONS

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications

- Procurement implications
  - Human Resources implications
  - Planning implications
  - Data Protection implications
  - Voluntary Sector
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Background papers: None

Contact Officer: Julie Kenny, ext 5985

Executive Member: Cllr A Wright / Cllr M Surtees

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