

Public Document Pack
**HINCKLEY & BOSWORTH
BOROUGH COUNCIL**



Hinckley & Bosworth
Borough Council

A Borough to be proud of

**TO BE HELD ON
TUESDAY, 11 JULY 2017
at 6.30 pm**

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Date: 03 July 2017

Dear Sir/Madam

I hereby summon you to attend a meeting of the Hinckley & Bosworth Borough Council in the Council Chamber at these offices on **TUESDAY, 11 JULY 2017 at 6.30 pm**

Yours faithfully

Miss RK Owen
Democratic Services Officer

AGENDA

1. Apologies
2. Minutes of the previous meeting (Pages 1 - 10)
To confirm the minutes of the meetings held on 21 March and 16 May 2017.
3. Additional urgent business by reason of special circumstances
To be advised of any additional items of business which the Mayor decides by reason of special circumstances shall be taken as matters of urgency at this meeting. Items will 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. Mayor's Communications
To receive such communications as the Mayor may decide to lay before the Council.
There will be a formal presentation of a tapestry from the Magistrates to the Council.
6. Questions

To deal with questions under Council Procedure Rule number 11.1

7. Petitions

To deal with petitions submitted in accordance with Council Procedure Rule 10.11.

8. Leader of the Council's Position Statement

To receive the Leader of the Council's Position Statement.

9. Minutes of the Scrutiny Commission (Pages 11 - 20)

To receive for information only the minutes of the Scrutiny Commission meetings held on 24 April 2017, 11 May 2017 and 15 June 2017.

10. Procurement of fleet (Pages 21 - 26)

Report requesting provision within the capital programme to finance procurement of the vehicle fleet.

11. Revenue & capital outturn 2016/17 (Pages 27 - 54)

Report requesting approval of the financial outturn 2016/17.

12. Annual review of the Constitution 2017 (Pages 55 - 70)

Report requesting approval of the revised constitution.

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

21 MARCH 2017 AT 6.30 PM

PRESENT: MR RG ALLEN - MAYOR
MR LJP O'SHEA – DEPUTY MAYOR

Mr DC Bill MBE, Mr SL Bray, Mrs R Camamile, Mr MB Cartwright,
Mr WJ Crooks, Mr MA Hall, Mrs L Hodgkins, Mr E Hollick, Mrs J Kirby,
Mr MR Lay, Mr KWP Lynch, Mr K Morrell, Mr K Nichols,
Mr M Nickerson, Mrs J Richards, Mr RB Roberts, Mr SL Rooney,
Mrs H Smith, Mrs MJ Surtees, Mr BE Sutton, Miss DM Taylor,
Mr P Wallace, Mr R Ward, Mr HG Williams and Ms BM Witherford

Officers in attendance: Bill Cullen, Julie Kenny, Rebecca Owen, Rob Parkinson, Caroline Roffey and Sharon Stacey

403 APOLOGIES

Apologies for absence were submitted on behalf of Councillors Bessant, Boothby, Cook, Mrs Cope, Mr Cope, Ladkin and Wright.

404 MINUTES OF THE PREVIOUS MEETING

On the motion of Councillor Hall, seconded by Councillor Morrell, it was

RESOLVED – the minutes of the meeting held on 23 February 2017 be approved and signed by the Mayor.

405 DECLARATIONS OF INTEREST

No interests were declared at this stage.

406 MAYOR'S COMMUNICATIONS

The Mayor referred to his recent visit to Herford to celebrate the 100th anniversary of their town hall, his successful charity curry night the previous week, the Richard III commemoration and the fair trade event.

The Mayor presented a community award to Maria Crowie-McGrath who had raised money for defibrillators for Bagworth and Thornton.

407 LEADER OF THE COUNCIL'S POSITION STATEMENT

In presenting his position statement, the Leader referred to the items to be considered later in the meeting and to the recent press coverage about the county council bringing on-street parking charges to Hinckley, of which he stated he was not in support.

408 MINUTES OF THE SCRUTINY COMMISSION

The minutes of the Scrutiny Commission were received for information.

409 POLLING PLACE CHANGES

Council received a report which proposed polling station changes for the forthcoming elections. During discussion, the following points were raised:

- Change from Heathfield School to Heath Lane Academy: clarification was requested on how safeguarding would be managed with the school being open on polling day, and the access arrangements to the school were queried
- Change from Dove Bank Primary School to Nailstone All Saints Church: the ward councillor supported this but expressed concern that he had been informed of the change by the parish clerk and not by officers.

It was agreed that members would be provided with a response to these outside of the meeting.

It was moved by Councillor Hall, seconded by Councillor Surtees and

RESOLVED – the polling station changes be approved.

410 DEVELOPING COMMUNITIES FUND

A report was presented which sought approval of the delivery of the Developing Communities Fund, the eligibility of projects and the evaluation criteria and process.

During discussion, the following points were raised:

- Some members expressed disappointment that there were community groups and facilities in Hinckley that would benefit from being able to access this fund, yet were not eligible as the fund was only available to the parished areas.
- A member expressed concern that only those parishes subject to development were eligible and felt that this may disadvantage the smaller villages
- It was requested that a briefing be arranged for clerks to explain the processes
- Concern was expressed in relation to the short deadline and also the time limit on drawing down the funding
- The significant funding received in the Hinckley area over recent years was raised, and many felt that this initiative went some way to rebalance investment in our communities
- Assurance was sought and provided over flexibility on the tight deadlines which would be addressed through the delegation arrangements.

The fund was, however, generally welcomed for the parished areas.

At this juncture, advice was sought in relation to the need for those members who were also parish councillors to declare an interest in this item. As a result, Councillors Bray, Camamile, Crooks, Hall, Hollick, Lay, Lynch, Nickerson, O'Shea, Roberts, Rooney, Wallace and Williams declared a personal interest in this item.

It was moved by Councillor Morrell, seconded by Councillor Hall and

RESOLVED –

- (i) The Developing Communities Fund, eligibility of projects, the evaluation criteria and process be approved;
- (ii) The Director (Environment & Planning) in consultation with the Executive members for rural and urban communities be delegated to implement the fund.

(The Meeting closed at 7.15 pm)

MAYOR

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

16 MAY 2017 AT 6.30 PM

PRESENT: MR RG ALLEN - MAYOR
MR LJP O'SHEA – DEPUTY MAYOR

Mr DC Bill MBE, Mr CW Boothby, Mr SL Bray, Mrs R Camamile,
Mrs MA Cook, Mr WJ Crooks, Mr MA Hall, Mrs L Hodgkins,
Mr E Hollick, Mrs J Kirby, Mr C Ladkin, Mr MR Lay, Mr KWP Lynch,
Mr K Morrell, Mr K Nichols, Mr M Nickerson, Mr RB Roberts,
Mr SL Rooney, Mrs H Smith, Mrs MJ Surtees, Miss DM Taylor,
Mr P Wallace, Mr R Ward, Mr HG Williams, Ms BM Witherford and
Ms AV Wright

Officers in attendance: Bill Cullen, Rebecca Owen, Rob Parkinson and Sharon Stacey

1 PRAYER

Prayer was offered by Pastor Garry Kelly.

2 ELECTION OF MAYOR FOR THE ENSUING YEAR

On the motion of Councillor Boothby, seconded by Councillor Roberts, it was

RESOLVED – Councillor O'Shea be elected Mayor for the ensuing
municipal year.

Cllr O'Shea made the requisite declaration of acceptance of office and the retiring Mayor
invested him with the chain of office.

The Mayor, Cllr O'Shea, took the chair at this juncture.

The retiring Mayoress invested Mrs O'Shea with the Mayoress' chain.

In addressing the meeting, Cllr O'Shea announced that Reverend Robin Pollard had
agreed to be his chaplain, and the outgoing Mayor's chaplain, Pastor Garry Kelly,
presented Reverend Pollard with the chaplain's stole. Cllr O'Shea introduced his air, sea
and police cadets and indicated that he would be raising funds for two charities during
his mayoral year – the Motor Neurone Disease Association and the Police Widows
Benevolent Fund.

It was then moved by Cllr Hall, seconded by Cllr Ladkin and

RESOLVED – a vote of thanks be accorded to Cllr Allen for service during
his term of office as Mayor.

Cllr Allen then addressed the meeting, thanking his chaplain, cadets and officers and
presenting medals to his cadets. The Mayor then presented Cllr Allen with the Past
Mayor's medal.

3 APPOINTMENT OF DEPUTY MAYOR FOR THE ENSUING YEAR

On the motion of Cllr Wright, seconded by Cllr Cook, it was

RESOLVED – Councillor Kirby be appointed Deputy Mayor for the ensuing year.

Councillor Kirby then made the requisite declaration of acceptance of office and the Mayor invested her with the Deputy Mayor's chain of office and Mr Kirby with the Deputy Consort's chain.

4 PRESENTATION OF LEADER'S MEDAL

Councillor Hall presented Mrs Allen, past Mayoress, with the Leader's medal.

5 APOLOGIES

Apologies for absence were submitted on behalf of Councillors Mr & Mrs Cope, Richards and Sutton.

Council sent best wishes to Cllr Mrs Cope and to Mrs Crooks who were both unwell.

6 DECLARATIONS OF INTEREST

No interests were declared at this stage.

7 MEMBERS OF THE EXECUTIVE

The Leader announced his Executive, indicating that he had sought to align the responsibilities to the corporate ambitions of people, place and prosperity:

- Cllr MA Hall - (Leader of Council & Chairman of the Executive)
Executive member for community leadership, economic development and Corporate & Member Services
- Cllr K Morrell - (Deputy Leader of Council & Vice-Chairman of the Executive)
Executive member for rural places, communities, tourism, licensing & environmental services
- Cllr MA Cook - Executive member for culture, sport & leisure, communications & partnerships
- Cllr SL Rooney - Executive member for development services
- Cllr CW Boothby - Executive member for housing & community safety
- Cllr M Nickerson - Executive member for neighbourhood services
- Cllr MJ Surtees - Executive member for regeneration, asset management & growth, children's & young people's services
- Cllr C Ladkin - Executive member for town & urban communities.

8 APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF STATUTORY BODIES

On the motion of Councillor Hall, seconded by Councillor Morrell, it was

RESOLVED – appointments to committees be made as follows:

- (a) Appeals Panel (pool of 12 members, from which 3 will be drawn when necessary)
- Councillor P Wallace (Chairman); Councillor PS Bessant; Councillor MB Cartwright; Councillor MA Cook; Councillor GAW Cope; Councillor E Hollick; Councillor C Ladkin; Councillor K Morrell; Councillor J Richards; Councillor MJ Surtees; Councillor BM Witherford and Councillor AV Wright.
- (b) Audit Committee (11 members)
- Councillor RG Allen (Chairman); Councillor R Camamile; Councillor DS Cope; Councillor L Hodgkins; Councillor MR Lay; Councillor KWP Lynch; Councillor RB Roberts; Councillor BE Sutton; Councillor DM Taylor; Councillor HG Williams and Councillor A Wright.
- (c) Ethical Governance & Personnel Committee (9 members)
- Councillor R Camamile (Chairman); Councillor RG Allen; Councillor CW Boothby; Councillor MB Cartwright; Councillor WJ Crooks; Councillor MR Lay; Councillor M Nickerson; Councillor LJP O'Shea and Councillor BM Witherford.
- (d) Finance & Performance Scrutiny (9 members)
- Councillor KWP Lynch (Chairman); Councillor RG Allen; Councillor R Camamile; Councillor DS Cope; Councillor H Smith; Councillor DM Taylor; Councillor P Wallace; Councillor R Ward and Councillor HG Williams.
- (e) Hinckley Area Committee
- Councillor J Kirby (Chair); Councillor L Hodgkins (Vice-Chair); Councillor DC Bill; Councillor SL Bray; Councillor DS Cope; Councillor GAW Cope; Councillor KWP Lynch; Councillor K Nichols; Councillor DM Taylor and Councillor BM Witherford.
- (f) Licensing Committee (11 members)
- Councillor H Smith (Chairman); Councillor PS Bessant; Councillor MB Cartwright; Councillor DS Cope; Councillor MA Hall; Councillor L Hodgkins; Councillor J Kirby; Councillor K Morrell; Councillor K Nichols; Councillor M Nickerson and Councillor SL Rooney.
- (g) Licensing (Regulatory) Committee (11 members)
- Councillor H Smith (Chairman); Councillor PS Bessant; Councillor MB Cartwright; Councillor DS Cope; Councillor MA Hall; Councillor L Hodgkins; Councillor J Kirby; Councillor K Morrell; Councillor K Nichols; Councillor M Nickerson and Councillor SL Rooney.
- (h) Planning Committee (17 members)
- Councillor R Ward (Chairman); Councillor PS Bessant; Councillor CW Boothby; Councillor MA Cook; Councillor GAW Cope; Councillor WJ Crooks; Councillor L Hodgkins; Councillor E Hollick; Councillor J Kirby; Councillor C Ladkin; Councillor RB Roberts; Councillor H Smith; Councillor MJ Surtees; Councillor BE Sutton; Councillor DM Taylor; Councillor BM Witherford and Councillor AV Wright.
- (i) Scrutiny Commission (11 members)

Councillor MR Lay (Chairman); Councillor R Camamile (Vice-Chairman); Councillor KWP Lynch (Vice-Chairman); Councillor DC Bill; Councillor SL Bray; Councillor WJ Crooks; Councillor RB Roberts; Councillor BE Sutton; Councillor P Wallace; Councillor R Ward and Councillor HG Williams.

9 APPOINTMENT TO THE MEMBER DEVELOPMENT GROUP

On the motion of Councillor Hall, seconded by Councillor Morrell, it was

RESOLVED – Members of the Member Development Group be appointed as follows:

Councillor MA Cook; Councillor MA Hall; Councillor E Hollick; Councillor C Ladkin; Councillor MR Lay; Councillor RB Roberts and Councillor BM Witherford.

10 APPOINTMENT TO ASSET & REGENERATION STRATEGY GROUP

It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED – the following members be appointed to the Asset & Regeneration Strategy Group:

Councillor DC Bill; Councillor MA Hall; Councillor C Ladkin; Councillor MR Lay; Councillor K Nichols; Councillor SL Rooney and Councillor MJ Surtees.

11 APPOINTMENT TO LEICESTERSHIRE PARTNERSHIP JOINT REVENUES & BENEFITS COMMITTEE

It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED – Councillors Allen and Hall be appointed to the Leicestershire Partnership Joint Revenues & Benefits Committee.

12 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED – the following appointments be made to outside bodies:

Bardon Hill Quarry – Community Fund sub-committee
Councillor MR Lay

Bradgate Landfill Liaison Committee (2)
Councillors CW Boothby and LJP O'Shea

Charnwood Forest Steering Group
Councillor HG Williams

Cliffe Hill Quarry Liaison Committee (2)
Councillors CW Boothby and LJP O'Shea

Community Safety Partnership
Councillor CW Boothby

Creative Arts Network

Councillor J Kirby

Desford Brickworks Liaison Committee
Councillor CW Boothby

East Midlands Councils
Councillor MA Hall

Employment and Skills Partnership
Councillor MJ Surtees

Groby Quarry Liaison Committee
Councillor LJP O'Shea

Health and Wellbeing Board
Councillor AV Wright

Hinckley and Bosworth Local Strategic Partnership
Councillor MA Hall

Hinckley and Bosworth Sports and Health Alliance
Councillor R Roberts

Hinckley Highways Forum (9 + substitutes)
Councillor Camamile (substitute Cllr C Ladkin); Councillor MB Cartwright (substitute Cllr E Hollick); Councillor MA Cook (substitute Cllr MA Hall); Councillor J Kirby (substitute Cllr RG Allen); Councillor KWP Lynch (substitute Cllr GAW Cope); Councillor R Roberts (substitute Cllr HG Williams); Councillor BE Sutton (substitute Cllr R Ward); Councillor P Wallace (substitute Cllr M Nickerson) and Councillor BM Witherford (substitute Cllr DS Cope).

Hinckley Shopmobility
Councillor J Kirby

Leicestershire Rural Partnership Membership Group
Councillor K Morrell

Leicestershire and Rutland Heritage Forum
Councillor SL Rooney

Leicestershire and Rutland Playing Fields Association
Councillor P Wallace

Local Government Association General Assembly (1 + substitute)
Councillor MA Hall (substitute Cllr K Morrell)

MIRA Community Liaison Group
Councillor BE Sutton

Next Generation (3)
Councillors MA Hall, H Smith and MJ Surtees

Police & Crime Panel
Councillor R Camamile

Stepping Stones Countryside Management Project Members' Steering Group (2)
Councillors R Roberts and MJ Surtees

Think Family Partnership
Councillor MJ Surtees

Town Centre Partnership
Councillor C Ladkin

Tourism Partnership
Councillor K Morrell

Voluntary and Community Sector Commissioning Board (2)
Councillors MA Hall and MA Cook.

13 APPOINTMENTS TO CHARITABLE BODIES

It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED – the following appointments be made to charitable bodies:

(a) Alderman Newton, Barwell – Cllr HG Williams;

(b) Dixie Educational Foundation – Mrs JM Glennon; Cllrs MA Cook, BE Sutton and R Ward;

(c) George Ward Centre Ltd – Cllr MJ Surtees.

14 CALENDAR OF MEETINGS

It was moved by Councillor Hall, seconded by Councillor Morrell and

RESOLVED – the calendar of meetings for 2018 be approved.

(The Meeting closed at 6.55 pm)

MAYOR

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

24 APRIL 2017 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mr KWP Lynch – Vice-Chairman

Mr DC Bill MBE, Mrs J Richards, Mr RB Roberts (for Mr HG Williams), Mr BE Sutton, Mr P Wallace and Mr R Ward

Officers in attendance: Valerie Bunting, Gemma Dennis, Julie Kenny, Stephen Meynell, Rebecca Owen, Rob Parkinson, Kirstie Rea, Caroline Roffey, Paul Scragg and Ashley Wilson

441 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bray and Williams, with the substitution of Councillor Roberts for Councillor Williams authorised in accordance with council procedure rule 4.

442 MINUTES

It was noted that Councillor Wallace was not marked as being in attendance in the minutes of the previous meeting yet was present. It was

RESOLVED – the minutes of the meeting be confirmed subject to the above correction and signed by the chairman.

443 DECLARATIONS OF INTEREST

Councillors Lay, Lynch, Roberts and Wallace declared personal interests in the Parish & Community Initiative Fund item as parish councillors.

444 PARISH & COMMUNITY INITIATIVE FUND

The Scrutiny Commission received a report which proposed allocation of the Parish & Community Initiative Fund for 2017/18. It was noted that an unprecedented number of applications had been received, resulting in the fund being oversubscribed. Members were informed of the detailed criteria for projects. Members welcomed the report and emphasised the importance of the fund and the community benefit delivered by it.

RESOLVED –

- (i) The allocation of £125,000 for 28 schemes be endorsed;
- (ii) The Strategic Leadership Team be recommended to write to the unsuccessful applicants detailed in section 3.4 of the report to inform them that they would be considered for funding in 2018/19;
- (iii) The carry forward request of £1,743 be endorsed to allow a scheme from the previous year to be completed.

445 UPDATE OF NEIGHBOURHOOD DEVELOPMENT PLAN PREPARATION PROGRESS

Members received an update on the current status of neighbourhood plans and heard that the Rural Community Council (RCC) was providing some support under a service level agreement. Concern was expressed that some parish councils considered a neighbourhood plan to be a way to stop housing development. In response officers confirmed that whilst a neighbourhood plan was given weight in the planning process, it should not be seen as a way to stop housing and this was at the forefront of any advice given.

A member questioned how the process would work in West Clarendon, Hinckley as this was not a parished area. In response, it was stated that the process would be the same as with a parished area and would be lead by the neighbourhood forum.

RESOLVED – the report be welcomed and progress be noted.

446 AFFORDABLE HOUSING COMPLETIONS - SHARED OWNERSHIP AND HOUSING ASSOCIATION RESPONSIBILITY

In response to a request at a previous meeting, members received information on numbers of new build affordable housing retained as such. It was confirmed that numbers of properties no longer available as affordable housing were very low and none of the responding housing associations had lost properties via right to buy.

Concern was expressed regarding the general standard of rented housing in the borough and information was requested on this either directly to members or via a report to a future meeting.

RESOLVED – the report be noted and welcomed and the information requested in relation to private rental properties be provided to members.

447 S106 CONTRIBUTIONS UPDATE

The Scrutiny Commission received an update on S106 contributions currently held and was informed of large amounts of work undertaken to improve management of S106 contributions. Members were grateful that the CCG had met with a group of them to discuss contributions to health, but felt that more of these meetings were needed as some questions remained unanswered and there were still concerns regarding allocation of monies. Members emphasised the need for similar understanding of allocations by the police.

Officers stated they were happy to provide more detailed information to members in relation to any contributions on request.

RESOLVED – the report be noted.

448 SCRUTINY COMMISSION WORK PROGRAMME 2016-18

Members received the work programme. A member expressed concern about the authority not having a policy to manage buskers in public areas and officers agreed to look into this.

449 MINUTES OF FINANCE & PERFORMANCE SCRUTINY

The minutes were noted.

(The Meeting closed at 7.40 pm)

CHAIRMAN

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

11 MAY 2017 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile and Mr KWP Lynch – Vice-Chairman

Mr DC Bill MBE, Mr WJ Crooks, Mrs J Richards, Mr BE Sutton, Mr R Ward and Ms BM Witherford (for Mr SL Bray)

Also in attendance: Councillor SL Rooney

Officers in attendance: Bill Cullen, Julie Kenny, Lisa Kirby, Darren Moore, Rebecca Owen, Rob Parkinson, Ian Pinfold and Caroline Roffey

473 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bray, Wallace and Williams with the substitution of Councillor Witherford for Councillor Bray authorised in accordance with council procedure rule 4.

474 MINUTES

A member referred to minute 446 of the previous meeting and asked that the requested report on the standard of housing in the borough includes privately owned housing as well as private rented.

It was moved by Councillor Bill, seconded by Councillor Crooks and

RESOLVED – the minutes of the meeting be confirmed subject to the above amendment and signed by the chairman.

475 DECLARATIONS OF INTEREST

No interests were declared at this stage.

476 SCRUTINY REVIEW: REFUSE AND RECYCLING

Members received a presentation from Paul Morgan of Amec Foster Wheeler which provided performance and value for money benchmarking data. During the presentation, the following points were made:

- Across the East Midlands, HBBC had the fifth lowest cost of waste collection
- HBBC's net cost of refuse collection was significantly lower than average (around 60%) and around 64% of the average cost for recycling collections. For refuse collection costs, HBBC was second lowest out of 15 and for recycling costs, third lowest out of 11
- Comparing costs of service delivery to the size of the authority (based on household numbers), the analysis indicated that HBBC's service was one of the lowest cost for its size. In addition, it was shown to have a lower cost than a broadly comparable outsourced service
- The report recommended insourcing the recycling service based on the fact that the current in-house residual and garden waste collection services were well

managed and provided value for money. It was suggested that providing all three service in-house would further improve operational efficiency

- Customer satisfaction with waste collection at 91.2% was higher than four other East Midlands authorities sampled in the report.

During the ensuing discussion, the following comments were made:

- The residual waste collection service generated a significant saving as a result of bringing it in house. Similarly, a saving could be made by bringing the recycling service back in house compared with outsourcing
- In relation to residual waste, issuing smaller bins would only result in a marginal saving on collection and would involve a large initial outlay, so was not recommended
- The need for an additional collection round in response to housing growth
- Moving to a co-mingled recycling collection would generate savings
- Investigations were required into flexibility of items collected for recycling, for example the ability to recycle black plastic and plastic bags
- The cost of providing a food waste collection service was prohibitive and not recommended
- The hard work and achievements of the refuse & recycling service over the years should be acknowledged.

Mr Morgan highlighted the performance of the refuse and recycling services and stated that this stood out as very positive, particularly in comparison to many of the reviews he had undertaken.

Councillor Bill moved that “Scrutiny Commission notes the report of the external consultant and considers that the authority has been shown to provide good in house services for refuse and recycling in terms of value for money and customer satisfaction. The Scrutiny Commission recommends to the Executive that the current residual and garden waste services should continue and the dry recycling service should be brought in house from April 2018. It also supports the maintenance of the current frequency of collections, the move to co-mingled recycling and the further development of the commercial trade waste service”

Councillor Lay seconded the motion and proposed additional recommendations to the Executive in relation exploring options for increasing items that could be recycled, presentation of the report to Council and celebrating the performance of in-house services by inviting staff to an event for that purpose. The motion was seconded by Councillor Bill.

Councillor Lynch proposed an amendment to change the word “notes” to “welcomes”. This was agreed by the mover and seconder of the original motion.

It was subsequently

RESOLVED – Scrutiny Commission

- (i) Welcomes and endorses the report of the external consultant and considers that the authority has been shown to provide good in house services for refuse and recycling in terms of value for money and customer satisfaction;
- (ii) RECOMMENDS to the Executive that the current residual and garden waste services should continue and the dry recycling service should be brought in house from April 2018;

- (iii) Supports the maintenance of the current frequency of collections, the move to co-mingled recycling and the further development of the commercial trade waste service;
- (iv) RECOMMENDS that the Executive explores options for increasing the items that can be collected for recycling;
- (v) Refers the report to Council for information;
- (vi) RECOMMENDS holding an event to celebrate the performance of the in house services.

477 STREETSCENE SERVICES AND GROUNDS MAINTENANCE VALUE FOR MONEY

Members received a report which provided a value for money assessment of the street cleansing and grounds maintenance services. During presentation and discussion thereon, the following points were raised:

- Street cleansing was a top priority of residents
- In order to decrease fly tipping around recycling banks, work was focussed on regular emptying of the banks
- Play areas had improved greatly over the last ten years
- As the service was in house, resources could be redirected when necessary
- More campaigning was required to reduce littering – although it was acknowledged that educational events in schools had helped to educate not only the pupils, but their parents too
- Hinckley in Bloom should be pursued via Hinckley Area Committee
- The work undertaken in Argents Mead had increased footfall in the town
- The level of fines for littering and dog fouling should be increased
- Success in relation to street cleansing and grounds maintenance should be celebrated.

It was reported that the Leicestershire District Chief Executive's had complimented the Head of Service for her work leading on a countywide fly tipping project. Members requested a future report on levels of fly tipping in the borough. It was also asked that the Executive be asked to review the level of fines.

RESOLVED –

- (i) The high performance and value for money offered by the in house services be noted and endorsed;
- (ii) The continuing provision of these services in house be endorsed;
- (iii) The Executive be RECOMMENDED to review the level of fines;
- (iv) A report on fly tipping be brought to a future meeting.

478 SCRUTINY COMMISSION WORK PROGRAMME 2016-18

Consideration was given to the 2017/18 work programme for overview & scrutiny bodies. A performance report on housing repairs was requested, and in response it was noted Finance & Performance Scrutiny was scheduled to receive a report on this to a future meeting, which all members would be invited to attend.

A report was requested on powers of the authority to require tenants to maintain their property.

(The Meeting closed at 8.00 pm)

CHAIRMAN

- (a) FIELD
- (b) FIELD_TITLE

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

15 JUNE 2017 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile and Mr KWP Lynch – Vice-Chairman

Mr DC Bill MBE, Mr WJ Crooks, Mr RB Roberts, Mr BE Sutton, Mr P Wallace and Mr HG Williams

Also in attendance: Councillor CW Boothby, Councillor K Morrell, Councillor M Nickerson and Councillor A Wright

Officers in attendance: Rachel Burgess, Julie Kenny, Helen Knott, Rebecca Owen and Sharon Stacey

23 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bray and Ward.

24 MINUTES

On the motion of Councillor Sutton, seconded by Councillor Williams, it was

RESOLVED – the minutes of the meeting held on 11 May 2017 be confirmed and signed by the chairman.

25 DECLARATIONS OF INTEREST

No declarations were made at this stage.

26 BLABY AND HINCKLEY & BOSWORTH COMMUNITY SAFETY PARTNERSHIP UPDATE

Inspector Dan Eveleigh and officers updated members on the performance of the Blaby and Hinckley & Bosworth Community Safety Partnership including outlining projects undertaken and crime statistics. The significantly reduced budgets and likelihood of further reductions were also highlighted.

Some concern was expressed about the increase in acquisitive crime and in response this was acknowledged but it was explained that there were now many more crimes that had to be addressed, such as anti-social behaviour and child sexual exploitation, which were not being addressed previously but were very serious. Whilst acquisitive crime was still taken seriously, the priority had to be crimes that caused harm.

It was agreed that the amount of work undertaken by the partnership on the budget available was commendable.

Councillors Boothby, Nickerson and Wright left the meeting at this point.

27 PLANNING APPEALS UPDATE

Members received an update on planning appeal performance and were updated on new appeals received since the report was dispatched. It was also reported that the performance target had been exceeded.

It was requested that future reports highlight whether the original decision, if by members, was against officer recommendation and that the report contain numbers rather than percentages.

Some discussion ensued on who would pay to clean up sites following an illegal incursion. The difficulty of removing illegal encampments from sites where the landowner had given permission was also highlighted and it was requested that the Chief Executive contacts the MP to ask him to lobby for a change in legislation to enable removal regardless of whether or not the landowner had given permission for the incursion.

RESOLVED – the report be noted and the requested information be contained in future reports.

28 ANNUAL REVIEW OF THE CONSTITUTION 2017

Members received a report which highlighted recommended changes to the council's constitution. It was noted that the document had been completely rewritten and reformatted yet there were relatively few substantive changes to the content. A member asked whether there was any intention to increase the number of Executive members (due to the recommended amended wording in relation to the appointment of Executive members), and in response it was reported that this change was included following a change in legislation and not due to an intention to amend the numbers.

RESOLVED – the constitution be RECOMMENDED to Council for approval.

29 SCRUTINY COMMISSION WORK PROGRAMME 2016-18

The Scrutiny Commission gave consideration to the overview & scrutiny work programme. It was agreed that the report on the special expenses area would cover the legal requirements, comparisons with other authorities, best practice and alternative models and that options would be brought to the August meeting.

Earlier in the meeting, following a minute's silence in recognition of the Grenfell Tower fire, members had requested a report on fire safety in council owned properties. This was added to the work programme.

It was also stated that the recommendations of the Independent Remuneration Panel would be brought to the August meeting.

(The Meeting closed at 7.58 pm)

CHAIRMAN



Hinckley & Bosworth
Borough Council

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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

COUNCIL

11 JULY 2017

WARDS AFFECTED: ALL WARDS

PROCUREMENT OF FLEET

Report of Director (Environment and Planning)

1. PURPOSE OF REPORT

- 1.1 To advise on the requirement to replace the council's vehicle fleet and to seek provision within the capital programme to finance the procurement of this fleet.

2. RECOMMENDATION

- 2.1 That Council approves the procurement of the vehicle fleet from 3 April 2018 and supplementary budgets as detailed below:-
- a) a supplementary capital budget of £3,855,500 for fleet and equipment procurement;
 - b) a supplementary capital budget of £82,100 for the procurement of retained vehicles which is to be funded from the Grounds Machinery Reserve;
 - c) a supplementary revenue budget of £609,004 for the annual financing cost, which will replace the current revenue budget of £396,000;
 - d) an increase the Council's capital financing requirement of £3,855,500 to allow the purchase.
- 2.2 The decision on purchase and /or lease of fleet and equipment is already a delegated officer decision. For this procurement the decision will be made in consultation with the Executive Member for Neighbourhood Services.

3. BACKGROUND TO THE REPORT

- 3.1 The current fleet of vehicles for the Street Scene, In House (Housing Repairs) and Environmental Health services are a mixture of leased and owned vehicles. The seven year lease with SFS expires on 31 March 2018 and the financial options for the fleet renewal have been undertaken by Capita Asset Services, the council's Treasury Management advisors. They have compared current costs for purchasing through capital financing against current indicative leasing costs. Their independent advice is that purchase is the more cost effective option over the life on the assets based on a seven year replacement cycle. The purchase option is costed at an

indicative £3,893,506 over the expected seven-year life of the vehicles compared to £4,194,012 for leasing over the same period. These costs exclude management and maintenance expenditure. As part of the procurement exercise, leasing costs will also be obtained for comparison.

- 3.2 The managers of the services have taken the opportunity to review the specification of the fleet to better reflect the current and future operations. The procurement of the fleet also assumes that the agreement to retain services in house, along with the bringing in house of the dry recycling service and trade waste that requires 6 additional refuse collection vehicles.
- 3.3 The fleet proposed is for 64 vehicles comprising:
- 16 Refuse Collection Vehicles
 - 1 HGV (Multi purpose lift vehicle)
 - 2 Sweepers
 - 1 telehandler
 - 44 vans/LGVs of various body types and sizes
- 3.4 In addition there is a requirement to renew the current grounds maintenance equipment including items such as a tractor, gang mowers, etc.
- 3.5 A procurement exercise would be progressed through a relevant purchasing consortium, who can provide competitive prices for the provision of the fleet and the anticipated purchase or leasing cost.
- 3.6 The current vehicles have been inspected as to their condition, with recommendations on possible vehicles to be considered for purchase from the leasing company if favourable terms can be obtained against the cost of new. This will reduce the total cost of purchase and has been included as an estimated cost.
- 3.7 If the procurement exercise confirms that the fleet should be purchased, it is proposed that a maintenance contract including repairs and servicing is procured separately. This proposal will be also be subject to tender and will be included in the revenue costs for the services.
- 3.8 As part of the evaluation the management of the fleet will be considered and determined if additional resources beyond existing service managers, with support from the Compliance Officer within Street Scene Services is required. This is to ensure the authority complies with its legal duties as an Operating Centre for HGVs.
- 3.9 The renewal of the council's fleet replacing predominantly 7 year old vehicles means for customers:
- Improving reliability of services for customers with less breakdowns affecting collections or delivery of services
 - More fuel efficient vehicles reducing pollution in our communities and lower fuel costs.
 - Ability to seamlessly extend collection rounds to residents in new developments due to extra capacity in vehicles
 - Flexibility with vehicles of similar specifications.
 - Ability to increase a trusted, reliable and low cost trade waste service to local business customers with increased income.
 - Improved staff morale through operating modern reliable vehicles and equipment.

4.0 EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 This report will be taken in public session.

5. FINANCIAL IMPLICATIONS [IB]

Purchase and Leasing Costs

5.1 The gross cost for all vehicles and equipment is estimated to be circa £3,855,500. If purchased the total financing cost is £4,263,026. This is based on borrowing £3,855,500 over 7 years at a PWLB rate of 1.51%. This compares to a lease cost of £4,194,012.

5.2 The lease cost assumes sale proceeds at the end of 7 years of £369,520. If the same sale proceeds are assumed the estimated net cost of purchasing will be £3,893,506. This means it is estimated that the overall cost over 7 years for the purchase option will be cheaper by £300,506. The information is summarised in the table below.

	Purchase			lease
	mrp £	int £	Total Cost £	Cost £
yr 1	550,786	58,218	609,004	599,145
yr 2	550,786	58,218	609,004	599,145
yr 3	550,786	58,218	609,004	599,145
yr 4	550,786	58,218	609,004	599,145
yr 5	550,786	58,218	609,004	599,145
yr 6	550,785	58,218	609,003	599,145
yr 7	550,785	58,218	609,003	599,145
	3,855,500	407,526	4,263,026	4,194,012
	Less sales proceeds		(369,520)	in above
	cost over 7 years		3,893,506	4,194,012

5.2.1 In accordance with proper accounting practice, the assets will be included in the Council's Balance Sheet for both options. The purchase option represents a saving over the life of the assets of £300,506 based on the indicative costing noted above. This is when considering capital and revenue together; the annual revenue cost of purchase is £9,859 more than the annual lease costs, with a capital receipt estimated at £369,520 at the end of year seven. However, any vehicles kept longer than 7 years due to outright ownership would reduce future revenue costs in later years. The benefit of the capital receipt net of the additional revenue costs delivers the £300,506 overall saving.

5.3 The purchase option also gives additional flexibility to either dispose or continue using the vehicles at the end of year 7.

5.4 Based on the indicative costs above the supplementary budget required for:

- Capital is £3,855,500.
- Revenue is £609,003 for the annual financing cost.

5.4.1 There is also a requirement to increase the Council's capital financing requirement by £3,855,500 to allow the purchase.

5.4.2 The current lease charge is £396,000, the purchase above, including the additional vehicles above the current fleet number, is expected to be £609,004, which is an additional revenue cost of £213,004 per annum.

Comparison against Current Budget

5.5 Under the current contract the maintenance and lease costs are charged together as part of the contract. The maintenance element is separated from the overall contract cost at year end based on information received from SFS. The non maintenance costs are treated as a financing charge in line with accounting practise. Therefore, even under the current contract arrangements the vehicles are in the Council's Balance Sheet.

5.6 The current financing charge is £396,000. This charge is based on the current fleet of 10 refuse vehicles and not the 16 that is put forward in the procurement specification (5 Additional vehicles to cover in house dry recycling collection and 1 for creating additional capacity due to new properties). Additionally the grounds machinery is currently owned by the Council and is due for renewal. The table below compares a like for like comparison against the leasing option excluding the 6 extra refuse vehicles included in the replacement fleet being proposed.

Current Fleet	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Total
New Cost	455,788	455,788	455,788	455,788	455,788	455,788	455,788	3,190,517
Current Cost	396,000	396,000	396,000	396,000	396,000	396,000	396,000	2,772,000

Based on the ONS RPI tables the in last 7 year increase inflation has increased by 21.45%. If this rate is added to the current cost the new cost should be £3,366,594.

5.7 Purchase of vehicles from the current fleet

Apart from the fleet purchase above, there is an option to purchase vehicles from the current supplier. Eight additional vehicles are required either as back ups or to cope with current demand for waste. The cost of purchasing these vehicles will be £82,100. This includes 2 refuse vehicles. Currently there are spare vehicles that are becoming uneconomical to repair.

Members also have the option of reducing the financing costs if reserves are used. The grounds maintenance currently has a balance of £133,295. This could be used to purchase the vehicles from the current fleet.

Other

Implications arising from any changes in the maintenance contracts will be reported in accordance with financial procedure rules when information is available.

5.8 These financial implications do not include the costs of maintenance, which is being considered separately.

5.9 Although according to Capita Asset Services purchase is the favourable option, the tenders will request purchase and lease costs. Additionally Capita Asset Services have not looked at the costs maintenance or management.

- 5.10 All costs quoted in this report are pre tender costs. Once tenders are received if an additional budget is required, this will require approval in accordance with financial procedure rules.
- 5.11 The net present value (NPV) of cash flow is a tool used to assess investment decisions, it attempts to indicate the cost of the investments based on the assumption of what the cash flow represents in current cash values. This takes into account the fact that inflation erodes the value or cost of money in real terms. The table below contains this information for the cash flows note in the table above, and indicates that purchase is the better option in NPV terms by £508,838.

Cash flow

Year	1	2	3	4	5	6	7
Interest	58,218	58,218	58,218	58,218	58,218	58,218	58,218
Loan repaid							3,855,500
Sale proceeds							-369,520
Buy cash	58,218	58,218	58,218	58,218	58,218	58,218	3,544,198
Lease cash	599,145	599,145	599,145	599,145	599,145	599,145	599,145

NPV*

Year	1	2	3	4	5	6	7	Totals
Buy	56,743	55,305	53,903	52,537	51,206	49,908	2,961,328	3,280,930
Lease	583,962	569,164	554,740	540,683	526,981	513,627	500,611	3,789,768

Real terms savings

-508,838

*Discount is based on inflation rate for May 2017 of 2.6% for the UK, office of National Statistics

6. LEGAL IMPLICATIONS [AR]

- 6.1 As set out within the body of this report a procurement exercise will be required to be undertaken to implement the recommendations that have been detailed. This will be in accordance with the Public Contract Regulations 2015.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The recycling service contributes to the corporate plan aims of Place:
- Keep our borough clean and green
 - We will reduce our impact on the environment by cutting waste and encouraging recycling.
 - Protect and improve our parks and open spaces for everyone across the borough
 - Improve the quality of existing homes and enable the delivery of affordable housing

8. CONSULTATION

None.

9. RISK IMPLICATIONS

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

9.2 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.

9.3 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
Emergency provision of vehicles	Arrangements for spot hire of vehicles in place	
Fleet management requirements leading to increased liabilities.	Seek to include in maintenance agreement and manage within services.	All service managers
Financial – failure to control costs resulting in fleet system costing more than budgeted	Strong financial management	Caroline Roffey/ Ged Hickey

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 Reliable refuse and housing repair service provides support across the borough.

11. CORPORATE IMPLICATIONS

11.1 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

Background papers: Capita Appraisal Report.
Contact Officer: Rob Parkinson ext. 5641
Executive Member: Councillor M Nickerson



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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Finance and Performance Scrutiny	22 May 2017
Council	11 July 2017

WARDS AFFECTED: ALL WARDS

FINANCIAL OUTTURN 2016/17

Report of Section 151 Officer

1. PURPOSE OF REPORT

1.1 To inform members of financial outturn for 2016/17.

2. RECOMMENDATION

2.1 That Council Approve the Outturn for 2016/17 as outlined in section 3.2 of the report

2.2 That Council approve the transfers to earmarked reserves and balances as outlined in section 3.5.1 of the report and Appendix 3

2.3 That Council approved the revenue carry forwards of expenditure and income to 2017/18 as detailed in Appendices 2 and 4 and sections 3.4 to 3.5.

2.4 The Council approved the Housing Revenue and Housing Repairs Account Outturn for 2016/17 and transfers to and from balances as detailed in sections 3.6 to 3.12

2.5 The Council approve the draft Capital Programme outturn for the General Fund and Housing Revenue Account from 2016/17 as outline in section 3.13 to 3.16

2.6 The Council approved HRA carry forwards outlines in 3.8 and 3.10

2.7 That Council approve Capital carry forwards as detailed in Appendix 4 and sections 3.15 to 3.16

3. BACKGROUND TO THE REPORT

3.1 A draft outturn was presented to Finance and Performance Committee (FAP) on the 22nd May. This draft below updates the position presented to member at FAP and also allows for statutory adjustments that are required in accordance with accounting practise, that have no overall impact to balances. Overall the general fund balance has increased favourable by £15,872 since the position reported to Council

If there are any material changes following the audit of the financial statements, to either the General Fund balance or the HRA balance, a report will be brought back to Council in September highlighting the reasons for the adjustment and the impact on balances.

Approval of the Final Statement of Accounts has moved from Council to the Audit Committee as part of the revisions to the Constitution approved by Council.

General Fund

- 3.2 The original budget for 2016/17 and the revised budget for 2016/17 (based on October 2016 outturn), are set out below together with the draft outturn before any regulatory accounting adjustments which do not impact on balances. The overall position is that £229,371 will be contributed to General Fund balances compared to the February Budget position of £163,279. Additionally £16,923 will be contributed to Special Expenses Balances for its element of the underspend

	Original Estimate 2016/17	Revised Estimate 2016/17	Draft Outturn 2016/17
	£	£	£
Support Services	115,045	189,865	(188,263)
Corporate Services	2,135,936	2,486,473	841,232
Community Services	2,259,147	2,832,704	2,201,508
Environment and Planning	6,671,827	6,485,575	4,893,606
Further Savings in Year	0	(203,000)	
Total service expenditure	11,181,955	11,791,617	7,748,083
Less:			
Special Expenses	(629,907)	(629,907)	(596,029)
Capital Accounting Adjustment	(936,739)	(936,739)	(770,564)
Revenue Conts to Capital			150,000
Net external interest (received)/paid	335,380	335,380	843,281
IAS19 Adjustment	(396,620)	(396,620)	(150,767)
Carry forwards from prior year	0	(204,949)	(185,759)
Pensions – In year costs	0	0	84,000
Carry forwards to next yr	0	0	266,012
Employee Benefit			13,356
Transfer to reserves	1,202,534	2,228,290	2,718,175
Transfer from reserves	(393,440)	(1,441,023)	(782,214)
Transfer rom unapplied grants	(2,915)	(665,014) *	(298,834)
Transfer to unapplied grant	0	0	1,370,141
Transfer to/(from) pensions reserves	3,880	3,880	0
Transfer to Collection Fund Adj Acc	0	0	56,186
Transfer to/(from) balances	(115,934)	163,279	229,371
HBBC Budget Requirement	10,248,194	10,248,194	10,694,438

* at the July 2016 Council meeting it was agreed that £662,099 of grant funding that has been allocated but not spent as at 31st March 2016 would be transferred to "unapplied grants and

contributions”, to be spend during 2016/17. These Funds have been released and hence expenditure in the revised budget is higher than the original budget.

3.3 After taking account of adjustments to the budget, (e.g. virements and supplementary budgets) year end adjustments and savings identified in year, the provisional 2016/17 shows £7,748,083 being spent on services with £1,935,961 being transferred to earmarked reserves and £229,371 being transferred to General Fund balances. Overall this means that an additional £66,092 will be put into General Fund balances compared against the position of £163,279 reported to Council in February 2017.

- Whilst total service expenditure on the face of the summary shows an underspend £4,043,354 compared with the revised budget and £3,433,872 against the original budget. The major variations for this are shown below in table 1:-

Table 1 Explanation	under (over) spends
	£000's
Salary underspends	145
Delay in DECC funded fuel poverty and green deal expenditure	324
Pensions accounting and collection fund adjustments *	303
“Section 31 grant” income, designed to reimburse for changes in Business Rates. This will be retained in the Business Rates Reserve as normal. The original budget anticipated this would be required during 2016/17 to cover the collection fund deficit of £546,000. However, business rate growth reported to the Finance and Performance Committee during 2016/17 of £0.93m has covered this loss.	620
Under recovery of rental income due to vacant units	(162)
Additional Garden Bin Income	261
Net additional car parking income	100
Prior yr. VAT Liability for Greenfields (funded from reserves)	112
Development & Building Control - reduction in income due to Economic downturn	(201)
Movement in capital expenditure charged to revenue under statue *	(415)
Finance Lease adjustment for Hinckley Hub and Vehicles *	1,004
In Year Contributions transferred to unapplied grants reserves *	1,089
In Capital Grants used to fund Capital Expenditure*	103
Prior year collection fund deficit allowed for within sources of finance. As noted above, the collection fund loss is now covered by business rate growth income.	546
Movement in the depreciation and valuation of fixed assets	124
planning policy , strategic growth and local planning	121
other variations	(37)
Total Underspend on revised budget	4,037
* required per the Code of Practice for preparing the Statement of Accounts and are shown within the cost of services. These are reversed out so there is no impact of usable balances or the council tax payer	

Carry Forward budgets

- 3.4 In a number of cases budget managers have requested that the under spend in their budget(s) be carried forward to 2017/18 because of delays in committing expenditure. Requests totalling a net £325,432 have been received (to be funded as detailed below).

Source of Funding	Amount (£)
General Fund carry forwards	266,012
General Fund carry forwards - Reserves	59,420
Total	325,432

Details of the requests received and those recommended for approval are shown in **Appendix 1**.

- 3.5 Budget holders have identified £735,172 of funding that has been allocated but not spent as at 31st March 2017. This is either from funding received in 2016/17 or in prior years. In these cases the unspent income has been transferred to “unapplied grants and contributions” in accordance with accounting standards. Pending approval, budgets will be set up for these amounts in 2017/2018 and funding released accordingly from the Balance Sheet. Details of the requests received and those recommended for approval are shown in **Appendix 2**.

Earmarked Reserves

- 3.5.1 The table below shows the expected transfers to and from reserves for the general fund revenue compared against the budgeted position. A detailed analysis of the draft reserves position is attached in Appendix 3

Reserve	To reserve	From reserves rev	Budget February 2017	Variance to/from reserve to Budget
	Amount (£)	Amount (£)	Amount (£)	Amount (£)
Car Parking Income Reserve		25,000	25,000	0
Market Income Reserve		15,000	15,000	0
Commutation & Feasibility Reserve		26,774	26,774	0
Hub Future Rental Management Reserve	(100,000)		(100,000)	0
Local Plan Procedure	(180,000)	187,000	119,799	(112,799)
Business Rates Equalisation Reserve	(1,046,885)		(11,000)	(1,035,885)*
Leisure			0	0
Year End Carry Forwards 2016/17	(266,012)	185,759	204,959	(285,212)
Maintenance Fund - Green Towers	(10,000)		(10,000)	0
ICT Reserve	(50,000)		(50,000)	0
Waste Management Reserve		100,000	100,000	0
Asset Management Reserve			0	0

Planning Delivery Grant Reserve		10,940	10,940	0
Workforce Strategy Reserve		13,000	13,000	0
Grounds Maintenance	(25,000)		(25,000)	0
Transformation	(100,000)	100,000	0	0
Appeals		221,500	221,500	0
Enforcement and Appeals	(156,290)		(156,290)	0
Planning Capacity		83,000	83,000	0
Earl Shilton Toilets	(100,000)		(100,000)	0
Developing Communities Fund	(950,000)		(950,000)	0
Total	(2,984,187)	967,973	(582,318)	(1,433,896)

***Business Rates Equalisation Reserve variance £1,035,885.**

The largest change is the increase the Business Rates Equalisation Reserve of £1,035,885. The budget strategy for 2016/17 set in November 2015 had a nil growth forecast for business rates, with any potential growth being reported in year to the Finance and Performance Committee. This decision was due to the risk stemming from the potential loss of income due to volatility in factors associated with the collection of business rates. Up until February 2017, business rate appeals for the Council areas had been running at £8.5m, and then due to withdrawals and changes to the amount of the appeals, the value fell to £6.8m. This has led to a fall in the provision for appeals. Also new business moving to the area means that the growth can be realised in 2016/17.

This means that the final S31 grant funding of £620,000 will be retained in the Business Rates Equalisation Reserve, as has been the practice in prior years and the collection fund loss of £546,000 can be covered by collection fund growth. Hence, the reserve has not been used as forecast. The remaining £415,000 of business rates growth has been retained in the Business Rates Equalisation Reserve to meet future pressures. A collection fund deficit is expected for 2017/18 of £372,000. The provision for appeals is expected to increase significantly in 2017/18 which may impact on the level of growth income retained.

The final growth positions were £933,000 for the year compared to the original hoped for growth of £1,235,000 reported to the Finance and Performance Committee. The Renewable Energy Scheme, which allows the planning authority to retain 100% of the rates from renewable energy projects hosted in their area, has added a further £100,000 to this growth. The MTFS agreed in February 2017 has addressed this and now builds business rate growth into the forecasts; this should help reduce the risk of large fluctuations in the use of this reserve.

Growth is built into the budget for 2017/18 and variances will be reported in year going forwards. The level of reserves will be reviewed periodically and agreed as part of the MTFS.

General Fund Balances

The table below summaries the transfers for the General fund and the Special Expenses Area.

	Transfer to/(from) Balances Original Budget	Transfer to/(from) Balances Latest Budget	Transfer to/(from) Balances Outturn
	£000	£000	£000
General Fund Transfers	-116	163	230
Special Expenses Transfers	0	0	16
Total General Fund Transfers	-116	163	246

Therefore the overall impact on balances is as follows:-

	Original Budget Feb 16	Latest Budget Feb 17	Outturn Mar 17
	£000	£000	£000
General Fund Balance 31/3/17	1,114	1,608	1,674
SEA Balance 31/3/17	70	70	87
Total General Fund Balances	1,184	1,678	1,761

This means the general fund balance will have of £1.674m compared to the £1.608m predicted in the MTFS in February 2017.

Housing Revenue Account

- 3.6 At 31st March 2017 the HRA operating income will be £2,978,112 against the latest budget of £2,861,469 and this additional income will be allocated to the HRA regeneration reserve. The HRA is now in surplus due to improve rental and service charge income and savings related to premises costs all of which will help to maintain the minimum requirement on HRA balances.
- 3.7 As a result it is recommended that an additional £100,000 is set aside in the regeneration reserve.
- 3.8 Carry forwards relating to grants will be requested totalling a value of £6,344. These are detailed in Appendix 2. Additionally it is requested that £40,000 for restructure costs is carried forward to fund similar pressures in 2017/18.

Housing Repairs Account

- 3.9 The Housing Repairs Account, is currently forecasting to be £236,638 in deficit, which compares to the latest budget for 2016/17 of a £315,412 deficit. This is based on £706,600 being put into HRA reserves.
- 3.10 Two carry forwards have been requested. £57,000 for asbestos survey works that have been profiled and £22,000 for external painting works committed from 2016/17 and have not been completed due to unavailability of agency staff in March 2017.

HRA and Repairs Balances & Reserves

- 3.11 Based on the estimated outturn the overall balances and reserves are as follows. Members are reminded that the HRA Regeneration Reserve is primary used to fund capital financing cost for affordable housing and stock enhancements.

	Opening balance - 1st April 2016 £	Transfer to reserves 2016/2017 £	Capital spend 2016/2017* £	Forecast Balance 31st March 2017 £
Piper Alarm Reserve	(151,939)	(10,400)	5,852	(156,487)
Communal Furniture Reserve	(4,913)	0	0	(4,913)
Regeneration Reserve	(10,075,730)	(2,967,506)	2,875,978	(10,167,258)
HRA carry fwds	(3,300)	(40,000)	0	(43,300)
Service Improvement Reserve	(50,000)	0	0	(50,000)
Pension Contribution Reserve	(28,820)	(3,520)	0	(32,340)
Major Repairs Reserve	(206,989)	(3,009,448)	2,807,500	(408,937)
Total	(10,521,691)	(6,030,874)	5,689,330	(10,863,235)

*There was no revenue spend funded from reserves during 2016/17

- 3.12 Based on the draft outturn the balances for the HRA and HRA repairs account are summarised below. Overall, the HRA balance will be £28,019 higher than the budget. The Repairs Account balance includes Repairs carry forward requests of £ 79,000 which will be used in 2017/18.

	<u>2016/17 Latest Estimate</u>	<u>2016/17 Outturn</u>
HRA Balances	£	£
Opening Balance at 1st April	(990,638)	(990,638)
Closing Balance at 31st March	(841,995)	(870,014)
HRA Repairs Balance	£	£
Opening Balance at 1st April	(676,000)	(676,000)
Closing Balance at 31st March	(357,668)	(441,981)

Capital Programme

General fund

- 3.13 £4,424,127 has been spent on schemes against a budget of £6,545,645. This represents an underspend of £2,121,518. The major service variations in excess of £50,000 have be summarised as follows:

Scheme	£000's Under spend/ (Overspend)	Explanation
Block C fit / Capital Incentives	1,240	Carry forward required to enable modifications to be made to attract new tenants for vacant units
Leisure Centre	174	Payments due on leisure centre for retention, footpath works
Major Works Grants	68	Expenditure committed and will run into 2017/18
Green Deal Capital Fund	115	On-going works to New Street Flats
Private Sector Housing	79	Works in default budget to be carried forward as a rolling programme

- 3.14 In the majority of cases, under spends at the year-end are due to slippage and therefore will be spent in forthcoming years. If approved, the relevant financing for these schemes will be transferred to the 2017/18 Capital Programme. Carry forward requests totalling £1,968,719 have been received for these are contained within Appendix 4.

Additionally, additional external funding of £62,909 has been received for the Leisure Centre Development to pay for equipment and other improvements. This funding has

been added to the Leisure Centre project. Therefore an additional £62,909 will also be carried forward.

HRA

- 3.15 The total Capital Programme for the HRA shows an overall underspend of £798,496. Primarily this is due to re-profiling of the affordable housing schemes at Martinshaw Lane and Ambion Court and Southfield road. The outturn also includes an adverse variance of £165,000 for high value voids. This is to cover the work needed to bring a property back into rental in the quickest possible time to ensure it generates income to the HRA. The reasons are being reviewed, but are due to a higher than expected activity in the last quarter of the year being processed within the 2016/17 financial year, which led to a backlog of work in progress within the Orchard System that was completed in March. The overall underspend will mean the Regeneration reserve balance at year-end will be higher by £798,496. HRA carry forwards are detailed below.

Scheme	£000's Under spend/ (Overspend)	Explanation
Control Centre relocations	36,148	Carry forward of budget for control centre relocation and associated IT costs
Boiler Replacement	12,887	Carry forward of committed boiler replacement works
Affordable Housing projects	886,008	

- 3.16 Additionally, Council will be asked to approve an additional budget resulting from commuted sums funding of £365,000, which will be used to fund the development at Martinshaw Lane.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 This Report will be presented in open session.

5. FINANCIAL IMPLICATIONS [AW]

- 5.1 Contained in the body of the report

6. LEGAL IMPLICATIONS [AR]

- 6.1 This report is stated as being for information only

- 6.2 The Local Government Act 2003 places a duty on the S151 Officer to report to members on the budget setting process and comment on the adequacy of the reserves allowed for.

7. CORPORATE PLAN IMPLICATIONS

7.1 The Outturn assesses the performance against the budget, which ensures that resources have been effectively allocated in order to ensure delivery of all of the aims, outcomes and targets included in the Council's Corporate Plan.

8. CONSULTATION

8.1 All members of the Strategic Leadership Team have been consulted in preparing this Strategy.

9. RISK IMPLICATIONS

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

9.2 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.

9.3 The following significant risks associated with this report / decisions were identified

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
S.11 - Failure to successfully deliver the Medium Term Financial Strategy	Adequate resource allocation, Partnership working Budget Planning Workshops for Capital and Revenue financial planning. Consultation on Corporate Priorities through Citizens Panel Education/training for Members, Adequate consultation Knowledge transfer, contingency plan, engage partners, robust project management Raise awareness of late implications of c/tax setting and capping/Benchmark with best practice Consultation with cross-party members results from budget planning workshops.	A Wilson
S.20 - Non-compliance with Financial Regulations	Budget monitoring Forward Forecasting (spend to date against year end est.) Financial Training Provision (Two voluntary attendance sessions presently) Financial Training provided for Middle Managers Publication of Financial Regulations Quarterly Performance Monitoring Subscription to financial advisory network -(provision of external training)	A Wilson

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The budget process will impact on all areas of the Borough and all groups within the population.

11. CORPORATE IMPLICATIONS

11.1 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
-

Background papers: Civica reports

Contact Officer: Ilyas Bham, Accountancy Manager.

Executive Member: Cllr M Hall

Carry Forward Requests 2016-17 to 2017-18

Appendix 1

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Wykin Community House -Partnership	Various		8,218	Funding required to support capacity building initiative which is a core strand of our prevention work. The work was intended to be launched in 2016/17 but this did not happen due to capacity issues. In the interim the work has been commissioned via a Service Level Agreement (SLA) with Community Action (CAHB) but the key development worker delivering the service has left.
Legal Department	Legal Fees		20,214	Legal costs related to an on-going prosecution and further costs set to be substantial. The allocation of this sum was to cover the full costs of the prosecution which has now gone into the next financial year.
Communications & Promotion	Printing & Stationery		2,000	In March 2017 a supplementary was approved with regard to the printing and installation of key messages arising from the new corporate plan. As this process has only just commenced it is largely uncompleted by the end of the financial year. A carry forward is therefore required to enable this process to be completed.
Communications & Promotion	Other - Miscellaneous		1,342	At its meeting on 26/5/16 (copy minutes attached) SLB agreed to approve a supplementary budget to set up a 'Brand Hinckley' marketing campaign in conjunction with Hinckley Bid and the Hinckley Times. The campaign runs until September 2017 and the request is to carry forward the unused element of the agreed monies to complete the campaign.
Children's & Young Peoples Services	Safeguarding Children		8,500	At its meeting on 2/2/16 joint board agreed, following an audit of our safeguarding arrangements, to invest in an IT solution to manage referrals. One of the components of the solution was to back scan historic referrals which has yet to be implemented. The request is to carry forward the agreed amount to enable this work to be completed.

Carry Forward Requests 2016-17 to 2017-18
Appendix 1 (continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Children's & Young Peoples Services	Safeguarding Children		8,500	At its meeting on 2/2/16 joint board agreed, following an audit of our safeguarding arrangements, to invest in an IT solution to manage referrals. One of the components of the solution was to back scan historic referrals which has yet to be implemented. The request is to carry forward the agreed amount to enable this work to be completed.
Syrian Refugee	Other - Miscellaneous		80,000	Families have not been accommodated this financial year meaning these costs/families will roll over into 2017-18
Syrian Refugee	Contributions from Outside Bodies		(80,000)	Families have not been accommodated this financial year meaning these costs/families will roll over into 2017-18
Cashiers Dept.	Computer Software Maintenance & Upgrade		7,780	Upgrade of cash receipting for reporting and debtors reporting
Homelessness	Prevention		52,071.00	Homelessness prevention to be used to avoid further expenditure in the future. With implementation of Universal credit the homelessness team are looking to assist with rent in advance payments and has been forecasted to cost £40K
Homelessness	Bed and breakfast fund		11,518.00	There is an increase in the length of time people are staying temporary accommodation due to reluctance of housing associations to house families who have been served notices.
Civic Expenses	Civic Hospitality		2,020.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Mayors Allowances	Mayors Allowance - (Tickets)		230.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year

Carry Forward Requests 2016-17 to 2017-18

Appendix 1 (continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Mayors Allowances	Mayor Allowance		1,160.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Mayors Allowances	Travel Arrangements		1,900.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Town Twinning Expenses	Town Twinning Expenses		1,660.00	Request to carry forward the balance outstanding on the mayors budget due to the mayoral year being different from the financial year
Corp Mangt	Corp Mangt		118,000	Greenfields VAT Liability
Planning Policy	Local Plan 2026 Plus	38,420		Cary forward required to fulfil existing contracts between the Council and consultants preparing evidence in support of the new local plan. The council has engaged consultants LUC to undertake a landscape character assessment and also Litchfield (formerly NLP) to prepare an employment sites and premises study. They were originally intended to be concluded during 2016-17 but staffing capacity issues mean they are now due to complete in May/June 2017.
Planning Policy	Strategic Growth	21,000		Carry forward required to enable the council to fulfil a commitment to make a contribution to the preparation of a Leicester and Leicestershire Strategic Growth Plan. A report to Council on 12th July 2016 sought approval for the costs associated with the plan, with North West Leicestershire DC acting as the hosting authority, which were £505,000 between 2016-18 with the council's contribution being between £43,228 to £63,125 split between £44,000 in 2016-17 and £21,000 in 2017-18. The timetable to undertake some of the work was delayed principally due to the work associated with the production of the Housing Economic Development Needs Assessment (HEDNA).

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Sportivate	Various	2,893		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Play Programme	Various	47		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
515 Fund	Various	2220		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
GP Exercise Referral Scheme	Various	5,077		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Sports Development	Various	8,430		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Physical Activity	Various	32,294		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Children's & Young Peoples Services	Minor Projects	500		The council received an external grant contribution for a project which has been planned but not delivered in 2016-17. A Carry forward is required to enable the project to be delivered
Active Involvement	Various	1,434		The council received an external grant contribution from Next Generation towards the funding of projects associated with young volunteers. The council has identified a specific voice project which was not completed in 2016-17 and for which a carry forward is required.
Register Of Electors	Equipment Purchase	14,446		The council received monies in 2016-17 from the Government as part of on-going support in respect of the implementation and costs associated with Individual Electoral Registration (IER). The only stipulation of the government support is that the monies are used for IER purposes and a need was identified to invest in the use of tablets and related software by canvassers with the intention of making the canvass process more efficient and directly support the IER process. The work required to explore this proposed investment was not carried out in 2016-17 due to the additional burden placed on the Electoral Services section arising out of the EU Referendum. As such there was insufficient time between the end of the work on the referendum and the beginning of the annual canvass to do the required research to make an informed choice.
CSP Funding - Seasonal Campaigns	Minor Projects	4,000		External ring fenced grant to be used to deliver specific projects i.e. seasonal campaigns.

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Endeavour Tactical	Minor Projects	1,191		External ring fenced funding from Area Based Grants Funds
Comm Safety Partnership Delivery Grp	Minor Projects	3,600		External ring fenced grant from Basic Command Unit (BCU) funds to deliver community safety activities
Comm Safety Partnership Delivery Grp	Minor Projects	3,535		External ring fenced grant from Basic Command Unit (BCU) funds to deliver community safety activities
Planning Policy	Various	15,000		Carry forward required to address capacity issues within Planning Policy which have arisen due to additional burdens placed on the team in relation to the Self Build and Custom housebuilding Act 2015 and as amended by the Housing and Planning Act 2016. The council will receive new burdens funding between 2016-17 and 2019/20 to deal with the additional burden but this is based on a Full Time Equivalent (FTE) planning officer for 3 years but the carry forward seeks to provide 4 years of funding to adequately address the additional burden created.
Planning Policy	Various	14,645		Carry forward required to address capacity issues within Planning Policy which have arisen due to additional burdens placed on the team in relation to the Brownfield Land Register Regulations 2017 and the Town and Country Planning (Permission in principle) order 2017. The council will receive new burdens funding between 2016-17 and 2019/20 to deal with the additional burden but this is based on a Full Time Equivalent (FTE) planning officer for 3 years but the carry forward seeks to provide 4 years of funding to adequately address the additional burden created.
Supervision & Management General	Contributions to Other Bodies		3300	External funding for identifying fraud in council tenancies

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Supervision & Management General	Right to Move		3044	External funding for right to move
Wykin Community House -Partnership	Minor Projects	4,954		Funding required to support important community initiative which has proved very successful. There is no dedicated LAC contribution for 2017-18 and without carry forward no funds would be available to support this initiative which has proved valuable in building community resilience and protecting vulnerable people
MIRA Enterprise Zone	Consultancy Fees	12,000		MDA payment for the RGF project
Homelessness	Other Bodies	18,572		Ring fenced grant to assist homeowners in mortgage difficulties
Homelessness	Universal Credit Preparation	7,521		External ring fenced funding assisting with the transformation to universal credit
Rent Allowances	Various	8,043		New burdens funding (ring fenced) is paid to LA's to finance those additional costs associated with changes to legislation. This can include training costs and where required the employment of additional resources to deal with any increase in workloads
Council Tax Benefit	Various	15,814		New burdens funding (ring fenced) is paid to LA's to finance those additional costs associated with changes to legislation. This can include training costs and where required the employment of additional resources to deal with any increase in workloads
Council Tax Benefit	Council Tax Admin Costs	6,600		The (ring fenced) funding has been provided by the major precepting authorities to support the employment of resources to deal with the additional costs associated with the billing and collection of Council Tax

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Council Tax Benefit	Various	9,978		The ring fenced funding has been provided to support the data sharing initiatives which are being taken forward by the DWP which includes the RTI initiatives
Positive Activities for Young People	Various	9,886		The Council received an external grant allocation from Leicestershire County Council specifically aimed at supporting projects for young people. The council has identified two specific projects, a mental health reminiscence music project for young people and those suffering from dementia, and a locality wide mapping tool working with other key partners, for which the grant monies may be used. These projects were not completed in 2016-17 and therefore a carry forward is required to enable them to be completed. There is an agreement with Leicestershire County Council to enable this funding to be carried forward. If not carried forward to use on these Projects the monies would be returnable to LCC.
515 Fund	Various	23,922		Externally grant funded project for which not all of the projects will be completed by the end of the financial year. The agreed projects to be delivered are covered by a service level agreement with the funding body. If not spent on the projects covered by the service level agreement the monies would be returnable to the funding body
Fuel Poverty Programme HBBC	Energy Conservation Promotions	62,642		Partnership boiler project carried forward
Green Deal Programme HBBC	Energy Conservation Promotions	260,538		Partnership projects (show homes)

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18

Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Planning Policy	Salaries - Full Time	29,062		Carry forward requested to contribute towards fulfilling a commitment to fund two temporary seconded posts, one within the major projects team and the other within Planning Policy. The posts were identified as required during a department restructure and review of staff resources. The funds from these posts were originally vired from existing Neighbourhood Development grant funding.
CSP Funding - Managing Mental Health	Minor Projects	682		External ring fenced grant to be used to deliver specific projects i.e. mental health
Planning Policy	NDP - West Clarendon	8,593		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Policy	NDP- Burbage	2,968		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Planning Policy	NDP - West Clarendon	6,344		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Policy	Minor Projects	12,689		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Planning Aid - Neighbourhood Planning	Planning Aid - Neighbouring Planning	859		Carry forward required to enable the council to fulfil a commitment to fund the Rural Community Council (RCC) to provide a dedicated support service to qualifying groups who wish to or are in the process of bringing forward neighbourhood development plans (NDP). The amount would be pooled with other NDP grant funding to fund the first 12 months of an initial 3 year contract with the RCC which will be managed via a Service Level Agreement (SLA).
Beacon funding	Minor projects	1,006		External ring fenced funding from IDeA
CSP Funding - Seasonal Campaigns	Minor Projects	1,128		External ring fenced grant to be used to deliver specific projects i.e. seasonal campaigns.

Unapplied Grants Carry Forward Requests 2016-17 to 2017-18
Appendix 2 (Continued)

Cost Centre Name	Detailed code name	Unapplied Grants (General Fund)	Unapplied Grants (HRA)	Detail
		£	£	
Homelessness	Prevention	5,835.69		Homelessness prevention to be used to avoid further expenditure in the future
Council Tax - Cost of Collection	Computer Software Maintenance and Upgrade	64,840.00		Ring fenced funding provided to support the implementation of LCTS. Risk and Verification Portal (improves benefit processing time by fast tracking low risk claims) - £20,500 for the partnership Yr1 and £14000 for years 2 & 3 (joint Board 14/4/16). Proposal to amend the LCTS scheme for 2018-19. Quotes have been received from Policy in Practise to perform the required analysis of our database at a cost of £8450 per La. Currently there is no budget for this and whilst the 2017-18 scheme was unchanged it is very likely that changes will be required for 2018-19 and beyond.
Rent Allowances	Various	11,384.00		The funding is intended to meet increased costs arising out of welfare reform. In 2015-16 additional funding for DHP spend (on council tenants) was provided through the HRA. To remove this pressure in 2016-17 approval was sought to carry forward the amount unspent. It is notoriously difficult to predict DHP spend and because of the uncertainty around the numbers of claimants on UC making a claim for DHP the £11384 will provide a cushion for 2017-18
Economic Development and promotion	Consultancy Fees	40,000.00		To provide the professional planning support and dedicated urban design support for

General Fund Earmarked Reserves

Appendix 3

	Closing Balance 31st March 2016	to reserve	from reserves rev	from reserves cap	Balance
	£	£	£	£	£
Car Parking Income Reserve	(25,000)		25,000		0
Market Income Reserve	(15,000)		15,000		0
Commutation & Feasibility Reserve	(26,774)		26,774		0
Benefits Reserve	(58,549)		0	0	(58,549)
Hub Future Rental Management Reserve	0	(100,000)			(100,000)
Special Expenses Reserve	(146,514)			4,710	(141,804)
Local Plan Procedure	(675,952)	(180,000)	187,000		(668,952)
Business Rates Equalisation Reserve	(671,460)	(1,046,885)			(1,718,345)
Relocation Reserve	(101,132)				(101,132)
Leisure	(250,000)			250,000	0
Year End Carry Forwards 2016/17	(204,959)	(266,012)	185,759	19,200	(266,012)
Year End Carry Forwards 2015/16	0				0
Maint Fund - Green Towers	(10,000)	(10,000)			(20,000)
Pensions Contribution	(161,411)				(161,411)
ICT Reserve	(180,534)	(50,000)		24,123	(206,411)
Waste Management Reserve	(273,725)		100,000	100,000	(73,725)
Asset Management Reserve	(1,261,552)			149,960	(1,111,592)
Planning Delivery Grant Reserve	(39,663)		10,940		(28,723)
Workforce Strategy Reserve	(13,000)		13,000		0
Election Reserve	(122,005)				(122,005)
Grounds Maintenance	(108,295)	(25,000)			(133,295)
Transformation	(164,620)	(100,000)	100,000	17,499	(147,121)
Appeals	(221,500)		221,500		0
Enforcement and Appeals	(113,710)	(156,290)			(270,000)
Planning Capacity	(83,000)		83,000		0
Earl Shilton Toilets	0	(100,000)			(100,000)
Developing Communities Fund	0	(950,000)			(950,000)
Total	(4,928,354)	(2,984,187)	967,973	565,492	(6,379,076)

Carry Forward Requests 2016-17 to 2017-18

Appendix 4

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Leisure Centre	Construction		274,000	Payments due on leisure centre for retention, new footpath works and adjustment to budget required in respect of additional works covered by external funding received
New Squash Facility	Construction		18,000	Retention element due. Retention was due to be released in September 2017 but on-going construction disputes have delayed this process.
Disabled Facilities Grant	Grants		27,000	Works committed in 2016-17 to be completed in 2017-18
Fuel Poverty Capital Fund	Miscellaneous		46,310	Boiler project to be completed in 2017-18
Major Works Grants	Grants		68,000	Works committed in 2016-17 to be completed in 2017-18
Green Deal Capital Fund	Miscellaneous		115,100	On-going works to New St Flats
Private Sector Housing Enforcement	Construction		78,860	Works in default budget to be carried forward as a rolling programme
Richmond Park Phase 2	Construction		16,085	Works delayed due to finalising details for new entrance archways and fencing. Designs will be agreed during the summer and will be funded from Section 106 monies
Queens Park	Construction		10,900	New roundabout purchased last financial year but not yet delivered. Works in 2017-18 will consist of the installation of the equipment plus the installation of safety surfacing. It is expected the works will be completed in May 2017
Preston Road	Construction		2,754	New section 106 monies plus indexation to be used for further improvements to the park in 2017-18

Carry Forward Requests 2016-17 to 2017-18

Appendix 4 (Continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Parish & Community Initiatives	Grants		1,743	Funding for scheme at All Saints Church, Nailstone has been delayed due to issues in gaining consent from the diocese. Project expected to be completed in May 2017.
Parks : Major Works	Construction		2,146	Works ordered in March 2017 for safety surfacing works at Burbage Common. It is expected works will be completed in April 2017 following completion of associated ground works.
Langdale Park	Construction		4,684	Section 106 monies being used to create a community garden area within the park expected to be completed as part of the 2017-18 Green Spaces Delivery Plan
Argents Mead Phase 1 Upgrade	Miscellaneous		1,664	Section 106 monies requested to be carried forward to pay for improvements to equipped play area for toddlers.
Argents Mead Phase 2	Construction		21,000	Works to install a new fountain at Argents Mead to be funded from Section 106 monies. The order has been placed for the fountain but consent awaited from Historic England before this can take place. This consent is expected to be received in April 2017 with works likely to commence in May 2017.
Asset Management Enhancement Works	Construction		21,789	Resources to complete planned improvements were not available due to additional priority projects being introduced part way through the financial year. The priority works undertaken in 2016-17 were budgeted for as part of the asset management enhancement programme for 2017-18
Crescent Capital Incentive	Contribution		192,424	Carry forward required to enable modifications to be made to attract new tenants to Block C.
Crescent Development	Construction		440,000	Carry forward required to enable modifications to be made to attract new tenants to Block C.
Block C Fit Out	Construction		607,741	Carry forward required to enable modifications to be made to attract new tenants to Block C.

Carry Forward Requests 2016-17 to 2017-18

Appendix 4 (Continued)

Cost Centre Name	Detailed code name	Reserves	General Fund	Detail
		£	£	
Argents Mead - Enhanced lighting scheme	Furniture Equipment & Plant		9,164	Works on this project are due to be completed in May 2017.
Garden Waste DD Scheme	Construction		5,630	Carry forward required for completion of DD scheme
E Budgeting	Construction		3,725	Carry fwd. for completion of financial systems upgrade

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

22 MAY 2017 AT 6.30 PM

PRESENT: Mr KWP Lynch - Chairman

Mr RG Allen, Mrs R Camamile, Miss DM Taylor, Mr P Wallace, Mr R Ward and Mr HG Williams

Members in attendance: Councillor Mr MA Hall

Officers in attendance: Rebecca Owen and Ashley Wilson

17 DECLARATIONS OF INTEREST

No interests were declared at this stage.

19 REVENUE & CAPITAL OUTTURN

Members were informed of the draft financial outturn for 2016/17. During discussion, the following points were made:

- The moving of money from one HRA reserve to another would not increase available money
- The average cost of bringing a void back into use was just under £3,000. Members queried the overspend and asked whether more work could be undertaken to anticipate the number of voids. In response it was noted that the expenditure on voids was being reviewed by senior officers and it could be discussed at the September meeting as part of the frontline service review for housing
- The maintenance reserve for Green Towers was queried and members asked for confirmation that the amount going into reserves was cumulative.

RESOLVED – the report be noted and RECOMMENDED to Council.

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Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION	15 JUNE 2017
COUNCIL	11 JULY 2017

WARDS AFFECTED: ALL WARDS

ANNUAL REVIEW OF THE CONSTITUTION

Report of the Monitoring Officer

1. PURPOSE OF REPORT

1.1 To seek approval of a revised constitution.

2. RECOMMENDATION

2.1 The revised constitution be adopted.

3. BACKGROUND TO THE REPORT

3.1 The council's constitution is reviewed annually. If any changes are required, they are presented to Council for approval.

3.2 It had been identified that the previous constitution was in need of revision due to duplication within the document, difficulty in finding information within it and the need for it to be more accessible to a wide variety of audiences.

3.3 With the support of a working group of five members appointed for the purpose, the constitution has been completely redrafted. The layout has been updated, parts that are not required to be kept within the constitution have been removed to be held as separate documents, and the content has been updated to reflect the corporate management restructure.

3.4 There are a relatively small number of substantive amendments to the content of the document, and these are listed in the appended schedule. The second appendix lists the recommended amendments to the financial procedure rules.

3.5 The scheme of delegation to officers has been redrafted. This has not resulted in any changes to the decisions delegated to officers (ie there are no changes to the decisions reserved for Council / Executive / council bodies), but duties and responsibilities of officers are grouped into broad themes and no longer contain lengthy lists of legislation. This is to avoid the risk of a piece of legislation being

omitted resulting in a delay to necessary action being taken. In most cases, powers that were previously delegated to one of the deputy chief executives are now recommended for delegation to a director.

- 3.6 The Executive functions have been re-arranged so they are grouped by function rather than by member. This is to enable the Leader to amend the portfolios without the need to amend the constitution (which is not a requirement of legislation nor is it required to form part of the constitution).
- 3.7 In accordance with internal audit recommendations, it is recommended that the Audit Committee has authority delegated by Council to approve the annual governance statement and statement of accounts. When the Audit Committee was set up, it was the intention to review after the first year with a view to delegating this power to the committee.
- 3.8 Some sections that formed part of the previous constitution but are not required by statute to be contained within the constitution have been removed. These include the articles in part 2 (these are now incorporated elsewhere which has removed some duplication which previously existed); the officer employment procedure rules; the complaints procedure; elected member role profiles and the petitions scheme. These documents will be held and published as standalone documents.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 This report is to be taken in open session.

5. FINANCIAL IMPLICATIONS (AW)

- 5.1 None.

6. LEGAL IMPLICATIONS (AR)

- 6.1 The Local Government Act 2000 requires the Council to have (and to maintain) a constitution. This statutory requirement is set out in Article 15.1 of the approved constitution.

Article 15.2 of the approved constitution also sets out that a two-thirds majority is required to make changes to the constitution.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The recommendations contained within this report support all corporate visions, aims and objectives in ensuring effective operation, decision making and compliance with legislation to enable provision of services across the borough.

8. CONSULTATION

- 8.1 A working group of five councillors has been involved throughout the drafting of the constitution. Those officers affected by any changes to the scheme of delegation have been consulted.
- 8.2 The revisions to the constitution were endorsed by the Scrutiny Commission on 15 June. An extract from the minutes of that meeting is attached.

9. RISK IMPLICATIONS

- 9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 9.2 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.
- 9.3 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
Failure to maintain an up to date constitution resulting in possible breaches of legislation	Undertake annual reviews and raise awareness of changes	Monitoring Officer
Lack of awareness of provisions of the constitution and decision making processes	Ensure members and officers are aware of the provisions and receive unified advice.	Monitoring Officer / Democratic Services Officer

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 The recommendations contained within this report will not affect any particular group or community. The maintenance of the constitution and provisions therein aim to support all who live, work, visit or are educated within the borough and to regulate decision making and ensure powers are in place to provide services appropriate for and accessible to all.

11. CORPORATE IMPLICATIONS

- 11.1 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

Background papers: None

Contact Officer: Rebecca Owen, Democratic Services Officer, ext 5879
Executive Member: Councillor M Hall

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SCHEDULE OF PROPOSED CHANGES TO THE CONSTITUTION

Page number in current Constitution	Reference (para or section number)	Proposed change	Reason
Throughout		Updated titles: Remove deputy chief executives and chief officers, add directors	Corporate restructure
Throughout		References to viewing paper copies (eg of agendas, constitution) updated to reflect availability of electronic information	Availability of electronic information
Various		Remove requirement for a separate panel to consider employment matters relating to statutory officers – this is recommended to form part of the terms of reference for the Ethical Governance & Personnel Committee	Previous overlap and duplication between the roles of the Ethical Governance & Personnel Committee and the Statutory Officer Employment Panel
Various		In relation to employment matters, confirm that all decisions in relation to appointment of the Chief Executive, statutory officers and directors are reserved for Council	Clarification and confirmation due to ambiguity in previous version
5	1.14	Remove reference to the Executive consisting of eight councillors	Localism Act provided power for the Leader to choose Executive including number of members between 2 and 9 in addition to the Leader
18	7.6	Currently states each member of the Executive will be nominated as a substitute for another Executive member in their absence. Amend to the Leader taking a decision in the absence of the relevant Executive member, and the Deputy Leader in the Leader's absence	Ensure continuity of business
38	3	New planning policy documents will be presented to the Planning Policy Working Group then Council (previously stated Senior Members Group and Executive)	Senior Members group no longer meets. Planning is not an Executive function so Executive ratification is not advisable
39	14	Polling place changes at short notice – amend from group leaders in consultation with relevant ward member to Chief Executive in consultation with group leaders and relevant ward councillor(s)	Elections is a Council function so the Leader should not be involved in making the decision and other non-Executive group leaders have no decision making power
58	6	Amend designation of new conservation areas to responsibility of Council (instead of Executive)	Planning is a Council function
59	10.7	Remove reference to on-street parking	On-street parking is not a borough council function

Page number in current Constitution	Reference (para or section number)	Proposed change	Reason
101	4.3	Deadline for notifying of substitutes changed from “4.00pm on the day of the meeting (or at least 2 hours before the meeting if the meeting is earlier than 6.00pm)” to 4.30pm (or at least 2 hours before the meeting)”	For consistency
104	11	Remove requirement for questions to be recorded in a book	Use electronic means to make more easily accessible to the public
106	13	Remove requirement for motions to be recorded in a book	Use electronic means to make more easily accessible to the public
107	13.3	Deadline for amendments to printed motions changed from 5pm to 4.30pm	For consistency with other requirements on the day of the meeting
111	17.2	Requirement for a notice of motion or amendment to be “signed by at least eight members” to enable consideration of a motion similar to one previously rejected. Amend to “signed by at least a quarter of the full number of members of the committee, or three members (whichever is greater)”.	To be consistent with the paragraph above which requires a motion to be signed by at least a quarter of members of the committee or three member (whichever is greater) in order to rescind a previous decision
115	27.5	Remove restriction on opening time for requests to speak at planning committee (previously the public couldn’t register to speak until 9am on the day the agenda became public – ie a week before the meeting)	Overly bureaucratic and difficult to manage
132	8.4	Amend consideration of an overview and scrutiny report by the Executive or Council from “within one month of receiving it” to “at the next available meeting”	To reflect the current timetable of meetings
132	10.3	Amend consideration of a report relating to the budget or policy framework from overview & scrutiny by the Executive or Council from within eight weeks” to “at the next available meeting”	For consistency with the above
134	13.3	Amend requirement for person invited to scrutiny to attend within 42 days, to eight weeks	For consistency with other provisions
135	16.8	Delete paragraph which refers to area forums	The council does not currently have area forums
165 to 171		Amend reference to ‘Deputy Chief Executive (Corporate Direction)’ to ‘Head of Finance’	To reflect current section 151 officer
190		National code of practice on publicity replaced with up to date version	Current version
195		Protocol relating to gifts & hospitality – references to the code of conduct amended	References are to a previous version of the code

Page number in current Constitution	Reference (para or section number)	Proposed change	Reason
202	6, 7 & 8	Moved these paragraphs from the “Code of Conduct and guidance for members of the Planning Committee” section to the “Planning procedure rules” section	More appropriate location for information
202	7	Amend provision for planning committee to annually review decisions taken by the committee, to Scrutiny Commission undertaking the review	To reflect current practice
205	12	Remove paragraph which refers to suspension of a councillor	Suspension no longer an option for the authority
213		Politically restricted posts updated	As a result of restructure
New		In the summary & explanation include provision for decision making in the event of the Leader no longer being a councillor following a borough election (until Annual Council) – decisions to be taken by the Chief Executive in consultation with group leaders	To ensure business continuity
New		Chief Executive in consultation with group leaders may authorise changes to committee membership in-year with a report to the next available meeting of Council	To avoid delay in any required changes to committee membership
New		Monitoring Officer may make changes to the constitution based on matters of fact (for example due to changes in legislation over which we have no discretion)	Expediency in making necessary changes where a report to Council would result in the same change due to the matter not being discretionary
New		Provision for overview and scrutiny bodies to hold joint meetings (for example the Scrutiny Commission and Finance & Performance Scrutiny holding a joint budget meeting)	This is current practice but suggested for inclusion in the constitution for completeness
New		Overview & scrutiny procedure rules: include provision that the chairmen of both overview & scrutiny bodies shall not be from the majority group	This is current practice but suggested for inclusion in the constitution for completeness
New		Inclusion of terms of reference of working groups	For completeness
New		Delegation of decision on the annual governance statement and statement of accounts to Audit Committee	Recommendation of audit and best practice

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SCHEDULE OF AMENDMENTS TO FINANCIAL PROCEDURE RULES

CAPITAL PROGRAMME (Previous)	CAPITAL PROGRAMME (Proposed)
Tenders & Quotes	Tenders & Quotes
<ul style="list-style-type: none"> Variations causing the scheme budget to increase by at least 5% (min £10,000) must be reported to Executive immediately, and show possible compensating savings in the project, or Compensating adjustments in other projects, or Ask Council for supplementary budget. 	<ul style="list-style-type: none"> Variations causing the scheme budget to increase by at least 5% (min £15,000) must be reported to Executive immediately, and show possible compensating savings in the project, or Compensating adjustments in other projects, or Ask Council for supplementary budget.
Overspends up to £25,000	Overspends up to £25,000 (aggregate £250,000 per annum)
<ul style="list-style-type: none"> Chief Executive or Deputy Chief Executive(s) approve virement. Chief Executive in consultation with Deputy Chief Executive (Corporate Direction) may approve supplementary budget. 	<ul style="list-style-type: none"> Chief Executive or Section 151 Officer approve virement. Chief Executive in consultation with Section 115 may approve supplementary budget.
Overspends £25,001 to £50,000	Overspends £25,000 to £50,000 (aggregate £500,000 per annum)
<ul style="list-style-type: none"> Request to Executive for virement or supplementary budget. 	<ul style="list-style-type: none"> Request to Executive for virement or supplementary budget.
Overspends £50,001 and above	Overspends above £50,000
<ul style="list-style-type: none"> Request to Council for virement or supplementary budget. 	<ul style="list-style-type: none"> Request to Council for virement or supplementary budget.
	<p>NEW IN SUMMARY</p> <p>Acceptance of tenders</p> <p>Where tenders and quotations cause the scheme budget to be exceeded by:</p> <ul style="list-style-type: none"> up to 5%: the Director may approve such variation between 5% and 20%: the Director must report to the Strategic Leadership Team (subject to a minimum reporting level of £10,000), who may approve such variations over 20%: the Director must report to the Executive, who may approve such variations (subject to a minimum reporting level of £20,000) Subject to any variations only being approved in consultation with the Procurement Officer and the Legal Services Manager. amendments can be made to the project specification to ensure that the budget is not exceeded, Executive can be requested to approve a supplementary budget up to a maximum of £500,000 per year in aggregate, with a limit per individual supplementary of £50,000, where no savings are possible. Council can be requested to approve a supplementary budget beyond £50,000.
CONTRACTS	Capital Overspends
Report to Executive any projected increase of more than 5% on contract (min £10,000)	<p>Overspends up to £25,000 (aggregate £250,000 per annum)</p> <ul style="list-style-type: none"> Chief Executive or Section 151 Officer can approve virement.

	<ul style="list-style-type: none"> Chief Executive in consultation with the Section 151 Officer may approve a supplementary budget. <p>Overspends £25,000 to £50,000 (aggregate £500,000 per annum)</p> <ul style="list-style-type: none"> Request to Executive for virement or supplementary budget. <p>Overspends above £50,000</p> <ul style="list-style-type: none"> Request to Council for virement or supplementary budget.
INCOME	INCOME
Write Off of Debts	Write Off of Debts
<ul style="list-style-type: none"> Up to £5,000: All members of the Corporate Operations Board (COB) may give approval to write off general debts that are proven to be unrecoverable (including where the debtor is bankrupt or being wound up) or raised in error. 	<ul style="list-style-type: none"> Up to £5,000: Directors may give approval to write off general debts that are proven to be unrecoverable (including where the debtor is bankrupt or being wound up) or raised in error.
<ul style="list-style-type: none"> Between £5,001 and £10,000: All members of Strategic Leadership Board (SLB) may give approval to write off general debts as above. 	<p>Up to £10,000</p> <ul style="list-style-type: none"> SLT may give approval to write off general debts that are proven unrecoverable (including where the debtor is bankrupt or being wound up) or raised in error.
<ul style="list-style-type: none"> Between £10,001 and £25,000: The Chief Executive or Deputy Chief Executive (Corporate Direction). 	<p>Up to £25,000</p> <ul style="list-style-type: none"> The Chief Executive and Section 151 Officer have delegated authority to write off such debts. They must submit reports to Executive, at six monthly intervals, summarising those debts written off.
<ul style="list-style-type: none"> Between £25,001 and £50,000 Executive approval. 	<p>Up to £50,000</p> <ul style="list-style-type: none"> Executive must approve the write off.
<ul style="list-style-type: none"> Over £50,000: Council approval. 	<ul style="list-style-type: none"> Over £50,000: Council approval.

<p>Council Tax, NNDR and Housing Benefits Overpayments Debts</p> <p>Write off limits for Council Tax, NNDR and Housing Benefits Overpayment Debts are contained within the Debt Recovery Policy for Leicestershire Revenue and Benefit Partnership as follows:</p> <ul style="list-style-type: none"> • For debts up to but not exceeding £100 (including aggregated debts for one debtor), the delegated authority rests with the Enforcement Team Leader. • For debts greater than £100 but not exceeding £1,000 (including aggregated debts for one debtor), the delegated authority rests with the Authority's Partnership Manager. • For debts greater than £1,000 but not exceeding £10,000 (including aggregated debts for one debtor) (and for all credit balances), the delegated authority rests with the Head of Partnership. • For debts greater than £10,000 (including aggregated debts for one debtor) the request for write-off must be made in a report to the Executive. 	<p>Council Tax, NNDR and Housing Benefits Overpayments Debts</p> <p>Write off limits for Council Tax, NNDR and Housing Benefits Overpayment Debts are contained within the Debt Recovery Policy for Leicestershire Revenue and Benefit Partnership as follows:</p> <ul style="list-style-type: none"> • For debts up to but not exceeding £100 (including aggregated debts for one debtor), the delegated authority rests with the Enforcement Team Leader. • For debts greater than £100 but not exceeding £1,000 (including aggregated debts for one debtor), the delegated authority rests with the Authority's Partnership Manager. • For debts greater than £1,000 but not exceeding £10,000 (including aggregated debts for one debtor) (and for all credit balances), the delegated authority rests with the Head of Partnership. • For debts greater than £10,000, write off procedures are as stated for sundry debts.
<p>Miscellaneous Sales</p> <ul style="list-style-type: none"> • Chief Officers can authorise, if the estimated income is up to £5,000. • SLB must authorise if the estimated income is £5,001 and above and a minimum of three offers sought. 	<p>Miscellaneous Sales</p> <ul style="list-style-type: none"> • Directors can authorise, if the estimated income is up to £10,000. • SLT must authorise if the estimated income is £10,000 to £25,000 and above and a minimum of three offers sought. • SLT can give approval if the income is between £25,000- £50,000, with a report issued to the Executive. • SLT can give approval if the income over £50,000, with a report issued to the Council.

PAYMENTS

- Over £50,000 SLB to authorise.
- **£20,001 to £50,000:** Approval of Chief Executive; Deputy Chief Executive(s), or COB member required.
- **£5,001 to £20,000:** Approval of Chief Executive, SLB Member, COB Member or a Manager reporting directly to a Deputy Chief Executive.
- **Up to £5,000: COB** must compile a list of officers authorised to make payments (in consultation with SLB). The list must include the approval limit and specimen signature for each authorised Officer. The list must be sent to the Deputy Chief Executive (Corporate Direction) and reviewed annually.
- Petty Cash: **Limit is £150.**

ALL PAYMENTS ARE SUBJECT TO CORRECT ORDERING PROCEDURES BEING FOLLOWED.

PAYMENTS

Payments up to £10,000

- Directors may delegate authority for the approval of payments up to £10,000 for officers.
- SLT must compile a schedule of authorised approvers and their approval limits.
- The schedules must be submitted to the S151 Officer..
- The Section 151 Officer must be notified immediately of any changes.
- The schedules must be reviewed annually and submitted to the S151 Officer.

Payment up to £25,000.

- Must be approved by a Service Manager reporting to a Director.

Payments up to £250,000

- Must be approved by a Director having been provided with supporting evidence.

The Section 151 Officer or the Chief Executive can authorise any payment having been provided with supporting evidence.

Petty Cash: Limit is £250.

ALL PAYMENTS ARE SUBJECT TO CORRECT ORDERING PROCEDURES BEING FOLLOWED.

REVENUE BUDGETS	REVENUE BUDGETS
<p>Variations</p> <ul style="list-style-type: none"> • Under £1,000 on codes relating to supplies and services up to a maximum of £10,000 per annum: All members of the Corporate Operations Board • 20% but less than 10,000: Deputy Chief Executive (Corporate Direction) can approve virement. • Variations between £10,001 and £25,000: Chief Executive in consultation with Deputy Chief Executive (Corporate Direction) can approve virement. • Variations up to £10,000: Chief Executive in consultation with Deputy Chief Executive (Corporate Direction) can approve a supplementary budget. • Variations between £10,001 and £25,000 requiring a supplementary estimate : Can only be approved by the Chief Executive after he has been reassured that all necessary steps have been taken by the SLB Member to achieve compensating savings and in consultation with the Deputy Chief Executive (Corporate Direction). • Between £25,001 and £50,000: Executive approves virement or supplementary budget. • £50,001 and above: Council approve virement or supplementary budget. 	<p>Variations</p> <p>Variations up to £10,000:</p> <ul style="list-style-type: none"> • Section 151 Officer can approve virements to a maximum of £200,000 per year in aggregate • Directors in consultation with the S151 Officer can approve virements across their individual directorate budget heads within the same fund to a maximum of £100,000 per year in aggregate • Section 151 Officer can approve supplementary budget requests to a maximum of £200,000 per year in aggregate <p>Variations up to £25,000:</p> <ul style="list-style-type: none"> • Chief Executive in consultation with Section 151 Officer can approve virements to a maximum of £500,000 per year in aggregate • Chief Executive in consultation with the Section 151 Officer can approve supplementary budgets to a maximum of £500,000 per year in aggregate <p>Variations up £50,000:</p> <ul style="list-style-type: none"> • Executive can approve virements or supplementary budgets to a maximum of £500,000 per year in aggregate <p>Variations over £50,000:</p> <p>Request to Council for virement or supplementary budget.</p>
ORDERS FOR WORKS, GOODS AND SERVICES	ORDERS FOR WORKS, GOODS AND SERVICES
<p>Authorisation</p> <ul style="list-style-type: none"> • Over £50,000: SLB Members must approve. • Between £10,001 and £50,000: SLB or COB Members must approve. • Up to £10,000: COB Members must compile a list of officers authorised to approve orders (in consultation with SLB). The list must include the approval limit and specimen signature for each authorised Officer. The list must be sent to the Deputy Chief Executive (Corporate Direction) and reviewed annually. <p>Ordering Procedure</p> <ul style="list-style-type: none"> • The current Contact Procedure Rules and Financial Procedure Rules regarding revenue and capital budgets must be strictly observed. • No splitting of orders to avoid the relevant procedure! • Orders for more than one year and/or more than one department must be for the total value over the full period. <p>Before proceeding to raise an order/enter into a new contract for the supply of goods, works or services, the procuring officer should first ensure that there are:</p> <ul style="list-style-type: none"> • No current in-house arrangements in existence. 	<p>Authorisation</p> <p>Orders up to £10,000</p> <ul style="list-style-type: none"> • Directors may delegate authority for the approval of orders up to £10,000. • SLT must compile a schedule of authorised approvers and their approval limits. • The schedules must be submitted to the S151 Officer. • The Section 151 Officer must be notified immediately of any changes. • The schedules must be reviewed annually and submitted to the S151 officer. <p>Orders up to £25,000.</p> <ul style="list-style-type: none"> • Must be approved by a Service Manager reporting to a Director. <p>Orders up to £250,000</p> <ul style="list-style-type: none"> • For orders up to £250,000 a Director must authorise the order having been provided with evidence that the rules stipulated under the Council's Contract

- No current ESPO/OGC arrangements in place.
 - No current Corporate Contracts in place.
- The following limits apply:
- **Orders up to £5,000:** Informal prices.
 - **£5,001 to £20,000:** 2 written quotations.
 - **£20,001 to £50,000:** 3 written quotations on the basis of a detailed specification **and the Council's Procurement Manager must be consulted.**
 - **£50,001 +:** The formal tendering procedure, set out in Contract Procedure Rules must be used **and the Council's Procurement Manager must be consulted. Where the Council is a lead Authority in procuring goods or services for a number of authorities, it is the gross value of the order that will determine the level of authorisation.**

Procedures have been applied.

The Section 151 Officer or the Chief Executive can authorise any order having been provided with evidence that the rules stipulated under the Council's Contract Procedures have been applied.

Ordering Procedure

- The current Contact Procedure Rules and Financial Procedure Rules regarding revenue and capital budgets must be strictly observed.
- No splitting of orders to avoid the relevant procedure!
- Orders for more than one year and/or more than one service must be for the total value over the full period.

Before proceeding to raise an order/enter into a new contract for the supply of goods, works or services, the procuring officer should first ensure that there are:

- No current in-house arrangements in existence.
- No current Corporate Contracts in place.

The following limits apply:

- Orders up to £5,000: Informal prices.
- £5,001 to £20,000: 2 written quotations.
- £20,001 to £50,000: 3 written quotations on the basis of a detailed specification and the Council's Procurement Officer must be consulted.
- £50,001 +: The formal tendering procedure, set out in Contract Procedure Rules must be used and the Council's Procurement Officer must be consulted. Where the Council is a lead Authority in procuring goods or services for a number of authorities, it is the gross value of the order that will determine the level of authorisation.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

15 JUNE 2017 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile and Mr KWP Lynch – Vice-Chairmen

Mr DC Bill MBE, Mr WJ Crooks, Mr RB Roberts, Mr BE Sutton, Mr P Wallace and Mr HG Williams

Also in attendance: Councillor CW Boothby, Councillor K Morrell, Councillor M Nickerson and Councillor A Wright

Officers in attendance: Rachel Burgess, Julie Kenny, Helen Knott, Rebecca Owen and Sharon Stacey

25 DECLARATIONS OF INTEREST

No declarations were made at this stage.

28 ANNUAL REVIEW OF THE CONSTITUTION 2017

Members received a report which highlighted recommended changes to the council's constitution. It was noted that the document had been completely rewritten and reformatted yet there were relatively few substantive changes to the content. A member asked whether there was any intention to increase the number of Executive members (due to the recommended amended wording in relation to the appointment of Executive members), and in response it was reported that this change was included following a change in legislation and not due to an intention to amend the numbers.

RESOLVED – the constitution be RECOMMENDED to Council for approval.

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