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Hinckley & Bosworth
Borough Council

A Borough to be proud of

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 07 June 2017

To: Members of the Scrutiny Commission

Mr MR Lay (Chairman)	Mr RB Roberts
Mrs R Camamile (Vice-Chairman)	Mr BE Sutton
Mr KWP Lynch (Vice-Chairman)	Mr P Wallace
Mr DC Bill MBE	Mr R Ward
Mr SL Bray	Mr HG Williams
Mr WJ Crooks	

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **SCRUTINY COMMISSION** in the De Montfort Suite, Hinckley Hub on **THURSDAY, 15 JUNE 2017 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Rebecca Owen
Democratic Services Officer

SCRUTINY COMMISSION - 15 JUNE 2017

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES

To follow.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS

To hear any questions in accordance with Council Procedure Rule 10.

6. PLANNING APPEALS UPDATE (Pages 1 - 10)

Report to update members on the progress of current planning appeals.

7. BLABY AND HINCKLEY & BOSWORTH COMMUNITY SAFETY PARTNERSHIP UPDATE (Pages 11 - 32)

To update the Scrutiny Commission on the role, focus, performance, successes and challenges for Hinckley & Bosworth Borough in relation to the Blaby and Hinckley & Bosworth Community Safety Partnership.

8. ANNUAL REVIEW OF THE CONSTITUTION 2017 (Pages 33 - 46)

To present the revised constitution for recommendation to Council.

9. SCRUTINY COMMISSION WORK PROGRAMME 2016-18 (Pages 47 - 52)

Work programme attached.



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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 15 JUNE 2017

WARDS AFFECTED: ALL WARDS

PLANNING APPEALS UPDATE

Report of Director (Environment and Planning)

PURPOSE OF REPORT

1.1 To update members on the progress of current planning appeals.

2. RECOMMENDATION

2.1 That Scrutiny note the report and the appeal decisions attached at Appendix 1 and current appeals attached at Appendix 2.

3. BACKGROUND TO THE REPORT

3.1 The Performance Indicator (PI) for appeals is that 60% of all appeals should be dismissed. The table below shows the last two financial years.

Year	No of Appeals	Appeals Dismissed (%)
2016/2017	37	81%
2015/2016	27	78%

3.2 The appeal decisions set out in Appendix 1 shows that since the last report in October 2016 there has been 15 appeals decided. Of these 4 were allowed, 10 dismissed and 1 withdrawn by the applicant. This results in a success rate of 73% of all appeals lodged.

3.3 The appeal progress report at Appendix 2 includes current progress on outstanding appeals for members' information. Members are asked to note the contents of the report and also that on most of the appeals the Council is awaiting the Inspector's decision including a decision of Good Friday and Land adjacent to Hissar House Farm. Updates will be provided to Planning Committee and direct to Ward Members when they are received.

3.4 The dual appeal at Beech Drive by J H Hallam and Sons for up to 49 dwellings was withdrawn by the applicant prior to the Public Inquiry. The Council has submitted a

cost claim against the appellant due to the late withdrawal of the appeal and the abortive work carried out by the Council, the Council's appointed consultants and the Council's appointed barrister. The Council are currently waiting to hear from the Inspectorate as to whether the Council have been successful in receiving either a partial or full award of costs

3.5 A cost claim against the Council has also been submitted to the Planning Inspectorate in relation to the Klondike public inquiry both in relation to the Enforcement Notice and the Planning Appeal. The Council are waiting to hear from the Planning Inspector as to whether they will grant the Appellant an award of costs against the Council.

3.6 There are currently no outstanding public inquiries nor any appeals relating to the refusal of large housing developments lodged with the Council which can be seen as a testament to the success of the adopted Site Allocations and Development Management Policies DPD and the improved working practices between members and officers..

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

4.1 Not exempt

5. FINANCIAL IMPLICATIONS [TF]

5.1 The outcome cost claim submitted by the council in relation to Beech Drive is unknown.

5.2 The outcome cost claim in relation to Klondyke is unknown.

5.3 The costs relating to the current appeals included in appendix 2 are to be met from existing resources.

6. LEGAL IMPLICATIONS [AR]

6.1 None

7. CORPORATE PLAN IMPLICATIONS

7.1 The Council needs to manage its performance through its Performance Management Framework with regard to appeals and has performed above the adopted PI of 60%.

7.2 It also ensures that the Council is ensuring that it is meeting the priorities of the Corporate Plan particularly *Places – Creating clean and attractive places to live and work.*

8. CONSULTATION

8.1 None required

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.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The report provides an update to Scrutiny of current appeal cases. The implications of these appeals are determined on a case by case basis and can affect the planning balance when considering individual planning applications affecting all sections of the community.

10.2 As this report does not propose any amendment to a service or Policy, an Equality Impact Assessment is not relevant.

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: Relevant Planning Applications documents available on the Council's Planning Portal

Contact Officer: Nicola Smith ext 5970
Executive Member: Councillor Rooney

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Appendix 1 Appeal Decisions

Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
Mr Shaun Hussey C/o Agent	Land To The Rear Of 25 & 27 Burbage Road Burbage Hinckley Leicestershire LE10 2TS Subdivision of rear gardens of No's. 25, 27 and 29 and erection of four dwellings and erection of single garages for No's. 25 & 27 16/00178/FUL	Written Reps Committee Decision	Appeal Allowed 06/12/2016	Member Decision
Mrs Lynette Fallowes Highfield Farm No Mans Heath Road Chilcote Swadlincote Derbys DE12 8DJ	8 Wood Lane Norton Juxta Twycross Atherstone Leicestershire CV9 3QB Erection of 3 dwellings (outline - access and layout) (revised scheme) 15/00536/OUT	Written Reps Committee Decision	Appeal Dismissed 25/01/2017	Member Decision
J H Hallam & Son Limited 4C Stretton Road Great Glen Leicester LE8 9GN	Land Beech Drive Thornton Leicestershire Residential development of up to 49 dwellings (Outline - access) 14/01274/OUT	Public Inquiry Committee Decision	Appeal Withdrawn 08/02/2017	Member Decision
J H Hallam & Son Limited 4C Stretton Road Great Glen Leicester LE8 9GN	Land At Beech Drive Thornton Leicestershire Residential development of up to 48 dwellings (outline -	Public Inquiry Committee Decision	Appeal Withdrawn 08/02/2017	Member Decision

Appendix 1 Appeal Decisions

	access only) (resubmission) 16/00311/OUT			
Mr And Mrs Stokes 90 Forest Road Hinckley Leicestershire LE10 1HB	90 Forest Road Hinckley Leicestershire LE10 1HB Complaint High Hedges 15/00816/HEDGE	Written Reps Delegated Decision	Appeal Allowed - Notice Varied 14/12/2016	Hedgerow Remedial Notice Served
Mr John Holcroft San Giovanni Mill Lane Sheepy Parva Atherstone Leicestershire CV9 3RL	San Giovanni Mill Lane Sheepy Parva Atherstone Leicestershire CV9 3RL Removal of condition 4 of planning permission 14/00099/FUL to remove the obscure windows (retrospective) 16/00117/CONDIT	Written Reps Delegated Decision	Appeal Allowed 03/10/2016	Officer Decision
Mr Daniel Luczywo 27 Church Road Nailstone Nuneaton Leicestershire CV13 0QH	27 Church Road Nailstone Nuneaton Leicestershire CV13 0QH Erection of one dwelling with associated access 16/00618/FUL	Written Reps Delegated Decision	Appeal Allowed 05/04/2017	Officer Decision
The Breson Partnership 34 Keats Lane Earl Shilton LE9 7DR	9 Equity Road East Earl Shilton Leicester Leicestershire LE9 7FZ Erection of 2 no. dormer bungalows with 2 no. detached garages	Written Reps Delegated Decision	Appeal Dismissed 30/11/2016	Officer Decision

Appendix 1 Appeal Decisions

	16/00339/FUL			
Mr Nigel Salt C/O Agent	Cadeby Hall Main Street Cadeby Nuneaton Leicestershire CV13 0AX Erection of two detached dwellings (revised scheme) 16/00386/FUL	Written Reps Delegated Decision	Appeal Dismissed 25/11/2016	Officer Decision
Miss Susan Johnson Polebrook Hayes Farm 3 Markfield Lane Botcheston Leicester Leicestershire LE9 9FH	Polebrook Hayes Farm 3 Markfield Lane Botcheston Leicester Leicestershire LE9 9FJ Change of use and extension of agricultural building to form an agricultural workers dwelling and erection of agricultural building (resubmission) 16/00202/FUL	Written Reps Delegated Decision	Appeal Dismissed 02/12/2016	Officer Decision
Mr Nigel Osbourne Peckleton House Farm Desford Lane Kirkby Mallory Leicestershire LE9 7QF	Peckleton House Farm Land North Of Kirkby Lane Peckleton Leicester Leicestershire LE9 7QF Erection of one dwelling 16/00505/FUL	Written Reps Delegated Decision	Appeal Dismissed 03/03/2017	Officer Decision

Appendix 1 Appeal Decisions

Mr Ian Holdaway Mancetter Farm Quarry Lane CV9	Land South West Of Charnwood House Thornton Lane Markfield Leicestershire Erection of 4 dwellings (outline - access only) 16/00362/OUT	Written Reps Delegated Decision	Appeal Dismissed 19/12/2016	Officer Decision
Mr & Mrs V & T Hunter 2 Delaware Road Evington LE5 6LG	62 Forresters Road Burbage Hinckley Leicestershire LE10 2RX Erection of a detached dwelling (Outline - access only) 16/00835/OUT	Written Reps Delegated Decision	Appeal Dismissed 01/03/2017	Officer Decision
Mr Daemon Johnson 14 Landseer Drive Hinckley LE10 0GF	23C Wood Street Hinckley Leicestershire LE10 1JQ Change of use to dog day care and dog grooming centre (retrospective) 16/00883/COU	Written Reps Delegated Decision	Appeal Dismissed 12/04/2017	Officer Decision
Adam Powell 38 The Limes Ravenstone Coalville LE67 2NW	1A Everards Way Stanton Under Bardon Markfield Leicestershire LE67 9TH Fell and replace laburnum (T1) and silver birch (T2), crown lift silver birch (T3) and fell rowan (T5) 16/00487/TPO	Hearing Delegated Decision	Appeal Dismissed 17/01/2017	Officer Decision

Appendix 2 Current Appeals

APPLICATION NO	TYPE	APPELLANT	DEVELOPMENT	SITUATION
16/00944/FUL (PINS REF 3174674)	Written Reps	Mr Patrick Godden c/o Agent	Upper Grange Farm 1A Ratby Lane Markfield (Erection of new dwelling and conversion of existing hydro pool to garages)	Awaiting Start Date
16/00726/OUT (PINS Ref 3174326)	Informal Hearing	Ms J Perrin c/o Agent	65 Coventry Road Burbage Hinckley (Demolition of no. 65 Coventry Road and erection of 13 no. dwellings (outline - access, layout and scale))	Awaiting Start Date
16/00757/FUL (PINS Ref 3173503)	Written Reps	Mrs Rita Morley 5 Whitehouse Close Groby	5 White House Close Groby (Erection of 1 dwelling (resubmission))	Awaiting Start Date
16/01003/OUT (PINS Ref 3173191)	Written Reps	Mr & Mrs Raynor Hill Rise Station Road Desford	Land Adj Hill Rise Station Road Desford (Two new dwellings (outline - access and layout))	Awaiting Start Date
16/00973/HOU (PINS Ref 3171542)	Written Reps	Mr P Lee Hideaway Witherley Atherstone	Hideaway 4B Hunt Lane Witherley (Erection of a single storey link between the garage and the dwelling)	Awaiting Decision
16/01033/HOU (PINS Ref 3171481)	Written Reps	Mr Manjit Singh 8 Drovers Way Desford	8 Drovers Way Desford (Single storey rear extension)	Awaiting Decision

Appendix 2 Current Appeals

16/00592/OUT (PINS Ref 3169951)	Written Reps	Mr William Richardson 295 Main Street Stanton Under Bardon LE67 9TQ	Land Adjacent To 5 Thornton Lane Stanton Under Bardon (Erection of up to 2 dwellings (outline - access only))	Awaiting Decision
16/00674/OUT (PINS Ref 3167591)	Written Reps	Mr & Mrs Payne Robert and Linda Oak Farm Lycheigate Lane Aston Flamville Hinckley	Oak Farm Lycheigate Lane Burbage (Erection of one dwelling (outline - access, layout and scale))	Awaiting Decision
16/00113/COU (PINS Ref 3157918)	Informal Hearing	Mr Fred Price c/o Agent	Land Adj. Hissar House Farm Leicester Road Hinckley LE9 8BB (Change of use of land for gypsy/traveller site for the provision of two static caravans, one touring caravan, erection of two amenity buildings and associated infrastructure)	Awaiting Decision
15/01243/COU (PINS Ref 3154702)	Informal Hearing	Mr P Reilly and Others Good Friday Caravan Site Bagworth Road Barlestone CV13 0QJ	Good Friday Caravan Site Bagworth Road Barlestone (Retention of five traveller pitches)	Awaiting Decision
15/00933/CLUE (PINS Ref 3143504)	Public Inquiry	Mr Arthur McDonagh	Land To The North Of Newton Linford Lane Newtown Linford Lane Groby (Application for a Certificate of Lawful Existing Use for a dwelling)	Awaiting Decision



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FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission 15 June 2017

WARDS AFFECTED: ALL WARDS in Hinckley and Bosworth Borough

BLABY AND HINCKLEY AND BOSWORTH COMMUNITY SAFETY PARTNERSHIP UPDATE (HINCKLEY AND BOSWORTH AREA)

Report of Director (Community Services) (Hinckley and Bosworth)

1. PURPOSE OF REPORT

- 1.1 To update Scrutiny on the role, focus, performance, successes and challenges for Hinckley and Bosworth borough in relation to the Blaby and Hinckley and Bosworth Community Safety Partnership.

2. RECOMMENDATIONS

- 2.1 That Scrutiny notes the content of this report.
- 2.2 That the joint partnership continues to provide the Scrutiny Commission with six monthly Community Safety Partnership performance update reports.
- 2.3 That scrutiny notes the successes and challenges for the Community Safety Partnership along with the key proactive initiatives and campaigns that have been undertaken.

3. BACKGROUND TO THE REPORT

- 3.1 Blaby District and Hinckley & Bosworth Borough Community Safety Partnerships joined together informally in 2010 and have since then been effectively working together, sharing resources and delivering excellent outcomes for the communities they serve.
- 3.2 The effectiveness of this strategic partnership was recognised in 2016 with the formal approval for this working arrangement from the Police and Crime Commissioner. The name of the formal partnership is 'Blaby and Hinckley and Bosworth Community Safety Partnership'. The merged Community Safety Partnership matches the boundaries of the Neighbourhood Policing Area (NPA) which covers both Blaby and Hinckley and Bosworth.
- 3.3 The CSP has kept its focus at a local level by operationally having local tactical groups and joint action groups for Hinckley and Bosworth borough which tackles crime and disorder at a local level relevant to the borough. Where appropriate

resources will be linked in to Blaby but this operational structure enables us to ensure we are tackling the key threats for our borough.

- 3.4 The partnership has a current 3 year Community Safety Strategy 2017-20, this is available for download on the community safety pages at www.hinckley-bosworth.gov.uk or www.blaby.gov.uk and is attached at Appendix 1. The priorities in the strategy have been developed using information and data about crime and disorder issues across the district and borough and take into account the issues local people consider to be of most concern.
- 3.5 Action plans and a robust performance management system are in place to ensure delivery of the Community Safety Strategy.
- 3.6 External funding to assist in the work of the partnership primarily comes via the Police and Crime Commissioner's Partnership Locality Fund. The Partnership Locality Fund (PLF) is bid for each year. This enables the partnership to commission and recommission services that enable it to achieve the actions that meet objectives set in the Community Safety Strategy and in the local Police and Crime Plan.
- 3.6.1 The current funding awarded for 2017-18 to the Partnership for Hinckley and Bosworth is £49,573.

4.0 THE ROLE OF THE PARTNERSHIP

- 4.1 The Crime & Disorder Act 1998 provides the framework for the establishment of Community Safety Partnerships (CSP's).
- 4.2 Membership must include the "Responsible Authorities" as defined by the Crime and Disorder Act 1998. The responsible authorities on the local partnership are Blaby District Council, Hinckley and Bosworth Borough Council, Leicestershire County Council, Police, Fire & Rescue Service, Clinical Commissioning Groups and Probation.
- 4.3 Key responsibilities of the Partnership include:
 - 4.3.1 To oversee analysis of crime and disorder and ensure evidence based approach to priority setting.
 - 4.3.2 To agree priorities at a local level and ensure there is a 3 year Community Safety Strategy and supporting action plans in place.
 - 4.3.3 To keep a strategic overview of progress against delivery of its Strategy and action plans.
 - 4.3.4 To contribute to the development of other local strategies and plans which are aligned to the community safety agenda, such as Health and Well-Being, to ensure better use of resources, avoid duplication and provide better outcomes.
 - 4.3.5 To ensure establishment and delivery of Domestic Homicide Reviews.
 - 4.3.6 To approve the allocation of funding received by the Community Safety Partnership.
 - 4.3.7 To ensure that any changes in the community safety landscape are effectively managed.

4.3.8 To ensure that the work of the partnership supports the Police and Crime Plan and that effective links are established with the Police and Crime Commissioner.

5.0 THE FOCUS OF THE PARTNERSHIP

5.1 The Community Safety Partnership delivers a wealth of work around three key areas of focus:

5.1.1 Protecting and supporting people

The partnership works to support victims of domestic abuse. The domestic abuse outreach service provides emotional and practical support for victims and deals with not only the immediate safety concerns but also works with victims in group environments to ensure that they have the tools to move on from their experiences. The partnership also works with secondary victims of domestic abuse and the children's service, now in its third year in Hinckley, works therapeutically with children and young people who have been affected by domestic abuse to improve their health and well being and help stem the cycle of abuse.

The partnership provides support to individuals with substance misuse issues, individuals receive short term intervention work and are referred into appropriate agencies for long term support where needed.

Early intervention work is a key part of the Partnership's role ensuring that wherever possible vulnerabilities of individuals are identified and addressed early before escalation occurs. Work with vulnerable victims, witnesses and perpetrators takes place on a daily basis, appropriate referrals are made and close work with partner agencies helps to ensure appropriate support is in place.

Hate Crime is an area of crime that is under reported and has a significant impact on the victim. The partnership works hard to raise awareness of hate crime and to ensure that people are aware of how to report it; this includes campaigns and training in relation to hate crime. The partnership works closely with partners across the county to ensure a consistent approach to tackling hate crime.

The partnership delivers a home security scheme for vulnerable people. This scheme fits locks, bolts, window alarms etc. in homes of people who may have certain vulnerabilities or who may be living in fear of crime.

The Partnership has already increased the amount of work it does in raising awareness of how to spot the signs of certain emerging threat areas that target vulnerable people such as Child Sexual Exploitation. This work will continue this year with 'spot the signs' work planned around Child Sexual Exploitation, Modern Day Slavery and Scams.

The partnership delivers prevention work to young people and teachers in schools, to agencies and the public so that they can help protect themselves from harm and are better able to make informed choices. Awareness around topics such as drugs and alcohol, new psychoactive substances (so called "legal highs"), hate crime and healthy relationships are delivered on a regular basis.

5.1.2 Reducing Offending and Re-offending

The Endeavour Team work effectively on a daily basis to tackle anti-social behaviour and community protection issues in the borough. The team case manage issues ensuring that a proactive approach is taken to effectively deal with the issue whilst also making sure that the victim is supported and that vulnerabilities of the

perpetrator are managed. The team actively use legislation available to them via the Anti-social Behaviour, Crime and Policing Act 2014.

Work starts at an early age to educate young people on citizenship and the negative impact anti-social behaviour has on communities. The partnership delivers an anti-social behaviour programme in primary schools called 'ASB Busters' that has been developed in-house. The team also work with a high number of young people in high schools to ensure that they know the impact of anti-social behaviour and the potential consequences for them if they are involved in such behaviour.

Diversionary activities and programmes are provided throughout the year to try and divert young people away from crime and anti-social behaviour via community houses, youth offending services and partnership commissioned services such as 'streetvibe' young people services.

Campaigns and awareness events are delivered throughout the year to help stem potential increases in crime, increase reporting and to provide people with crime prevention advice.

The partnership also delivers work to tackle rural crime. Rural Watch has been established last year and work will continue to develop this scheme and work closely with our rural communities.

The Partnership's Endeavour Tactical Group and Joint Action Group (JAG) work throughout the year to identify and tackle threat, risk and harm to communities and individuals. They each meet on a monthly basis with the JAG working to protect vulnerable people and the tactical group working to tackle emerging threats and place based issues.

5.1.3 Improving Community Confidence and Cohesion

The Partnership has increased its promotion of its successes over the last year. This includes the production of a dedicated 6 monthly newsletter. This area of work will continue to be developed over the next financial year.

Regular promotion of services available takes place to encourage people to report crime and disorder particularly for under reported crimes such as hate crime, scams and domestic abuse.

A number of initiatives to improve community cohesion and capacity take place via the community houses in conjunction with voluntary services.

The community are consulted year round about their priorities and issues regarding crime and disorder. This intelligence is fed into strategies and action plans to ensure we are tackling what matters most to our communities.

A local PREVENT (anti-radicalisation) action plan is in place locally.

This year the partnership is looking to develop the understanding of the public on what happens on a daily basis to help protect them by providing more case study type briefings on the wide variety of work we deliver on.

6.0 PERFORMANCE

- 6.1 The partnership works actively in specific locations, targets known offenders, proactively identifies and supports vulnerable people and works with local people to

build confidence and satisfaction with the way we deal with crime and anti-social behaviour.

- 6.2 The effectiveness of the CSP is measured against performance indicators around crime and antisocial behaviour figures and against the partnership action plans. Data is both quantitative and qualitative in nature. Performance is also fed back to the Office of the Police and Crime Commissioner (OPCC) for all the projects and initiatives in the action plans that receive funding from the OPCC.
- 6.3 All of the partnership action plans for 2016-17 were completed and are summarised in Appendix 2.
- 6.4 All projects commissioned by the Office of Police and Crime Commissioner (OPCC) were completed in 2016-17 and all targets were met, and exceeded in many cases. Performance reports have been successfully submitted and approved by the OPCC on a quarterly basis.
- 6.5 Police Crime and Anti-social Behaviour Statistics

Fig 1.1 Police Statistics for Hinckley and Bosworth (H&B) and Leicester, Leicestershire and Rutland (LLR)

PERFORMANCE MEASURE	2015/16 Recorded Offences H&B	2016/17 Recorded Offences H&B	Year on Year % change H&B	Year on Year % Change LLR	2 year trend H&B	2 year trend LLR
TOTAL CRIME	4746	5433	+14.5%	+13%	↑	↑
DOMESTIC BURGLARY	296	354	+19.6%	+1.7%	↑	↑
THEFT FROM MOTOR VEHICLE	561	673	+20%	+7%	↑	↑
THEFT OF MOTOR VEHICLE	164	193	+17.7%	+4.1%	↑	↑
VIOLENCE WITH INJURY	337	459	+36.2%	+32%	↑	↑
DOMESTIC VIOLENCE WITH INJURY	121	182	+50.4%	+49.8%	↑	↑
CRIMINAL DAMAGE	694	716	+3.2%	+1.1%	↑	↑
SHOPLIFTING	505	485	-4%	+9.1%	↑	↑
ASB REPORTED (POLICE DATA)	1324	1382	+4.4%	+10.4%	↓	↓

Points of note:

-Violence with Injury and Domestic Abuse with Injury showed significant increases year on year. Recorded figures in these crime categories were particularly low for 2015/16. The increase in these categories over a two year period is significantly less both for Hinckley and Bosworth and LLR wide. Locally in Hinckley and Bosworth the two year % increases are 14% for Violence with Injury and 7.7% for Domestic Violence with Injury.

-The CSP currently use police crime data to highlight potential areas of threat. Potential threat areas can then be used to do more analysis on key areas, for example further work is

currently underway by the CSP to more fully understand violent crime trends and this will be used in conjunction with practitioner knowledge to better inform any actions needed. It should be noted that caution should be used when using police data solely as a reliable measure of trends, see paragraph below from Office of National Statistics report at <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/bulletins/crimeinenlandandwales/yearendingdec2016>:

Police recorded crime is not currently considered a reliable measure of trends in crime for most crime types, since it is prone to changes in recording practices and police activity as well as changing behaviour in public reporting of crime. As a result, trends will not always reflect changing levels of criminal activity. Apparent increases in police recorded crime seen over the last 2 years may reflect a number of factors, including tightening of recording practice, process improvements, increases in reporting by victims and also genuine increases in the levels of crime. It is often difficult to disentangle these different factors.

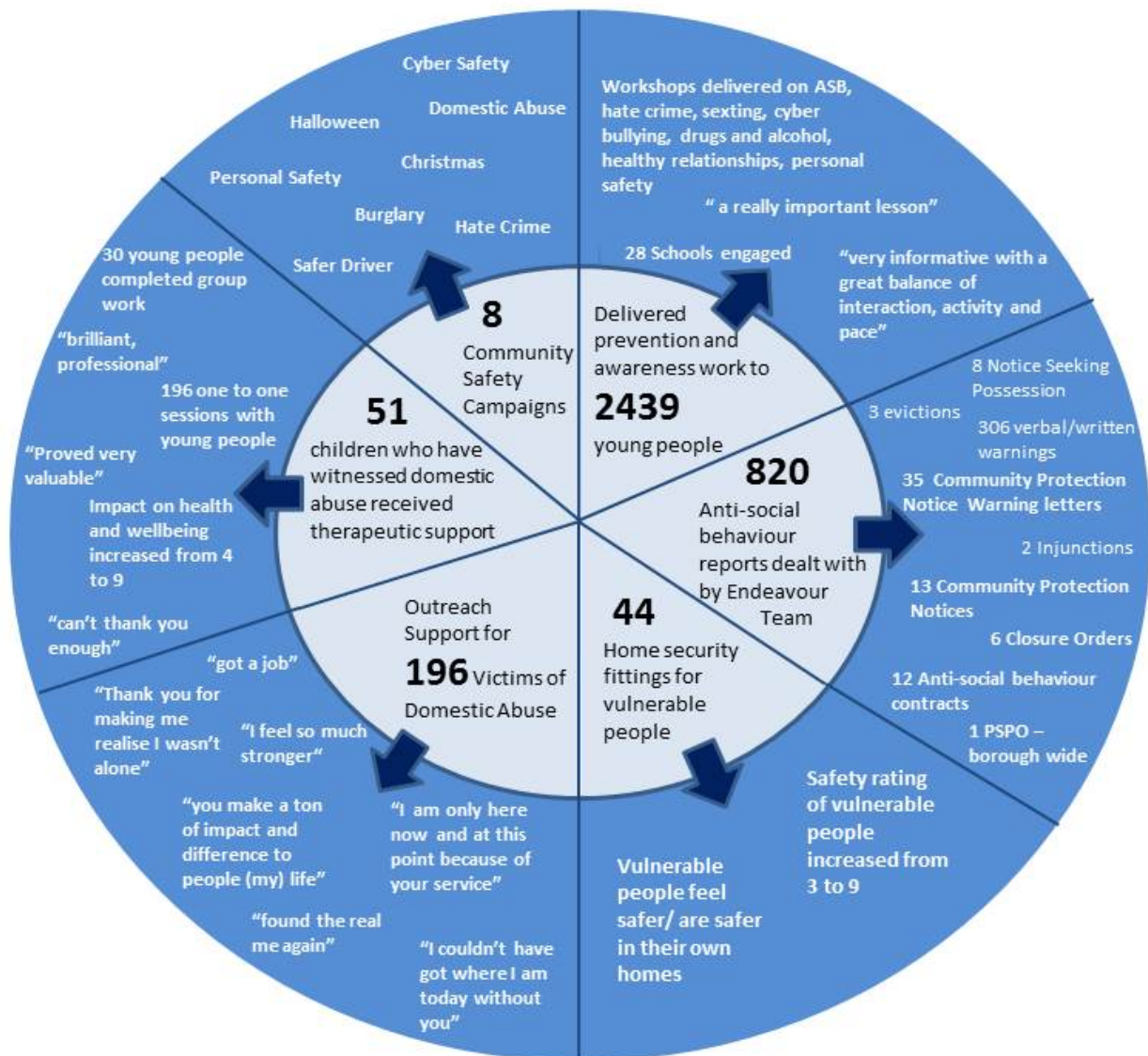
-Nationally the police recorded a total of 4.8 million offences in the year ending December 2016, an annual rise of 9%. The Office of National Statistics gives guidance that police crime figures need to be considered in the knowledge that there are potentially other drivers for increases/changes in crime numbers. The following paragraph is detailed on the ONS website in conjunction with the annual crime figures for year ending December 2016:

the large volume increases driving this trend are thought to reflect changes in recording processes and practices rather than crime.

However, there appeared to be smaller but genuine increases in some of the lower volume but higher harm categories of police recorded violence, including homicide and knife crime. There were also small increases in some offences where recording practices are less likely to have been a driving factor. For example, it is likely that recent rises in burglary and robbery reflect some genuine increases in crime. However, these recent increases should be seen in the context of substantial falls in such crime over the longer-term.

6.6 Outputs and outcomes from the work of the Community Safety Partnership 2016-17

Fig 1.2 below shows some key outputs and outcomes from the work of the Community Safety Partnership 2016-17



7.0 CHALLENGES

7.1 In summary the Partnership faces the following performance challenges:

The 2 year trend for crime figures is rising in several key areas.

7.2 The partnership faces a number of new challenges in the form of new emerging priorities, in particular cybercrime and child sexual exploitation.

7.3 Partnership action plans are in place to tackle any current or emerging performance challenges as listed above.

- 7.4 The community safety funding landscape has seen significant changes over the last several years. Currently dedicated funding for the work of the Community Safety Partnership comes from the Police and Crime Commissioner in the form of a Partnership Locality Fund.
- 7.5 Our communities and the needs of our communities are constantly changing. There are a number of newer communities such as Eastern European communities, an increasingly elderly population and there has also been a real shift to the complex nature of some of the problems that we have to deal with, in that they more and more often involve mental health and substance misuse issues.
- 7.6 In 2006, there was one police officer for every 430 residents in Leicester, Leicestershire, and Rutland. Today that ratio is one to every 599 residents. Over that timeframe, the population has grown by 13% and the police overall budget has been cut by £38m.
- 7.7 Leicestershire Police, like any business or organisation faced with such changes detailed in 7.6, has to adapt and find new ways of doing more with less. On fewer resources, they are faced with a higher demand for work in some high harm areas such as child sexual exploitation and domestic abuse whilst still having to tackle relatively lower level crimes that affect communities such as vehicle crime and acts of vandalism.

8. SUCCESSSES

- 8.1 The partnership has developed a new 3 year strategy. Public consultation formed part of this, as did workshops in schools to ensure young people's views were incorporated into the new strategy. Action plans have been developed with partners to support the delivery of the strategy.
- 8.2 There is a two year downward trend in anti-social behaviour across the borough. This is an area of work that both the Neighbourhood policing Unit and the Endeavour Team have focussed highly on and an area where we have extremely robust working practices at a local level.
- 8.3 In 2016-17 compared to 2015-16 there have been increases in reporting of hate crime and domestic abuse, which is seen as a positive performance. It is known that hate crime and domestic abuse are significantly under reported and the role of the partnership is to increase confidence in reporting and get more people to report these high harm crimes.
- 8.4 The diagram in section 6.6 of this report (Fig 1.2) highlights some of the successful outputs and outcomes of the work of the partnership during 2016/17.
- 8.5 The following joint campaigns have been delivered by the partnership in 2016-17:
- Personal Safety Campaign - lunchtime sessions with young people in the run up to schools holidays raising awareness of water safety, ASB and drugs and alcohol.
 - Halloween Campaign in October to combat anti-social behaviour in this period – anti-social behaviour during this period was low; this has been the case for the last three years.
 - Burglary Campaign in October aiming to halt the seasonal increase in burglary during the winter months – there were 96 burglaries recorded in quarter 3 of 2016/17

compared to 106 in the same period in 2015/16 so a small reduction was realised year on year.

- Hate Crime Campaign which aimed to raise awareness and increase reporting of hate crime – hate crime reporting has increased this financial year.
- Cyber crime campaign to make public, staff, community groups and businesses aware of the key steps to take to reduce their chances of becoming victims of on-line crime.
- Domestic Abuse Campaign in November- awareness raising of how to report domestic abuse, a dedicated piece of work around awareness raising with the polish community including the production of a leaflet in Polish and fund raising for victims.
- Christmas Campaign which aimed to halt seasonal crime such as public order offences over the Christmas period and to promote support services for victims of domestic abuse – domestic abuse reporting has increased this financial year, public order offences were low for Dec/Jan – 3 offences- which is the same as for the period the previous year.
- A very successful safer driver event was held at the Hinckley Hub and was attended by 200 + people. This event aimed to raise awareness of the four main causes of road deaths and took place on March 1st 2017 to coincide with the new tougher penalties for driving whilst using a mobile phone.

8.6 Successful events to promote tolerance in communities and highlight the impact of hate crime:

- 'Black Roses' hate crime event in July raising awareness of hate crime with over 1000 young people in Groby schools and college.

- Hinckley and Bosworth Community Relations Forum event delivered in October to promote community cohesion and to raise awareness of hate crime with community groups

8.7 PREVENT (anti-radicalisation strategy) local action plans in place. 10 showings of the new alter ego Prevent play have been commissioned to go into schools across the borough in 2017 and a public showing is being planned for the Autumn. Training has been delivered to staff in both areas.

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

9.1 The report should be considered in open session.

10. FINANCIAL IMPLICATIONS [TF]

10.1 None

11. LEGAL IMPLICATIONS [MR]

11.1 The consideration of this report complies with the requirements of the Blaby and Hinckley and Bosworth Community Safety Partnership Agreement.

12. CORPORATE PLAN IMPLICATIONS

12.1 This report relates to all 3 Priority Ambitions of Hinckley and Bosworth Borough Council's Corporate Plan 2017-21, namely:

- People
- Places
- Prosperity

13. CONSULTATION

- 13.1 The joint community safety partnership has a joint consultation on community safety concerns that is available for completion all year. Feedback is used to feed concerns into operational work streams.
- 13.2 A full consultation exercise was completed in November 2016 to ensure that feedback from public, partners and stakeholders is taken into account when setting priorities for next year and for the new Strategy 2017-20.

14. RISK IMPLICATIONS

14.1

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Performance Risks identified as challenges under Section 6 of this report	Performance risks are managed on a regular basis via tactical groups and action plans are in place.	RB/SS

15. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 15.1 The impact on rural areas of the Borough has been addressed within the Partnership's action plans 2017-18.
- 15.2 An Equality Impact Assessment has been completed for the current Community Safety Partnership Strategy 2017-20.

16. CORPORATE IMPLICATIONS

- 16.1 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: Appendix 1- Community Safety Strategy 2017-20
Appendix 2- CSP Action Plan Summary 2016-17

Contact Officers: Sharon Stacey (Hinckley ext 5636)

Executive Member: Councillor Chris Boothby

Introduction

The Community Safety Partnership (CSP) brings together a collection of people and organisations that have a real commitment to do everything in their power to have a positive impact on reducing crime and disorder, protecting people from harm and to work closely alongside local communities in bringing about a sense of safety for all.

Our Purpose

Keeping everyone safe is at the heart of everything we are striving to achieve. The primary purpose of the CSP is to work together to make people and neighbourhoods within the District of Blaby and the Borough of Hinckley & Bosworth safer.

Our Priority Themes and Focus

Protecting and Supporting People

- Provide support for victims, witnesses and perpetrators
- Increase reporting of domestic abuse and hate crime and ensure positive outcomes for victims
- Provide support for victims of domestic abuse and children who have witnessed abuse
- Provide early intervention and awareness to help protect individuals from harm
- Work with young people in schools and other settings to ensure they have the knowledge they need to make informed choices and protect themselves from harm
- Deliver prevention work to reduce harm caused by alcohol and substance misuse
- Work to raise awareness of Child Sexual Exploitation
- Improve links with the Voluntary and Community Sector (VCS) to ensure better use of community and voluntary resources



Improving Community Confidence

- Increase customer satisfaction
- Improve how we communicate and engage with people and communities
- Work to improve cohesion within communities and positively promote community strengths
- Promote successes of the CSP
- Give clear messages about the services that are available, how people can report in and what people can expect from the services
- Deliver local action plans in relation to the PREVENT anti-radicalisation agenda



Reducing offending and re-offending



- Proactively tackle and reduce the number of incidents of anti-social behaviour
- Reduce offences in priority crime areas in particular drug and alcohol related offences, domestic burglary and violence
- Reduce re-offending
- Deliver a programme of anti-social behaviour prevention and awareness work for young people
- Tackle Rural Crime and engage our rural communities
- Promote Cyber Safety to our communities and businesses
- Deliver campaigns, awareness raising events and training including seasonal campaigns to halt potential increase in seasonal crimes

The CSP Strategy is available for download at:

www.hinckley-bosworth.gov.uk and www.blaby.gov.uk

For more information visit the websites above or you can contact your local **Community Safety Team** at:

Hinckley and Bosworth Borough Council tel **01455 238141**

Blaby District Council tel **0116 272 7725**

The Community Safety Partnership (CSP) partners:

Hinckley and Bosworth Borough Council

Blaby District Council

Leicestershire County Council

Leicestershire Police

Leicestershire Fire and rescue Service

Police and Crime Commissioner

Hinckley & Bosworth
Borough Council



**POLICE & CRIME
COMMISSIONER
for Leicestershire**

Prevention | Partnership | Protection



**LEICESTERSHIRE
FIRE and RESCUE SERVICE**



**Leicestershire
Police**

Protecting our communities

APPENDIX 2 –CSP ACTION PLAN 2016-17 SUMMARY

Strategic Priority: **Protecting Vulnerable People**

Core Objectives:

- Increase reporting of domestic abuse and hate crime and ensure positive outcomes for victims
- Provide support for victims and perpetrators
- Work towards ensuring active involvement of all relevant partners such as health and wellbeing services

Cross-cutting Theme: Reducing harm caused by substance misuse

ACTION(S) – what needs to happen	OBJECTIVE – what is the expected outcome? This should contribute to the above core objectives.	BY WHEN	PERFORMANCE MEASURE – how will we demonstrate the objective has been met?	BUDGET & FUNDING SOURCE – Specify if PCC funding would be needed. If not, where funding would come from.	Update
Map services available for perpetrators of ASB with mental health issues Education around vulnerability of perpetrators in cases where they may also be victims	Support for ASB perpetrators with mental health issues	1 st April 2016-31 st March 2017	Perpetrators referred to services No incidents of ASB	Deliverable with existing resources	Action completed and steps now underway for a joint pilot project with voluntary sector re: support for vulnerable victims and perpetrators of ASB. Project will start winter 2017-18.
Continue to provide a children’s service so as to intervene early with young people/families where domestic abuse is occurring.	Support for young people who have witnessed domestic abuse Increase in mental health and wellbeing of children who have witnessed domestic abuse Children are safer (PCC Outcome)	1 st April 2016-31 st March 2017	Increase outcomes for children who have witnessed abuse; this will be measured via evaluation forms to assess impact of service No. of children supported on 1:1 basis No. Children supported via group work	PCC Funding- Children’s Worker Hinckley- £23,000	3 group work programmes delivered- 30 young people completed programmes. 51 children received therapeutic support. Impact on Health and Wellbeing increased from rating of 4 to rating of 9. Separate report showing outcomes, case studies and further statistics supplied to OPCC (PCC Office)
Prevention work to reduce harm caused by substance misuse including targeted support and awareness raising for young people	Reduction in harm caused by substance misuse- including legal highs Young people more aware of choices and risks around drugs and alcohol Reduction in risky behaviours(PCC	1 st April 2016-31 st March 2017	No sessions in schools Increased knowledge of young people	PCC Funding- Young People Prevention and Awareness Schools Work as detailed in Priority Making Communities Safer	This year delivered awareness sessions to 28 schools. We have engaged with 2439 young people delivering sessions on ASB, hate crime, personal safety, cyber bullying, legal high, drugs and alcohol.

	Outcome)				
Delivery of Home Security scheme for vulnerable people	Decrease in fear of crime Support for vulnerable people Vulnerable adults are safer (PCC Outcome)	1 st April 2016-31 st March 2017	No referrals to scheme Increased feeling of safety evaluation	PCC Funding- Home Security Scheme Hinckley-£2000	44 vulnerable people received home security fitting resulting in increased feelings of safety from 4 to 9 (with 0 being unsafe and 10 being safe)
Provide support for victims of scam mails. Educate frontline staff and ensure partnership actions to tackle.	Protect Vulnerable People Vulnerable adults are safer(PCC Outcome)	1 st April 2016-31 st March 2017	No people supported Training delivered Case studies of partnership work	Deliverable with existing resources	Support provided via trading standards to prevent repeat victimisation. Successful referrals have been made and positive outcomes achieved for victims. Staff awareness taken place to raise awareness of scam mails.
Continue to build relationships and joint working with LAC(Local Area Coordinator) scheme and CSP to ensure vulnerable people are connected to services	Protect Vulnerable People	1 st April 2016-31 st March 2017	Evidence of joint work No referrals from JAG(Joint Action Group) to LAC	Deliverable with existing resources	Good working relationships and core practise now established between JAGs and LAC.
Work to raise awareness of and tackle CSE (Child Sexual Exploitation) at a local level (including healthy relationship workshops with young people)	Protect vulnerable young people at risk of CSE Children and young people increase their Understanding of risky behaviours in relation to CSE/CA (PCC Outcome)	1 st April 2016-31 st March 2017	No. of awareness sessions with young people on heathy relationships Referral processes clear for victims of CSE	Majority deliverable within existing resources but some PCC funding (Young People Prevention and Awareness Schools Work) will help deliver schools work on healthy relationships	Healthy relationship work being delivered via schools and via 1:1 work via children's worker as appropriate County CSE Team provided roadshow at Hinckley- links made to ensure future link with countywide work. Referral processes and local worker in place.
Provide services for male victims of domestic abuse	Protect vulnerable people Victim is safer (PCC Outcome)	1 st April 2016-31 st March 2017	No male victims receiving outreach Evaluation of service	Funding would be needed to enable any continued service at a local level	Service now provided by countywide UAVA contract
To deliver campaigns and training to raise awareness and reporting of hate crime and encourage reporting of hate crime	Increase reporting of hate crime Increase in awareness of Hate Crime, what services/support available and how to report it (PCC Outcome)	1 st April 2016-31 st March 2017	No reported hate crimes Quarterly dashboard Evidence of awareness raising campaigns	PCC Funding- Campaigns as detailed in priority Making communities safer	Reporting of hate crime has increased. Face to face training delivered to staff and councillors. Delivered Black Roses event at Groby college in July. Worked with over 1000 young people over 2 days Community Forum event delivered on Oct 13 th to support National hate crime awareness week. Week

					long awareness campaign delivered in conjunction with county wide campaign.
Hoarding project- Widen the scope of agencies to try and provide a more effective intervention to hoarding	More effective, sustainable responses to hoarding	1 st April 2016-31 st March 2017	Number new agencies engaged in project	Funding may be needed to enable effective delivery of project	Progress made and we now have an appropriate multi- agency response in place for hoarding. This piece of work continues to be developed.

Strategic Priority: Making Communities and Neighbourhoods Safer

Core Objectives:

- Reduce offending particularly domestic burglary, vehicle crime and criminal damage
- Reduce re-offending by adults and young people
- Proactively tackle anti-social behaviour and continuously improve the quality of service and response to victims

Cross-cutting Theme: Reducing harm caused by substance misuse

ACTION(S) – what needs to happen	OBJECTIVE – what is the expected outcome? This should contribute to the above core objectives.	BY WHEN	PERFORMANCE MEASURE – how will we demonstrate the objective has been met?	BUDGET & FUNDING SOURCE – Specify if PCC funding would be needed. If not, where funding would come from.	UPDATE
<p>Develop targeted campaigns plan. The plan needs to accommodate the ability to do more responsive campaigns that can be delivered to respond to emerging threats and issues in the local areas.</p>	<p>Reduce overall crime and ASB (PCC Outcome)</p> <p>Reducing harm caused by substance misuse</p> <p>Limit impact of seasonal crime</p>	<p>1st April 2016 to 31st March 2017</p>	<p>No campaigns delivered</p> <p>Evaluation of campaigns based on outcomes identified for individual campaign</p>	<p>PCC Funding Campaigns</p> <p>Hinckley- £4000</p>	<p>Campaigns plan in place.</p> <p>Campaigns delivered include:</p> <ul style="list-style-type: none"> Cyber Safety Domestic Abuse Christmas Burglary Hate Crime Safer Driver Halloween Personal Safety
<p>Deliver positive diversionary projects to reduce offending and reoffending</p>	<p>Reducing reoffending by Young people</p> <p>Overall crime is Reduced (PCC Outcome)</p>	<p>1st April 2016 to 31st March 2017</p>	<p>Number of outreach sessions</p> <p>No coaching sessions</p> <p>Outcome evaluation for young people</p> <p>Reduction in ASB in targeted outreach areas</p>	<p>An element of this will be delivered with existing resources.</p> <p>Funding needed to deliver effective programme, PCC youth and Diversionary funding 2016-17</p>	<p>Targeted ASB work with YOS and Streetvibe to tackle concerns in hotspot areas including successful work in Hinckley Town Centre.</p> <p>Outcomes fed back to OPCC on positive outreach sessions delivered by Streetvibe Young People’s services.</p> <p>Diversionary holiday activities provided by community houses.</p>
<p>Deliver awareness and prevention in schools and other youth settings to enable young people to make informed choices</p> <p>(ensure link with new substance misuse prevention service from July 2016)</p>	<p>Reducing offending/ reoffending by Young people</p> <p>Increased knowledge of young people about crime, ASB and personal safety including ASB, drugs and alcohol, cyber bullying,</p>	<p>1st April 2016 to 31st March 2017</p>	<p>No.of young people engaged with</p> <p>Feedback from schools.</p>	<p>PCC Funding Young People Prevention and Awareness Schools Work</p> <p>Hinckley-£3400</p>	<p>This year delivered awareness sessions to 28 schools and children in other educational settings. We have engaged with 2439 young people delivering sessions on ASB, hate crime, personal safety, cyber bullying, legal high, drugs and alcohol.</p>

	hate crime Reduction in risky behaviours(PCC Outcome)				
Establish links with behavioural partnerships to ensure links with children that are not attending school	Reducing reoffending by Young people Increased knowledge about crime, ASB and personal safety of young people who are not attending school including ASB, drugs and alcohol, cyber bullying, hate crime	1 st April 2016 to 31 st March 2017	Links with Behavioural Partnership in place	This may involve some use of PCC Funding(Young People Prevention and Awareness Schools Work)	Blaby And Hinckley staff attend Locality Hub and co-locate with Supporting Leicestershire Families staff Awareness sessions on ASB, drugs and alcohol delivered with children who have been excluded from school and and at a local children's home.
Deliver Schools based work to ensure young people know what anti-social behaviour is, the impact of anti-social behaviour and how to report it.	Proactively tackle anti-social behaviour Reduction in ASB (PCC Outcome)	1 st April 2016 to 31 st March 2017	Number of ASB sessions in schools Increased knowledge of participants via evaluation Number ASB incidents	PCC Funding Young People Prevention and Awareness Schools Work	This year delivered awareness sessions to 28 schools and children in other educational settings. We have engaged with 2439 young people delivering sessions on ASB, hate crime, personal safety, cyber bullying, legal high, drugs and alcohol. . We have delivered 15 dedicated ASB Buster sessions in Primary schools (Year 5 and 6) to promote positive citizenship and raise awareness of the impact of ASB.
Deliver awareness and prevention initiatives to reduce deliberate fires	Reduction in deliberate fires	1 st April 2016 to 31 st March 2017	No of deliberate fires	Deliverable with existing resources	Awareness sessions carried out during 28 school visits and with over 40 youth organisations including scouts/guides etc. Patch walks delivering anti-arson advice and signage carried out in 2 villages and 8 areas within Hinckley and Bosworth district. Arson prevention advice delivered to businesses within the Hinckley BID via ENDEAVOUR group. Deliberate primary fires -44. This is mainly attributed to deliberate car/vehicle fires. Deliberate secondary fires -32. Some of these are due to multiple incidents at one location. LFRS and HBBC have worked jointly to improve the security of this issue which has resulted in no further instances since October 2016.
Deliver a rural initiative to increase engagement with rural communities and reduce rural crime	Reduction in rural crime Better engagement with rural communities	1 st April 2016 to 31 st March 2017	No people signed up to fastex Prevention and awareness work completed in rural areas Engagement events/initiatives in rural areas	Most of this will be delivered within existing resources but it is estimated that approx. £500 of funding from PCC campaigns funding will be needed to support.	We continue to recruit members from across the Force area and as they join they are signed up to 'Fast TX' and Neighbourhood link. The original membership for the area of Hinckley and Bosworth (61) has been revisited over the last 12 months and to assist the process a new Rural Watch NPA Support Volunteer is now in place. Local police have been supplied with a mobile toolkit box complete with everything needed to carry out marking events etc. within the beat area. On the voluntary front we are now working in partnership with Leicestershire Horse Watch who has a strong presence in the area of the joint partnership. They have been supplied with a 'halo scanner' tack marking kit

					and CRE-Mark hi viz marking kits. Number of schemes across the joint partnership area has increased to 96.
Deliver public and partner prevention and awareness of cyber crime	Raise awareness of cyber crime	1 st April 2016 to 31 st March 2017	Completion of cyber crime prevention and awareness campaign and its associated evaluation	PCC Funding Campaigns as above	Cyber crime campaign delivered in Q3 Awareness raising with staff, community groups, parishes, business improvement district and residents promoting 3 key messages to reduce your chance of becoming a victim of online crime. This will be developed further in 2017-18.

Strategic Priority: Improving community confidence, engagement and cohesion

Core Objectives:

- Maintain good customer satisfactions levels
- Promote the positive impacts of the work of the Community Safety Partnership
- Promote community cohesion and active community engagement with the Community Safety Partnership

Cross-cutting theme: Reducing harm caused by substance misuse

ACTION(S) – what needs to happen	OBJECTIVE – what is the expected outcome? This should contribute to the above core objectives.	BY WHEN	PERFORMANCE MEASURE – how will we demonstrate the objective has been met?	BUDGET & FUNDING SOURCE – Specify if PCC funding would be needed. If not, where funding would come from.	Update
<p>Promote the CSP survey and conduct engagement exercises (KINECT)</p> <p>Share feedback from consultation regularly at the Tactical Group to ensure an appropriate operational response.</p>	<p>To understand our customer satisfaction levels and responds to concerns.</p> <p>Communities are satisfied with crime reduction and/or prevention services (PCC Outcome)</p>	<p>1st April 2016-31st March 2017</p> <p>Quarterly</p>	<p>Number of partner surveys completed.</p> <p>Evidence of operational responses to customer feedback via tactical groups</p>	<p>Activities can be funded within existing resources.</p> <p>Funding via PCC Funding Campaigns if needed to respond to customer feedback.</p>	<p>Customer surveys are now done all year round and fed into tactical operational responses.</p> <p>CSP consultation on priorities to inform new strategy delivered- 685 responses. Results fed into priority planning day in November to inform new Strategy. Action planning event to consult and engage partners and stakeholders in 2017-18 plans took place in February 17.</p> <p>As part of this consultation workshops with young people in schools took place to ensure views of young people were incorporated into new Strategy. Results have been shared with the schools that took part.</p>
<p>Deliver in-house communications training to key CSP staff</p> <p>Strengthen links between dedicated partner Communications Teams and use Tactical Group to agree communications.</p>	<p>Develop an effective communication plan that:</p> <ul style="list-style-type: none"> • promotes the positive work of the CSP • maintains community confidence whilst managing expectations <p>Communities are</p>	<p>Quarterly</p> <p>1st April 2016-31st March 2017</p>	<p>Communications is a regular agenda item at Tactical Group.</p> <p>Number of communications delivered in a variety of ways. Reported via CSP Exec.</p>	<p>Activities can be funded within existing resources.</p>	<p>Partner comms attend tactical group. Comms is a standing agenda item at tactical group.</p> <p>Second Joint CSP newsletter with communications distributed in Feb 17.</p>

	satisfied with crime reduction and/or prevention services (PCC Outcome)				
Use a variety of methods to engage young people in the work of the CSP and reinforce a positive relationship with partners.	Improve engagement between young people and CSP	1 st April 2016-31 st March 2017	Number of engagement activities taken place. Positive evaluation by young people.	Some activities can be funded within existing resources. This will also link to PCC Funding Young People Prevention and Awareness Schools Work	Consultation workshops with young people in schools took place to ensure views of young people were incorporated into new Strategy. This year delivered awareness sessions to 28 schools and children in other educational settings. We have engaged with 2439 young people delivering sessions on ASB, hate crime, personal safety, cyber bullying, legal high, drugs and alcohol. Prevent play – “going to extremes” to be performed in 10 schools
Raise awareness of action taken in relation to reported hate incidents/crime.	Promote community cohesion and increase confidence in reporting hate crime/incidents. Increase reporting of hate crime (links to PCC Outcomes for hate crime)	1 st April 2016-31 st March 2017	Communications delivered by most appropriate means.	Activities can be funded within existing resources.	National Hate Crime awareness week (Oct 8- 15 th)- raised awareness with public, parishes, voluntary sector. Front lines hate awareness training with councillors, staff and grounds staff.
Establish and Deliver PREVENT AGENDA actions plan at a local level: <ul style="list-style-type: none"> • Establish and raise awareness of local referral routes • Agree how partners share information with each other (e.g. Community Impact Assessments) • Develop a toolkit for communication of issues with local communities • Deliver work with young people • Roll out WRAP training for staff 	Establish and deliver local strategy re: PREVENT	1 st April 2016-31 st March 2017	Local action plans in place Robust procedures in place. Referral procedures developed and in use by key officers. Number of sessions delivered with young people and evidence of increased learning.	Prevent Agenda Funding has been made available to districts.	Local action plans in place. 10 sessions of the new alter ego Prevent play have been planned in schools. Training delivered. Regular updates at CSP Board.

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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 Scrutiny Commission endorses the constitution for adoption by Council.

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 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. Further consultation with members will take place via the Scrutiny Commission.

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

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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.

Council Tax, NNDR and Housing Benefits Overpayments Debts

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:

- 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.

Council Tax, NNDR and Housing Benefits Overpayments Debts

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:

- 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.**

Miscellaneous Sales

- 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**.

Miscellaneous Sales

- **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 & Bosworth
Borough Council

A Borough to be proud of

Overview and Scrutiny Work Programme 2017/2018

JUNE 2017

SCRUTINY COMMISSION

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
15 June 2017	Community Safety Partnership	Six monthly update	Ensure effective operation of partnership and monitor local policing provision	Sharon Stacey	1
15 June 2017	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nic Thomas	3
15 June 2017	Review of Constitution	Scrutiny of re-written Constitution prior to Council decision	Ensure governance arrangements are robust and members understand the objectives and content	Rebecca Owen	All
10 August 2017	Air quality management	Request of Commission	Ensure monitoring of air quality	Simon Smith	1, 2
10 August 2017	Special Expenses Area (Scrutiny review)	To review the role and purpose of the special expenses area and Hinckley Area Committee	Ensure the roles and responsibilities of the committee are appropriate		2
10 August 2017	Developing Communities Fund – allocation of grants	To review grant applications	Recommendation to Senior Leadership Team	Caroline Roffey	2, 3
10 August 2017	Libraries (Scrutiny review)	Request of commission	Awareness of library provision across borough		2
10 August 2017	Update on car parking in Hinckley town centre, and car parks study	Request of Commission to follow up previous discussion	Ensure adequate provision and value for money	Caroline Roffey	2
10 August 2017	Changes to parking Order	Scrutiny prior to Council decision	Recommendation to Council	Caroline Roffey	2
23 November 2017	Affordable Housing delivery	Annual progress report	Monitor delivery of affordable housing	Nic Thomas	1, 3

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
23 November 2017	Libraries in Hinckley & Bosworth (scrutiny review)	Request of Commission to review library provision	Evaluate library provision across borough and support provided or required		1
23 November 2017	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nic Thomas	3
1 February 2018	Budget				
22 March 2018	Parish & Community Initiative Fund	Annual report	Recommendations to SLB	Caroline Roffey	All
	Section 106 contributions update	Annual update	Ensure money is being allocated and used	Nic Thomas	All
24 May 2018	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nic Thomas	3
19 July 2018	Community Safety Partnership	Six monthly update	Ensure effective operation of partnership and monitor local policing provision	Sharon Stacey	1, 2
13 September 2018					
8 November 2018	Affordable housing delivery update	Update on delivery against requirements	Information	Nic Thomas	1, 3
	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nic Thomas	3

FINANCE & PERFORMANCE SCRUTINY

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
17 July 2017	Performance & risk end of year 2016/17	To monitor performance in-year	Identify improvements	Cal Bellavia	All
17 July 2017	Revenue & capital outturn quarter 1 2017/18	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
17 July 2017	Aged debts quarter 1 2017/18	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3
17 July 2017	Business rates retention year end 2016/17	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
17 July 2017	Treasury management quarter 1 2017/18	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	3
25 September 2017	Frontline service review – Housing	Programme of performance reviews	Monitor performance	Sharon Stacey	All
25 September 2017	Performance & risk quarter 1 2017/18	To monitor performance in-year	Identify improvements	Cal Bellavia	All
25 September 2017	Business rates retention quarter 1 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
6 November 2017	Frontline service review – Planning	Programme of performance reviews	Monitor performance	Nic Thomas	All
6 November 2017	Revenue & capital outturn quarter 2 2017/18	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
6 November 2017	Aged debts quarter 2 2017/18	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3
6 November 2017	Business rates retention quarter 2 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
6 November 2017	Customer Services – 6 month progress update	Monitor performance in relation to call waiting times/calls lost and face	Ensure performance is maintained	Julie Stay	2

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
		to face enquiries			
29 January 2018	Frontline service review – Environmental Health	Programme of performance reviews	Monitor performance	Rob Parkinson	All
29 January 2018	Performance & risk quarter 2 2017/18	To monitor performance in-year	Identify improvements	Cal Bellavia	All
29 January 2018	Treasury management quarter 2 2017/18	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	3
29 January 2018	Business rates retention quarter 2 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
29 January 2018	Aged debts quarter 3 2017/18	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3
19 March 2018	Performance & risk quarter 3 2017/18	To monitor performance in-year	Identify improvements	Cal Bellavia	All
19 March 2018	Business rates retention quarter 3 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
21 May 2018	Aged debts quarter 4 2017/18	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3
21 May 2018	Treasury management quarter 4 2017/18	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	3
16 July 2018	Performance & risk year end 2017/18	To monitor performance in-year	Identify improvements	Cal Bellavia	All
16 July 2018	Business rates retention quarter 4 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
10 September 2018					
5 November 2018					

To programme

Living / minimum wage (SC)

Housing & Planning Act (SC)

Standard of housing in the borough (SC)

Flytipping (SC)

Powers to require tenants to maintain their property (SC)

Key to corporate aims

1 – People

2 – Places

3 – Prosperity