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Hinckley & Bosworth
Borough Council

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

Date: 14 September 2018

To: **Members of the Executive**

Mr MA Hall (Chairman)
Mr K Morrell (Vice-Chairman)
Mr RG Allen
Mrs MA Cook

Mr C Ladkin
Mr M Nickerson
Mrs MJ Surtees

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **EXECUTIVE** in the The Padget Suite, Atkins Building on **MONDAY, 24 SEPTEMBER 2018 at 5.30 pm** and your attendance is required.

Please note new venue and earlier start time.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Rebecca Owen
Democratic Services Officer

EXECUTIVE - 24 SEPTEMBER 2018

A G E N D A

1. APOLOGIES
2. MINUTES (Pages 1 - 4)
To confirm the minutes of the meeting held on 1 August 2018.
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 12.
6. ISSUES ARISING FROM OVERVIEW & SCRUTINY
(If any)
7. CARBON MANAGEMENT 2008-18 (Pages 5 - 8)
To report on reductions in carbon emissions and greenhouse gas emissions and set future reduction targets.
8. REPLACEMENT TELEPHONY SYSTEM (Pages 9 - 12)
To seek a supplementary budget for a replacement system.
9. BUSINESS RATES 100% RETENTION PILOT (To Follow)
10. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

EXECUTIVE

1 AUGUST 2018 AT 6.30 PM

PRESENT: Mr MA Hall - Chairman
Mr K Morrell – Vice-Chairman
Mr RG Allen, Mrs MA Cook, Mr C Ladkin, Mr M Nickerson and Mrs MJ Surtees

Members in attendance: Councillors Mr WJ Crooks and Ms BM Witherford

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

134 MINUTES

On the motion of Councillor Allen, seconded by Councillor Surtees, it was

RESOLVED – the minutes of the meeting held on 6 June be confirmed and signed by the chairman.

Councillor Ladkin entered the meeting at 6.33pm.

135 DECLARATIONS OF INTEREST

No interests were declared at this stage.

136 CORPORATE APPROACH TO RECRUITING AND DEVELOPING TRAINEE STAFF

Members were presented with a package of options to recruit and develop the council's trainee workforce. Comments from the Scrutiny Commission and Ethical Governance and Personnel Committee were noted and it was moved by Councillor Ladkin and seconded by Councillor Hall that the report be supported with an amendment to the term "internships" to "paid internships". Upon being put to the vote, the motion was CARRIED and it was

RESOLVED –

- (i) The positive work achieved to date be noted;
- (ii) The implementation of a corporate trainee scheme offering a mix of placements covering both paid internships and apprenticeships be approved;
- (iii) Corporate funding to offer two paid internships for a two-year period, based upon the national minimum wage, targeting professional posts at graduate level, be approved;
- (iv) Corporate funding to offer two apprentices for a two-year period focussing upon all posts within the council from administrative / manual level up to technical level be approved;
- (v) Middle managers, following consultation with HR, be required to bid from the corporate fund based upon a business case, be approved;

- (vi) The recruitment and induction process and outgoing contract be managed by HR.

137 ENVIRONMENTAL HEALTH COMMERCIAL ENFORCEMENT PLAN 2018/19

The Executive gave consideration to the Environmental Health Commercial Services Enforcement Service Delivery Plan for 2018/19 as required by the Food Standards Agency. In introducing the report, the Executive member thanked the team for their hard work which gave reassurance to the public, particularly through food hygiene ratings. A member asked whether mobile or market food sellers (for example those with stalls at Feast Hinckley) were inspected or if additional measures were having to be taken regarding food hygiene standards due to the increase in this type of selling. In response it was noted that Environmental Health worked closely with Cultural Services to ensure only those with a rating of four or above were permitted to trade at HBBC events, and that all aspects were inspected, from storage to point of sale.

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

RESOLVED – the Environmental Health Commercial Services Enforcement Service Delivery Plan 2018/19 be approved and the achievements of the service during 2017/18 be welcomed and endorsed.

138 GOOD FRIDAY - SUPPLEMENTARY BUDGET

Members were updated on the restoration of the Good Friday site following the enforcement notice which had been served to return the site to its previous state. In response to a member's question, it was noted that the land owner would be liable for costs associated with cleaning up the site and additional works, such as addressing Japanese Knotweed, would be added to the costs. It was moved by Councillor Allen, seconded by Councillor Hall and

RESOLVED – a supplementary budget of £40,000, funded from the enforcement reserve, be approved.

139 RIPA POLICY

The updated Regulation of Investigatory Powers Act (RIPA) policy was presented to the Executive and it was acknowledged that no applications to undertake covert surveillance had been received in the last three years. It was moved by Councillor Ladkin, seconded by Councillor Hall and

RESOLVED – the revised RIPA policy be approved.

140 LEICESTERSHIRE COUNTY COUNCIL'S PROPOSALS FOR UNITARY GOVERNMENT IN LEICESTERSHIRE AND AN EAST MIDLANDS STRATEGIC ALLIANCE

The chairman had agreed to accept a late report on the recent announcement by Leicestershire County Council (LCC) regarding its decision to develop proposals for unitary government in Leicestershire and an East Midlands strategic alliance. The Leader reported that he had publicly responded to the announcement and that whilst he agreed that an alliance across the East Midlands was needed, he did not consider a unitary county was the right option for Hinckley & Bosworth. He also felt that LCC's timetable was too tight and excluded districts from engagement. During discussion, the following points were raised:

- District councils should be at the heart of any plans, not a casualty of reorganisation
- The need for the Borough Council to undertake its own consultation, particularly on the suggestion of a town council for Hinckley. Should an informal consultation show that residents were in favour of a town council, a full governance review would be instigated
- The need for the government to tackle the lack of funding for social care to prevent similar situations to that of Northamptonshire County Council
- The possibility of addressing the social care issue regionally
- The need for districts to take action and make their views known at this point and going forward
- Concern from parish councils that more duties would be imposed on them and they would have to increase their precepts
- The motion to Council on 7 August and intention to take a further report to Council in October
- The importance of sending out clear messages in the consultation, particularly as LCC may be consulting at the same time, with conflicting messages.

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

RESOLVED –

- (i) The motion to Council be noted;
- (ii) Subject to the motion to Council being supported, a further report be taken to Council in October;
- (iii) The issues be explored;
- (iv) Consultation on a town council for Hinckley be undertaken with the commitment to hold a governance review in the event of a positive response.

(The Meeting closed at 7.32 pm)

CHAIRMAN

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Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION
EXECUTIVE

13 September 2018
24 September 2018

WARDS AFFECTED: ALL WARDS

CARBON MANAGEMENT 2008-2018

Report of the Director (Environment and Planning)

1. PURPOSE OF REPORT

- 1.1 To report on reductions in carbon emissions arising from the H&BBC operations from March 2008 to March 2018 and the successful achievement of the reduction target. To report on Greenhouse Gas emissions from 2009 to March 2018 and to set future reduction targets.

2. RECOMMENDATION

- 2.1 Executive notes the achievement in reducing council CO₂ emissions by 40.2% compared with 2008-09 (41.4% weather corrected).
- 2.2 Executive notes the reduction of Net Greenhouse Gas emissions of 42.9% against the target of a 35% reduction from the 2009-10 baselines by March 2020.
- 2.3 Executive agrees a revised target of reduction by 45% in Net Greenhouse Gas emissions from the 2009-10 baseline by March 2020 as part of the Council's commitment to reducing Climate Change.

3. BACKGROUND TO THE REPORT

- 3.1 HBBC developed a Carbon Management Plan (CMP) in 2009 as part of the Carbon Trust Local Authority Carbon Management Programme. The CMP outlined the Council's approach to reducing its emissions and set a target of reducing carbon dioxide (CO₂) emissions by 20% by 2013/14, relative to the baseline year 2008/09. These emissions were calculated using the Government's NI 185 spreadsheet and measure only CO₂ emissions. With the abolition of the Local Area Agreements and national performance indicators in 2010, this council continued this target as part of its Climate Change Action Plan. The target was revised in March 2012 to achieve the 20% reduction target by March 2016.

- 3.2 In 2010, local authorities were required to report Greenhouse Gas (GHG) emissions from their premises and transport activities. Whilst similar to the CO₂ emissions the GHG emissions also included methane (CH₄) and nitrous oxide (N₂O) equivalents, as set out by Department for Business, Energy & Industrial Strategy (BEIS) guidelines. Units are represented as tonnes of CO₂ equivalents (TCO_{2e}). Each year the council reports its emissions against the 2009-10 baseline and posts the report on its website. This has then been collated and reported in national figures by BEIS.
- 3.3 Since 2009, the council has implemented the following measures which have contributed to the Carbon Management Plan and Climate Change Action Plan.
- Closure of Middlefield Depot and relocation to more energy efficient buildings at Jubilee Buildings.
 - Closure of Argents Mead main offices, Florence House and relocation to the Hinckley Hub, a BREEAM Excellent building.
 - Installation of Photovoltaic panels on Hinckley Hub.
 - Closure of the former Hinckley Leisure Centre and erection of the new leisure centre which has been rated as BREEAM Very Good.
 - Renewal of fleet vehicles to more efficient modern vehicles with reduced emissions.
 - Changes in fleet operations.
 - Reduction in total business miles travelled by staff and change in ownership to less polluting vehicles.
 - Upgrading of lighting in sheltered housing schemes.
 - Upgrading of boilers and controls at Castle Court, with solar preheating of water.
 - Upgrading of boilers and TRVs Tom Eatough Court and Mayflower Court.
- 3.4 The results of these activities is that CO₂ emissions as reported under the NI185 format for 2017-18, have reduced by 40.2% (41.1% weather corrected) against the 2008-09 baseline.
- 3.5 Net Greenhouse Gas emissions have reduced by 42.9% to 1,923 TCO_{2e} from the 2009-10 baseline. The latest report on Greenhouse Emmissions for 2017-18 is attached at Appendix 1.
- 3.6 Since 2008-09 HBBC has achieved:
- 53.9% reduction in electricity consumption;
 - 38.5% reduction in gas consumption;
 - 22.3% reduction in total consumption of fleet fuel;
 - 30.7% reduction in business miles carried out by staff; and
 - 23.3% reduction in total premises energy cost against an approximate doubling of cost over the ten years.
- 3.7 The old Hinckley Leisure Centre contributed over 50% of the total CO₂ emissions for council premises and its closure and replacement with the new leisure centre has dramatically reduced emissions. The premise operated by Places for People now has a high thermally efficient design with many energy efficiency measures, such as:
- combined heat and power boilers;
 - being the first fully LED lit wet leisure centre in the country;
 - PIR lighting controls;
 - a swimming pool air handling system to achieve ideal relative humidity; and

- installation of variable speed pump drives with web-based remote monitoring.

The new leisure centre has generated 30% less CO₂ than the old leisure centre and achieved a 58% reduction in grid electricity. It generated on site nearly 0.6GWh towards its electricity demand in addition to heat from the CHP boilers. The BREEAM rating has been awarded as “Very Good”.

- 3.8 The council, through its management of sheltered housing and other community buildings, will seek to implement further energy efficiency measures as part of ongoing maintenance and improvement. The new vehicle fleet due in September 2018 will be diesel vehicles to the latest pollution standards (EURO 6). The waste round changes will improve efficient working through the route optimisation. Unfortunately, the closure of Cotesbach waste disposal facility has resulted in longer runs to Coventry and also the re-direction of dry waste to Braunstone, may offset some of these improvements.
- 3.9 The continued purchase of 100% “green electricity” remains an important feature of our energy procurement allowing 230 TCO_{2e} to be deducted from our emissions compared to brown grid electricity. The PhotoVoltaic arrays on the Hub roof generated 28,786kWh of renewable electricity in 2017-18 displacing the equivalent grid electricity but also earning Trade in Tariffs of £3,166.
- 3.10 The reduction of total gas costs by 45% (£72k on £161k (2008-09) and despite the the reduction of electricity consumption, only an increase for electricity total costs of 3.6% (due to an approximate doubling of tariffs over the ten years), shows the financial benefit of undertaking the carbon reduction scheme irrespective of the environmental benefits.
- 3.11 Now the major HBBC emitters have been addressed, there are reduced opportunities to achieve significant further reductions and therefore the new target needs to reflect this. It is therefore suggested that the target be 45% of the 2009-10 net GHG emissions by March 2020. This is a further 72 TCO_{2e} which will be a stretch to achieve without significant reductions in the sheltered housing emissions.

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

- 4.1 No exemptions.

5. FINANCIAL IMPLICATIONS [IB]

- 5.1 None

6. LEGAL IMPLICATIONS [AR]

- 6.1 None arising directly from this report

7. CORPORATE PLAN IMPLICATIONS

- 7.1 Keep our borough clean and green

8. CONSULTATION

- 8.1 None external.

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
Adverse reputational impact if targets are not met.	Action plan of improvements to achieve targets	Rob Parkinson

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The reduction in greenhouse gas emissions benefits all and contributes to reduced energy costs for the authority's finances.

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: Greenhouse Gas Report 2017-18

Contact Officer: Rob Parkinson, Director (Environment and Planning) ext 5641
Executive Member: Cllr Kevin Morrell



Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

EXECUTIVE

24 SEPTEMBER 2018

WARDS AFFECTED: ALL WARDS

REPLACEMENT TELEPHONY SYSTEM

Report of Director (Corporate Services)

1. PURPOSE OF REPORT

- 1.1 Advise members of the requirement to update the telephony system and to seek approval of a supplementary budget.

2. RECOMMENDATION

- 2.1 That members support the replacement system and approve the required supplementary budget.

3. BACKGROUND TO THE REPORT

- 3.1 Working across Leicestershire ICT partnership (LICTP) an assessment of the current telephony systems for Hinckley and Bosworth Borough Council (HBBC) Blaby District Council (BDC), Melton Borough Council (MBC), Oadby and Wigston Borough Council, OWBC) has been undertaken.
- 3.2 HBBC's telephony system has been in place for many years and is now out of date and due for a major update/refresh. Currently it is difficult to assess true demand levels across services as reporting capabilities of the system are out of date and no longer fit for purpose. In addition, as the Council looks to create more flexible services by enabling more mobile technologies, it was appropriate for officers to consider what alternatives are available.
- 3.3 Working in partnership, all four authorities (with HBBC acting as the lead authority) have investigated options available and explored the benefits of some of the new technologies, together with utilising the benefits of a partnership approach to considering the market place, procuring and implementing a new system.
- 3.4 It soon became apparent that modern telephony technologies offer substantially more than just basic telephony functions and can be used as an enabler for

improved, agile ways of working and offer many opportunities to improve the working environment and the service offered to our service users.

4.0 PROPOSAL

4.1 The proposal which has been worked up by LICTP will bring together four separate telephony contracts into one more efficient and modern contract which will enable greater flexibility for each partner together with the opportunity to share learning, training and skills.

4.2 The solution:

- One single phone system – hosted by Vodafone with reported availability of 99.999%
- One number – New desk based phone, mobile phone or existing mobile phone or softphone with headset
- Modern functionality – offering opportunities/options such as integration with MS Office calendars, instant messaging, video calling and conference calling
- One bill provider – split by council and potentially saving on mobile calling costs

4.3 It is envisaged at this stage that the roll out of a new telephony system will give staff the opportunity to work in a more flexible way and will better facilitate working contact arrangements whilst off site.

4.4 The formal timetable for introduction of these systems will be agreed with each authority. It is anticipated that the first implementation will take place at Melton Borough Council and will commence shortly after the approval of funding. HBBC is likely to go live in the third quarter of 2018/19.

4.5 Users have already been consulted and helped inform the business case (Appendix 1). Following approval, a project team will be created to ensure smooth implementation and this will involve key users.

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

5.1 The report can be taken in open session.

6. FINANCIAL IMPLICATIONS

6.1 Current revenue costs are approximately £8,300 per month. The new cost under the proposed agreement is £7,746, which is a general fund saving of £654 per year. The capital cost of the new system is £48,137.41, which can be funded from the ICT reserve.

7. LEGAL IMPLICATIONS (AR)

7.1 None arising directly from the report.

8. CORPORATE PLAN IMPLICATIONS

8.1 Supports all aspects of the Corporate Plan as it underpins our ability to communicate with customers.

9. CONSULTATION

- The LICTP Strategic and Governance Boards
- Senior Leadership Team
- A wide range of staff, covering the majority of services

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 No significant implications have been identified to date.

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: Julie Kenny
Executive Member: Councillor C Ladkin

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