

# Public Document Pack

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

Date: 02 July 2018



**Hinckley & Bosworth  
Borough Council**

**To: Members of the Scrutiny Commission**

Mr MR Lay (Chairman)	Mr DW MacDonald
Mrs R Camamile (Vice-Chairman)	Mr RB Roberts
Mr KWP Lynch (Vice-Chairman)	Mr BE Sutton
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 **TUESDAY, 10 JULY 2018 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 - 10 JULY 2018

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 24 May 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. PLANNING APPEALS UPDATE (Pages 5 - 18)

To update members on the progress of current planning appeals.

7. CORPORATE APPROACH TO RECRUITING AND DEVELOPING TRAINEE STAFF  
(Pages 19 - 30)

To present options to recruit and develop the council's trainee workforce.

8. REVALUATION DISCRETIONARY RATE RELIEF SCHEME - UPDATE (Pages 31 - 34)

To inform members of the changes to the additional funding made available for discretionary rates relief.

9. ANNUAL REVIEW OF CONSTITUTION (Pages 35 - 46)

To present the annual review of the constitution for scrutiny prior to Council decision.

10. SCRUTINY COMMISSION WORK PROGRAMME 2018-19 (Pages 47 - 50)

Work programme attached.

11. MINUTES OF FINANCE & PERFORMANCE SCRUTINY (Pages 51 - 54)

Minutes of the meeting held on 21 May 2018, for information.

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

As announced under item 3.

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### SCRUTINY COMMISSION

24 MAY 2018 AT 6.30 PM

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

Mr DC Bill MBE, Mr WJ Crooks, Mr DW MacDonald and Mr BE Sutton

Also in attendance: Councillor MA Cook, Councillor M Hall and Councillor M Nickerson

Officers in attendance: Rebecca Owen, Daniel Britton, Bill Cullen, Edwina Grant, Julie Kenny, Kirstie Rea, Caroline Roffey and Paul Scragg

#### 22 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bray, Roberts, Ward and Williams. It was also noted that Councillor Crooks had apologised that he would be late arriving.

#### 23 MINUTES

It was moved by Councillor Camamile, seconded by Councillor Sutton and

RESOLVED – the minutes of the meeting held on 28 March be confirmed and signed by the chairman.

#### 24 DECLARATIONS OF INTEREST

Councillor Lynch declared a personal interest in the Voluntary and Community Sector Commissioning outcomes report (item 6) as President of Leicestershire & Rutland Youth Sailing Association which was a recipient of VCS funding.

Councillors Camamile, Lay and Lynch declared a personal interest in the Parish & Community Initiative Fund report (item 12).

#### 25 VOLUNTARY AND COMMUNITY SECTOR COMMISSIONING OUTCOMES 2016/17

Members received a report and presentation on outcomes arising from the 2016/17 round of voluntary & community sector commissioning. Some of those groups who had benefitted from funding were in attendance and members expressed their thanks for the contributions and to all those involved in the groups.

RESOLVED – the report be endorsed and the commitment of those involved be recognised and congratulated.

#### 26 RURAL STRATEGY - ANNUAL REPORT

The Scrutiny Commission received an overview of service delivery in the rural communities against agreed priorities in the rural strategy. Whilst members welcomed the report and the number of services and activities in the rural areas, it was suggested that more support could be given to parishes, in particular clerks to parish councils.

RESOLVED – the report be endorsed.

27 INTRODUCTION OF A LOCAL AUTHORITY LOTTERY

Consideration was given to a report which recommended the introduction of a local authority lottery to help sustain the borough's voluntary and community sector. It was acknowledged that a company would run the scheme and HBBC would be responsible for governance and monitoring.

In response to members' questions, it was explained that good causes would request to join up and the council would manage the approval process. A web page managed by the external company would give information on each good cause and buyers would choose their good cause when purchasing tickets. Prize money would be underwritten by the external company. Officers agreed to check whether councillors and council employees were eligible to take part.

RESOLVED –

- (i) The report be endorsed;
- (ii) A report be brought back to the Scrutiny Commission before roll out;
- (iii) An annual report be brought to the Scrutiny Commission.

28 ANNUAL REVIEW OF THE RURAL COMMUNITY COUNCIL SLA TO SUPPORT NEIGHBOURHOOD PLANNING

Members were informed of the outcome of the annual review of performance against the service level agreement the borough council had entered into with the Rural Community Council to support neighbourhood planning in the borough and advised of changes required to the terms of the service level agreement and service specification.

Some concern was expressed that there was often an intention that having a neighbourhood plan would stop development altogether, rather than giving the neighbourhood a say in planning where development should be located.

RESOLVED – the report be endorsed.

29 DIRECTIONS FOR GROWTH LOCAL PLAN REVIEW - SCOPE, ISSUES AND OPTIONS CONSULTATION REPRESENTATIONS AND NEXT STEPS

The Commission received an update on the local plan review and comments to the scope, issues and options consultation exercise. Some members felt that the consultation responses were not necessarily representative of the residents of the borough as they were mostly from developers, landowners and agents.

Concern was expressed that there was a need for infrastructure before any further development and this had been reflected in comments received by councillors.

The issue of roads on estates not being built to proper standards was raised and it was agreed that this could be requested as a separate report. Concern was also expressed about the spending of S106 money, particularly contributions to health, that were not spent on the local facilities.

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

RESOLVED –

- (i) The progress made on the local plan review be noted;
- (ii) The eight week public consultation exercise undertaken between 8 January and 4 March 2018 be noted;
- (iii) The summary of comments received to the scope, issues and options consultation be noted but it be acknowledged that many contributions were from developers and landowners which will have been weighted towards their own interests;
- (iv) The concerns of the Scrutiny Commission that the delivery of infrastructure needs to be given sufficient priority in all its forms be reiterated;
- (v) Progress continues to be made on the local plan review as set out in the development scheme.

30 ENVIRONMENTAL IMPROVEMENT PROGRAMME FOR 2018/19

The Environmental Improvement Programme for 2018/19 was outlined. Members were pleased to see the installation of a blue plaque for Molly Badham and Nathalie Evans, founders of Twycross Zoo. Discussion ensued on the possibility of submitting a bid for Battling Brook walkway to be extended to reach the canal and it was agreed that the best way to pursue this would be considered outside of the meeting.

RESOLVED – the enhancement schemes be approved.

31 PARISH AND COMMUNITY INITIATIVE FUND

The Scrutiny Commission received a report on recommended allocations of the Parish & Community Initiative Fund 2018/19. Members commended the scheme and commented on the large number of communities benefitting.

RESOLVED –

- (i) The funding allocations of £141,461 for 42 schemes be endorsed;
- (ii) The Strategic Leadership Team be RECOMMENDED to allocate a further £8,539 to fund the applications detailed in section 3.4 of the report;
- (iii) The carry forward request of £15,563 allowing four previous years' schemes to be completed be endorsed.

32 PROCUREMENT OF COUNCIL FLEET

An update on the procurement of the council's fleet was provided to the Scrutiny Commission. It was noted that the option of contract hire had been selected and 67 vehicles had been ordered, made up of various configurations due to the differing requirements.

RESOLVED – the report be noted.

33 ANNUAL REPORT OF ACHIEVEMENTS AGAINST THE CORPORATE PLAN 2017-2021

The main achievements for 2017/18 against the council's Corporate Plan 2017-2021 were summarised. During discussion, reference was made to environmental crime and it was acknowledged that whilst there seemed to be less of an issue with dog faeces not being picked up by owners, there seemed to have been an increase of "poo bags" being tied to tree branches. It was asked that an article be placed in the borough bulletin to advise against this practice.

RESOLVED – the report be noted.

34 SCRUTINY COMMISSION WORK PROGRAMME 2016-18

The work programme was noted, with the addition of items added during the course of the meeting.

It was noted that the July meeting would need to be rescheduled.

(The Meeting closed at 8.31 pm)

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CHAIRMAN



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 10 JULY 2018

WARDS AFFECTED: ALL WARDS

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## PLANNING APPEALS UPDATE

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### Report of Director (Environment and Planning)

#### 1. PURPOSE OF REPORT

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

#### 2. RECOMMENDATION

- 2.1 That the Scrutiny Commission notes 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 show that since the last report in December 2017 there have been 16 appeals decided. Of these, 3 were allowed and 13 dismissed. This results in a success rate of 82% of all appeals lodged.

- 3.3 The appeal progress report at appendix 2 includes current progress on appeals for members' information. Members are asked to note the contents of the report.

- 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 has been awarded a partial award of costs and is seeking around £25,000 to cover the Council's costs. Negotiation is ongoing and the final agreed figure will be reported in the next update.

- 3.6 A public inquiry relating to Land east of The Common, Barwell was held in response to the Council's refusal to grant planning permission for up to 185 dwellings in the open countryside. The inquiry lasted for 6 days beginning on the 12th June and closing on the 19th June. A decision is expected in August and members will be made aware of the decision when received.
4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES
- 4.1 Not exempt
5. FINANCIAL IMPLICATIONS [DW]
- 5.1 In 2017/18 the council spent £20,610 against a budget of £45,000. For 2018-19 the budget is £49,000 and the current spend to date is £43,000.
- 5.2 Any income arising from the cost claim for the abortive appeal will be receipted as income and will form part of the general fund balance.
6. LEGAL IMPLICATIONS [AR]
- 6.1 None arising directly from this report.
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.
- 9.3 There are no risks arising from the recommendations in this report.
10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
- 10.1 The report provides an update to the Scrutiny Commission 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

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

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

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Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
Mr P PATEL C/O AGENT	2A Queen Street Barwell Leicester Leicestershire LE9 8EA  Rendering to all external elevations, alterations to openings and new rooflights to front and rear (retrospective) 17/01005/FUL	Written Reps  Delegated Decision	Appeal Allowed 29/03/2018	Officer
Mrs Lorna Beasley 32 Barton Road Barlestone Nuneaton Leicestershire CV13 0EP	32 Barton Road Barlestone Nuneaton Leicestershire CV13 0EP  Two storey rear extension and first floor front extension 17/00870/HOU	Fast Track  Delegated Decision	Appeal Allowed 29/01/2018	Officer
Mr Richard Seabrook 25 Warwick Gardens Hinckley Leicestershire LE10 1SD	25 Warwick Gardens Hinckley Leicestershire LE10 1SD  Single storey side extension 17/00890/HOU	Fast Track  Delegated Decision	Appeal Allowed 16/04/2018	Officer
Mr & Mrs Pither Evergreen 101 Stapleton Lane Barwell LE9 8HE	Evergreen 101 Stapleton Lane Barwell Leicester Leicestershire LE9 8HE  Raising of roof, loft conversion, rear extension and new porch (resubmission of 17/00605/HOU)	Fast Track  Delegated Decision	Appeal Dismissed 25/04/2018	Officer

Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
	17/01204/HOU			
Daniel Cliff 223 Markfield Road Groby Leicester Leicestershire LE6 0FT	223 Markfield Road Groby Leicester Leicestershire LE6 0FT  Siting of a storage container 17/00055/FUL	Written Reps  Delegated Decision	Appeal Dismissed 29/03/2018	Officer
GPH Hinckley Road Development Ltd Unit 5 Car House Hawley Road Hinckley Leicestershire LE10 0PR	65 Hinckley Road Burbage Hinckley Leicestershire LE10 2AF  Proposed residential development of 8 dwellings 17/01025/FUL	Written Reps  Delegated Decision	Appeal Dismissed 17/04/2018	Officer
Mr & Mrs Elleman 20 Turner Drive Hinckley Leicestershire LE10 0GU	20 Turner Drive Hinckley Leicestershire LE10 0GU  Loft conversion with proposed rear dormer 17/00852/HOU	Fast Track  Delegated Decision	Appeal Dismissed 03/04/2018	Officer
Mr Stephen Gray 1 Elm Close Groby Leicester Leicestershire LE6 0ES	1 Elm Close Groby Leicester Leicestershire LE6 0ES  Erection of boundary fence (retrospective) 17/00520/HOU	Fast Track  Delegated Decision	Appeal Dismissed 24/01/2018	Officer
Mr & Mrs Witham 5 Lancaster Avenue Market Bosworth CV13 0LZ	5 Lancaster Avenue Market Bosworth Nuneaton Leicestershire	Fast Track  Delegated Decision	Appeal Dismissed 24/01/2018	Officer

Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
	CV13 0LZ  Single storey side, rear and front extensions, detached single garage and replacement boundary wall 17/00561/HOU			
Mr Jozef Z Prusinski 5 Meadow Lane Stanton Under Bardon LE67 9TL	Land Meadow Lane Stanton Under Bardon Coalville Leicestershire LE67 9TL  Erection of detached house and detached double garage (Plot 2) 17/00168/FUL	Written Reps  Delegated Decision	Appeal Dismissed 17/05/2018	Officer
Mr Michael G C Prusinski 5 Meadow Lane Stanton Under Bardon LE67 9TL	Land Meadow Lane Stanton Under Bardon Coalville Leicestershire LE67 9TL  Erection of detached house and detached double garage (Plot 3) 17/00169/FUL	Written Reps  Delegated Decision	Appeal Dismissed 17/05/2018	Officer
Mr & Mrs JZ & AJ Prusinski 5 Meadow Lane Stanton Under Bardon LE67 9TL	Land Meadow Lane Stanton Under Bardon Coalville Leicestershire LE67 9TL  Erection of detached house and detached double garage (Plot 1) 17/00167/FUL	Written Reps  Delegated Decision	Appeal Dismissed 17/05/2018	Officer

Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
Mr R Morris 80 Wood Street Earl Shilton LE10 7ND	Cedar Lawns Church Street Burbage Hinckley Leicestershire LE10 2DE  Removal of condition 17 of planning permission 16/00441/FUL to remove the requirement for a brick wall to be constructed between plot 1 and the rear of gardens 66- 72 Church Street 17/00543/CONDIT	Written Reps  Delegated Decision	Appeal Dismissed 08/01/2018	Officer
Mr P Walker c/o agent	Land Rear Of 4 - 28 Markfield Road Ratby Leicestershire  Erection of four dwellings (Outline - access, layout and scale) 17/00123/OUT	Written Reps  Delegated Decision	Appeal Dismissed 09/02/2018	Officer
Mr B Sahota Surbrae Bradgate Hill Groby Leicestershire LE6 0FA	Surbrae Bradgate Hill Groby Leicester Leicestershire LE6 0FA  Two storey side and rear extension ,single storey rear extension, erection of a porch and pitched roof over existing garage (re submission) 17/01213/HOU	Fast Track  Delegated Decision	Appeal Dismissed 31/05/2018	Officer

Appellant	Site Address & Proposal	Method	Appeal Decision	Recommendation
RJ Tree Services Ltd Ground Floor Unit 3 Millers Yard Roman Way Market Harborough LE16 7PW	Land Adjacent 2 Hangmans Lane Hinckley Leicestershire LE10 1SU  Removal of group of crack willow trees 17/00259/TPO	Fast Track  Delegated Decision	Appeal Dismissed 01/03/2018	Officer

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## PLANNING APPEAL PROGRESS REPORT

SITUATION AS AT: 29.06.18

### WR - WRITTEN REPRESENTATIONS

### IH - INFORMAL HEARING

### PI - PUBLIC INQUIRY

FILE REF	CASE OFFICER	APPLICATION NO	TYPE	APPELLANT	DEVELOPMENT	SITUATION	DATES
		18/00098/HOU (PINS Ref 3204820)	WR	Mr D Power 37 Wykin Lane Stoke Golding	37 Wykin Lane Stoke Golding (Proposed Studio and Playroom above approved garages)	Appeal Valid Awaiting Start Date	14.06.18
	EC	18/00412/HOU (PINS Ref 3204710)	WR	Mrs Samantha Mather 64 Manor Road Desford	64 Manor Road Desford (Detached garage to front elevation and roof lantern to existing summer house in rear garden)	Appeal Valid Awaiting Start Date	13.06.18
	AC	17/00776/FUL (PINS Ref 3204517)	WR	Dr David Hickie 7 Hunters Walk Witherley Atherstone	7 Hunters Walk Witherley Atherstone Erection of timber post and wire fence adjacent to Kennel Lane (resubmission of 17/00310/FUL))	Appeal Valid Awaiting Start Date	20.06.18
	AC	18/00038/HOU (PINS Ref 3204410)	WR	Mr & Mrs Smith 15 Denis Road Burbage	15 Denis Road Burbage (First floor extension to bungalow to form two and a half storey dwelling with alterations to all elevations (resubmission of 17/00546/HOU))	Appeal Valid Awaiting Start Date	11.06.18
	RW	17/01341/FUL (PINS Ref 3204303)	WR	Mr Leighton Parsons Oakdene Leicester Lane Desford	Oakdene Leicester Lane Desford (Erection of one dwelling and associated detached triple garage)	Appeal Valid Awaiting Start Date	08.06.18
	HK	17/00765/FUL (PINS Ref 3203971)	PI	Orbit Group Ltd	The Big Pit Land to the rear of 44 - 78 Ashby Road Hinckley (Erection of 60 dwellings including	Awaiting Start Date	
18/00019/FTTREE	CJ	18/00234/TPO (PINS Ref 6812)	WR	William Burke 1 Goulton Crescent Desford	1 Goulton Crescent Desford (1x Scots pine, reduce overall height by 20 feet)	Start Date Awaiting Decision	30.05.18

18/00018/HEDGE	TW	18/00040/HEDGE (PINS Ref 512)	WR	AH Oliver & Son Sweepstone Fields Farm Snarestone Road Newton Burgoland	Odstone Hill Farm Newton Lane Odstone	Start Date Final Comments	16.05.18
	JB	18/00249/OUT (PINS Ref 3202284)	WR	Mr Jeffrey Allen Medworth Desford Road Desford	Land Adjacent Medworth Desford Lane Ratby (Erection of a single Dwelling after demolition of existing redundant outbuildings)	Appeal Valid Awaiting Start Date	10.05.18
18/00021/FTPP	AC	18/00193/HOU (PINS Ref 3202279)	WR	Mr T Knapp 18 Strutt Road Burbage	18 Strutt Road Burbage (Single storey attached garage to front of property (resubmission of 17/00777/HOU))	Start Date Awaiting Decision	21.06.18
	JB	17/00552/OUT (PINS Ref 3201693)	WR	Mr & Mrs T & G Moore 42 Coventry Road Burbage	42 Coventry Road Burbage (Demolition of garage and erection of one new dwelling to rear of existing property (Outline - access, layout and scale only))	Appeal Valid Awaiting Start Date	03.05.18
18/00016/FTTREE	CJ	18/00211/TPO	WR	Brian Higginson Village House Coventry Road Marton	32 Northumberland Avenue Market Bosworth Nuneaton (T1 Oak - Fell and replace; T2 Beech - Remove 2 damaged lower limbs)	Start Date Awaiting Decision	16.05.18
	RW	17/00877/OUT (PINS Ref 3200713)	WR	Mr M Hurst C/O Andrew Granger & Co. Phoenix House, 52 High Street Market Harborough	Land rear of 43 Park Road, Ratby (Outline planning application for development of 5no. dwellings and associated vehicular access) (Re-submission of 16/00999/OUT)	Appeal Valid Awaiting Start Date	19.04.18
18/00015/FTPP	EC	18/00076/HOU (PINS Ref 3200397)	WR	Mrs Rebecca Stilgoe 74 Alexander Avenue Earl Shilton	74 Alexander Avenue Earl Shilton (Single storey detached garage (retrospective))	Start Date Awaiting Decision	14.05.18
18/00014/FTPP	TW	18/00075/HOU (PINS Ref 3200590)	WR	Mr R Brown 61 Sycamore Drive Groby	61 Sycamore Drive Groby (1.8 metre high and 1 metre high timber fence to side boundary (part retrospective))	Start Date Awaiting Decision	14.05.18
	RW	17/00747/OUT (PINS Ref 3199326)	WR	Mr K Petcher 128 Preston Drive Newbold Verdon	Land Rear Of 143 Dragon Lane Newbold Verdon (Erection of single storey bungalow (outline - access only))	Appeal Valid Awaiting Start Date	09.04.18

18/00012/FTPP	AC	17/01190/HOU (PINS Ref 3199017)	WR	Mrs Natasha Godrich 12 Wellington Close Burbage	12 Wellington Close Burbage (Single storey side extension)	Start Date Awaiting Decision	14.05.18
18/00013/FTPP	TW	18/00006/HOU (PINS Ref 3199483)	WR	Mr Allan Clarke 47 Princess Road Hinckley	47 Princess Road Hinckley (Erection of a 1.8 metre high boundary wall)	Start Date Awaiting Decision	14.05.18
18/00011/FTPP	AC	18/00054/HOU (PINS Ref 3198253)	WR	Mr Neale 6 Leysmill Close Hinckley	6 Leysmill Close Hinckley (Two storey side and rear extension and single storey front extension)	Start Date Awaiting Decision	14.05.18
	HW	15/00441/FUL (PINS Ref 3197865)	IH	Cartwright Homes Ltd Vicarage Street Nuneaton	Land South Of Chapel Fields Livery Stables Chapel Lane Witherley (Erection of 10 dwellings and associated access)	Appeal Valid Awaiting Start Date	16.04.18
18/00017/PP		17/01119/FUL (PINS Ref 3197114)	WR	Mr Andrew Ward Ben Venuto Thornton Lane Markfield	Ben Venuto Thornton Lane Markfield (Erection of detached dwelling)	Start Date Awaiting Decision	17.05.18
18/00020/PP	AC	17/00695/FUL (PINS Ref 319657)	WR	Mr D Tallis Basin Bridge Bungalow Hinckley Lane Higham on the Hill Nuneaton	Basin Bridge Bungalow Hinckley Lane Higham On The Hill Nuneaton (Demolition of existing dwelling and erection of replacement two-storey, two-bedroom dwelling)	Appeal Valid Awaiting Start Date	06.03.18
	JB	17/00982/FUL	WR	Mr R Harrison R&W Harrison Builders Ltd 40 Farrier Lane Leicester	Holly Cottage 20 Rookery Lane Groby (Erection of one dwelling)	Appeal Valid Awaiting Start Date	22.05.18
	CA	10/00221/UNAUTH (PINS Ref 3192396)	IH	Mr F Hopkins The Bungalow Coalville DE12 7DQ	Land at Allotment Gardens Newtown Linford Lane Groby (Alterations to access)	Awaiting Start Date	
18/00007/PP	RWR	17/00115/FUL (PINS Ref 3189810)	IH	Mr K Saigal Centre Estates 99 Hinckley Road Leicester	Land Off Paddock Way Hinckley (Residential development of 55 dwellings, creation of a new access and associated works to include 72 on-site parking spaces)	Start Date Hearing Date	20.03.18 10.07.18

17/00030/PP	HK	17/00531/OUT (PINS Ref 3188948)	PI	Gladman Developments Ltd Gladman House Alexandria Way Congleton Cheshire CW12 1LB	Land East Of The Common Barwell (Residential development of up to 185 dwellings (outline - access only))	Start Date Decision due on or before	11.12.17 23.08.18
18/00001/FTTREE	CB	17/00930/TPO (PINS Ref 6502)	WR	Mr Andrew Baxter 4 Market Mews Market Bosworth	4 Market Mews Market Bosworth (Removal of overhanging branches on western side of tree overhanging the garden of 4 Market Mews. This is further works to the permission granted and executed during winter 2016/17)	Start Date Awaiting Decision	04.01.18

#### Decisions Received

#### Appeal Decisions - 1 April - 29 June 2018

No of Appeal Decisions	Allowed	Dismissed	Split	Withdrawn	Officer Decision			Councillor Decision			Non Determination		
					Allow	Spt	Dis	Allow	Spt	Dis	Allow	Spt	Dis
11	3	8	0		3	0	8	0	0	0	0	0	0

#### Enforcement Appeal Decisions

No of Appeal Decisions	Allowed	Dismissed	Split	Withdrawn
1	0	0	0	1



## Hinckley & Bosworth Borough Council

### FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION	10 JULY 2018
ETHICAL GOVERNANCE AND PERSONNEL COMMITTEE	12 JULY 2018
EXECUTIVE	1 AUGUST 2018

WARDS AFFECTED: 'ALL WARDS'

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### CORPORATE APPROACH TO RECRUITING AND DEVELOPING TRAINEE STAFF

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#### **Report of Director (Corporate Services)**

##### 1. PURPOSE OF REPORT

- 1.1 To present to members a package of options to recruit and develop the council's trainee workforce.

##### 2. RECOMMENDATION

- 2.1 That members support the following recommendations:

- 1) To note the positive work achieved to date
- 2) To support the implementation of a corporate trainee scheme offering a mix of placements covering both internships and apprenticeships
- 3) To commit to corporate funding to offer two internships for a two-year period, based upon the national minimum wage, targeting professional posts at graduate level
- 4) To commit to 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
- 5) Agree that middle managers, following consultation with HR, will be required to bid from the corporate fund based upon a business case
- 6) Agree that HR will oversee the recruitment and induction process and manage the outgoing contract.

### 3. BACKGROUND TO THE REPORT

3.1 One of the strategic aims within the People Strategy approved in 2017 was to 'Nurture and Attract Talent'. In order to achieve this aim, a series of actions were identified within the strategy with a particular focus upon the trainee workforce. It is recognised that in order to maintain capacity and aid succession planning, there is a need to develop a more robust corporate approach to trainee recruitment and development that is sustainable. This can be achieved using a variety of options outlined below:

- Structured work placements such as school/college work experience and internships
- Development of a corporate apprenticeship scheme
- Attracting and developing newly qualified graduates either through professional or management routes

3.2 The council has already engaged in initiatives such as recruiting apprentices, graduates and offering work experience placements and has been doing so for a lengthy period of time. Whilst the council has seen an increase in such posts over the last two years, the approach however has been relatively piecemeal due to the restricted funding of posts, given that trainee posts are expected to be funded from existing establishment budgets. This means that the council is heavily reliant upon service managers to make provision for apprentices/graduates to be maintained within service budget, which is a challenge over the longer term. To illustrate this point, a vacancy at admin level becomes available and the manager decides to recruit an apprentice to the post. After the apprenticeship ends, the team may want to retain the employee as they want to develop them further; they then subsequently appoint and the apprenticeship post is then converted back to an establishment role and the apprenticeship vacancy then disappears.

3.3 Whilst this is a success for the trainee and the council, this stifles the opportunity to recruit and develop more trainees. The council only retains the budget if the employee leaves, which is counter-productive to our strategic aim. It is recognised that employers who offer work experience, apprenticeship and internship programmes typically report significant benefits to their business. Following recent discussions at SLT it was agreed to revisit the council's strategic approach to trainees and to consider, at a corporate level, the opportunities that could be pursued as a council moving forwards.

### 3.4. INTERNSHIPS

There are a number of different phrases used to describe non-contractual work that offers a young person some expertise in the workplace. This may be during their time at school (typically lasting a couple of weeks and referred to 'work experience') or university (usually lasting up to a year and called work placements) or they have just finished education and entering the labour market for the first time. However the market has seen internships more recently associated with graduates entering the labour market and wanting to enter a particular profession, as it is perceived to be an informal means of gaining practical insight into a particular career and a rung on the 'work ladder'.

Developing a corporate approach to developing an internship scheme does need careful consideration. The primary purpose of internships is to provide interns with meaningful experience that enhances their employability and skills. That said there

are real benefits of running a corporate internship scheme such as gaining a new and motivated member of staff, bringing new skills and perspective to your organisation and potentially improving productivity.

There are some debates as to whether or not internships should always be paid positions. Traditionally it is suggested that the quality of the experience is the most important factor for the intern rather than pay, as the short term economic costs of an internship can often be offset by the long term advantages to an individual's career – however this is only true if the internship is of sufficient quality. The counter argument is that unpaid internships receive criticism as legally the council is required to pay the national minimum wage if the intern is carrying out 'work' for an organisation (not just shadowing etc.); furthermore there is the moral argument that paying an intern is not only the right thing to do, but it also helps to widen access to more choice of quality interns.

### **3.4.1 Internships - at the council**

The council has historically offered varying internships as follows:

#### **Work experience (under 16)**

The council offers work experience placements of up to one week in a variety of services. For this we have worked with requests from parents and schools directly or have arranged placement with the Leicestershire Education Business Company (LEBC) who coordinate work experience across Leicestershire and the East Midlands. The council supports on average over 10 placements per summer.

#### **Work placements**

The council has placed a number of college and university students on short term and longer term work placements in various teams such as Planning, Housing and Environmental Health and Legal. These schemes are usually offered by employers directly or from universities either on a seasonal basis or for a period of up to 12 months as part of a placement (which can be on a paid and unpaid basis).

Examples:

**Environmental Health** - the team support a student Environmental Health Officer's (EHO) on an annual basis offering a one year placement. The students are usually in study or have completed their final year at university. Student EHO's meet the exemption in regard to the national minimum wage because they are required to complete a learning portfolio before graduation as a fully fledged Environmental Health Officer and the placement is for one year only. The council pays a bursary amount of £1000 every quarter for the duration of their one year placement to cover study materials plus mileage expenses. Whilst, not legally required, the students ideally should be paid the minimum wage job role however historically this has not been pursued due to limited budget. If the council did consider changing this approach it might be able to attract a broader choice of applicants.

**Planning** – during 2014 the Head of Planning recruited six graduate posts using temporary funding in order to support capacity issues within the service, following a failure to successfully recruit planning officers. The HR team contracted university placement managers at Bristol, Birmingham, Liverpool, Newcastle, Sheffield and Nottingham for students graduating that year.

The campaign was deemed successful as four posts were made permanent (Grade 5 equivalent to a Planning Assistant) and has remained sustainable with four graduates currently placed in Development Control and Policy.

### **Other university placements**

An alternative approach, which the council has trialled in the past, is to take part in formal schemes (such as those highlighted below) ran by local universities, however we have had limited take up when circulated to managers.

1. **Demontfort University Graduate Champions** – the scheme sought to place current students and recent graduates on six week paid internships with leading UK businesses. Students apply in March each year with placements to start during the summer. DMU pay the students the Living Wage which currently stands at £8.75 an hour directly for 18.5 hours a week for six weeks.
2. **Leicester University** – the university attempted to place graduates into paid internships. As the employer we would have to focus the internship in one specific project or across a range of work. The university advertises to students and provides a pool of candidates to choose from. Internships last six months on average (minimum duration: ten weeks) and start in July each year.
3. **Loughborough University –School of Business and Economics** - a year-long placement is as a mandatory part of Loughborough University undergraduate degree courses. Placements are paid by the employer at their agreed pay rate for a period of 6 months up to 12 months with placements starting between July and September each year.
4. **National Graduate Development Programme (NGDP)** – ran by the LGA this is a two year programme. This is a national programme aimed at graduates who want to become future 'leaders'. As a management trainee they will undertake a two-year placement which has to be structured across three disciplines. This was explored by SLT, but felt that given the size of the council, a work placement at a management level would prove impractical.

### **Government work programme – Dorothy Goodman**

The school is classed as 'outstanding' and its pupils have a wide variety of special educational needs and disabilities. Working with the school, the council provides a twelve-month work programme (since 2015/16) for those who are studying level 2 qualification in Horticulture, working with the Green spaces Team. We also offer work placements within the Communications Team placing four students, every three months and supported by a companion, to fold and envelope the Borough Bulletin. This allows the students to gain experience in the work environment.

### **'EmployAbility' Programme – Cadent**

The council has made a commitment to work with Cadent who recently launched it's corporate 'EmployAbility' programme. This is an internal work experience scheme run by Cadent offering work experience to pupils at the Dorothy Goodman school (who then have the opportunity to complete a BTEC qualification). Following the success of the scheme, Cadent has sought to offer the model they use to other businesses within the area and the council has agreed to sign up to the scheme.

### **Work trials with Jobcentre plus**

The council has an ongoing commitment to work with the local Job Centre plus to offer work trials for people who are Not in Education, Employment, or Training



(NEET) in order to build experience and confident to get back into the workplace. These trials are unpaid as they meet the exemption. The council has placed 28 work trials since April 2015 in areas including Refuse Collection and varying admin roles in Cultural Services, Revenues and Benefits, Housing Repairs, Democratic Services, Finance, Elections and Streetscene Services. Since the scheme has started the council has placed over 35 jobseekers, with eight of those placements going on to secure temporary and permanent contracts with the council.

### 3.4.2 **Summary – Internships**

The council has made successful inroads to offering work placements for both short and long-term internships. Schemes such as work experience (school students) and the Dorothy Goodman ideally should be maintained.

There does however need to be a more structured and coordinated approach including a senior commitment to hiring interns that is corporately fully funded. Strategically, and following consultation with middle managers, HR could recruit interns to the HBBC scheme, typically at a graduate level and target areas that have capacity issues or to meet the needs of succession planning in high risk teams, where there are ageing employees or high turnover. It is suggested that placements are limited to professional teams, as technical and clerical posts could be covered by Apprenticeships (see next section of this report).

In terms of process, it is suggested to retain a corporate fund to cover two internships over a two-year period based upon the national minimum wage (the fund will have the flexibility to offer a mix of temp contracts based upon whether the internship is part of placement for an under graduate programme or a new post for a post graduate). Middle managers, following consultation with HR, will be required to bid from the corporate fund based upon a business case. HR will oversee the recruitment and induction process and manage the outgoing contract.

### 3.5 **APPRENTICESHIPS**

An apprenticeship allows students to enter the job market and gain a qualification and is a key government policy in the UK, with the introduction of the apprenticeship levy in April 2017. The council, as an employer with over 250 staff, is required to meet the public sector apprenticeship target of 2.3% of the workforce each year. This equates to 9 apprentices at the council p.a. until 2021. The council's annual apprenticeship levy is approximately £35,000 per annum; this just covers training costs and not the salary costs of employing an apprentice.

To meet the definition of an apprenticeship, the apprentice has to be in a real job, be on an approved apprenticeship standard for a minimum of 12 months, work 30 hours per week and 20% of the apprentices' time should be for 'off the job' training. The apprentice should also be paid the minimum apprenticeship rate of £3.50 per hour or other suitable rate of pay for the role that will attract high quality apprentices (the council currently pays NMW £5.90 and after a year paid based upon their age).

At the end of the apprenticeship, where a job opportunity continues to exist and where the apprentice wishes to remain, the apprentice should be offered a permanent contract. Where this is not possible, the council and the apprenticeship provider must support the apprentice to seek alternative opportunities.

The council is required to report on an annual basis to the DFE all apprenticeship 'starts' for each year. For the financial year 2017/18 this has to be done by 30

September 2018. The report must also include any details of action the council has taken to meet/or in some cases, any mitigation if the target has not been met.

Apprenticeships levels start at:

- Level 2 - equivalent to G.C.S.Es
- Level 3 - equivalent to A levels
- Level 4 and above – known as higher or degree apprenticeships working toward qualifications such as a foundation degree or the equivalent of a bachelor's degree - without paying tuition fees.

There is a large number of existing apprenticeship standards, some of which the council has already accessed such as: Business Administration, Customer Services, Finance, Horticulture, Street Cleaning, LGV Drivers, Carpentry and Plumbing. The apprenticeships standards that are currently available are set out at **Appendix 1**. To illustrate, the council has appointed 7 apprentices with positions in areas such as Finance (completing an Association of Accounting Technicians (AAT) Level 3), Business Administration in Revenues and Benefits (Level 2) (provided by North Warwickshire and Hinckley College). The council has also upskilled four Grounds Maintenance team members through a Horticulture apprenticeship at Level 2 (provided by Brooksby Melton College).

There are also apprenticeship standards that are still in progress at **Appendix 2**. Of interest is those at a higher levels relating to service areas including Planning (predicted to be completed by September 2018), Building Control and Environmental Health. This could be an alternative option moving forward if staff do not want to progress through the traditional route of university.

At present, the council recruits as and when an establishment vacancy becomes available, particularly if there are skills gaps or capacity issues. The weakness of this approach is that it is unstructured as it relies on staff leaving and does not really tackle succession planning in high risk areas. Another factor is that the council also has to attempt to meet the target set by the DFE. For 2017/18 the council employed seven apprentices 'starts', which is a shortfall of two apprentices in year 1. At the start of 2018/2019 the council recruited one apprentice with one being considered for recruitment.

Please note that the target is a rolling target, and therefore the shortfall can be recouped by 2021.

### 3.5.1 **Summary – Apprenticeships**

It is recommended to develop a model similar to the internship programme. However the apprenticeship scheme would be open to all posts within the council from administrative/manual up to technical/professional and should the standards allow, up to degree level. As above, it is suggested to retain a corporate fund to cover two apprenticeships over a two- year period based upon the current pricing model (national minimum wage). Middle managers, following consultation with HR, will be required to bid from the corporate fund based upon a business case and HR will continue to oversee the recruitment and induction process and manage the outgoing contract.

- 3.5.2. To supplement this approach, managers will still be encouraged to recruit apprentices from their service budgets when a vacancy arises in order to meet the annual target. At present this approach is enforced via the recruitment request form whereby the

challenge is made to the recruiting manager to consider an apprenticeship post prior to recruitment.

- 3.5.3 By adopting a blended approach to recruiting and developing staff will allow the council to attract candidates from different educational environments and meet the needs of the diverse skills of the council's officers.

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

- 4.1 The report to be taken in open session.

#### 5. FINANCIAL IMPLICATIONS [AW]

- 5.1 The approximate annual cost of each apprenticeship is £14,070 and for each internship £5,000 for a bursary payment. This is based on £5.90 per hour for apprenticeship and a set payment for internships pro rata for part year.
- 5.2 The report proposal is to have up to two of each type (4 in total) which would cost approximately £38,140 for the first year, if intern posts were full time for twelve months, which may not be the case.
- 5.3 Over a five year period, such as used for the Medium Term Financial Strategy (MTFS), the cumulative costs is likely to be in the region of £0.2m allowing for pay increments at 2%, which would fall on either the general fund or HRA depending on where the placements were working in the council. These costs have not been included in the current MTFS.

#### 6. LEGAL IMPLICATIONS [AR]

- 6.1 None arising directly from this report.

#### 7. CORPORATE PLAN IMPLICATIONS

- 7.1 The policy ensures that the council provides a safe and healthy workplace whilst meeting the obligations of the Data Protection Act 1998.

#### 8. CONSULTATION

- 8.1 Discussions have taken place with the local trade union branch and have been positively received.

#### 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:

None

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 None.

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

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Background papers: None.

Contact Officer: Julie Stay, HR & Transformation Manager Ext 5688

Executive Member: Councillor C. Ladkin

## Apprenticeship Standards - current

- **Arborist** at level 2 (Planting, felling and maintaining trees).
- **Chartered Surveyor degree** at level 6 (Providing professional advice and recommendations to clients on land, property or construction).
- **Chartered Legal executive** at level 6 (Providing legal services to clients and colleagues).
- **Chartered Manager** at level 6 (Taking responsibility for long-term organisational success, managing people, projects, operations or services).
- **Commercial Procurement and Supply** (formerly Public sector commercial professional) at level 4 (Securing the best value for your companies money).
- **Credit controller/collector** at level 2 (Monitor and manage customer accounts, follow financial policies to collect money owed to organisations).
- **Advanced credit controller** and collecting debt for businesses and other organisations at level 4 (Managing credit and collecting debt for businesses and other organisations.)
- **Housing/Property Management Assistant** at level 2 (administrative support in the creation and sustainment of successful tenancies and leaseholds in both social and private housing sectors).
- **Housing/Property Management** at level 3 (Creating and sustaining successful tenancies in the private and social rented housing sectors.).
- **Senior Housing/Property Management** at level 4 (Managing housing or property related services, leading a team and taking responsibility for the cost effectiveness and efficiency of their business area).
- **HR support** at level 3 (Handling day to day queries and providing HR advice ranging from recruitment through to retirement).
- **Electrician** at level 3 (Install, maintain and repair electrical systems in industrial, commercial and domestic environments.).
- **Paralegal** at level 3 (Providing legal support, including administrative tasks, carrying out research and drafting legal documents and forms.).
- **Plumbing and Domestic Heating Technician** at level 3 (Planning, selecting, installing, servicing, commissioning and maintaining all aspects of plumbing and heating systems).
- **Property Maintenance Operative** at level 2 (Ensuring that buildings are in a safe working condition).

- **Public service operational delivery officer (Customer service)** at level 3, (Working in local and central government to ensure the public gets the services and protection they need).
- **Solicitor** at Level 7 (Progressing legal matters and transactions, applying legal knowledge and commercial judgement to produce solutions which meet clients' needs).
- **Surveying technician** at level 3 (Collecting information from site inspections to inform advice to clients on land, property or construction).

Standards - In Development

[Institute for Apprenticeships](#)

Chartered Town Planner (Degree)

Level: 7

[Building control surveyor](#)

Level: 6

[Environmental Health Practitioner](#)

Level: 6

Recently approved standards

[Senior housing / property management](#) New

Level 4

[Housing / property management](#) New

Level 3

[Housing / property management assistant](#) New

Level 2

[Community Sport and Health Officer](#)

Level 3

[Policy Officer \(L4\)](#)

Level 4

[Regulatory Compliance Officer](#)

Level 4

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## Hinckley & Bosworth Borough Council

### FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION

10 JULY 2018

WARDS AFFECTED:

ALL WARDS

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### REVALUATION DISCRETIONARY RATE RELIEF SCHEME (UPDATE)

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#### Report of Head of Finance

##### 1. PURPOSE OF REPORT

- 1.1 To Inform Members of the changes to the additional funding made available for discretionary rates relief.

##### 2. RECOMMENDATION

- 2.1 That Scrutiny note the actions taken.

##### 3. BACKGROUND TO THE REPORT

- 3.1 In the Spring Budget in March 2017, the Chancellor unexpectedly announced three further relief schemes to support certain businesses as a result of the 2017 revaluation. These reliefs were:

- **Public Houses Relief Scheme** - Eligible public houses with a ratable value of below £100,000 will receive up to £1,000 discount on their bill in 2017/18.
- **Supporting Small Businesses** - From 1 April 2017 the thresholds for Small Business Rate Relief have been changed and this along with the revaluation has resulted in some businesses facing large increases in the amount payable.
- **Discretionary Revaluation Rate Relief** - A £300 million pot of money will be distributed to local authorities over the next 4 years for them to help businesses facing large increases as a direct result of the 2017 revaluation. Our allocation is £279,000 for 2017/18, which will be covered by a grant allocation to cover our element, being £139,500. The other 50% representing amounts that would normally be passed on to Central Government.

- 3.2 Both the pub and small business rates relief has been applied as intended and reported. However, to ensure use of the Discretionary Revaluation Rate Relief, which cannot be carried forward, changes had to be made to ensure the funds were utilised Meaning more businesses would receive financial support.

### **Revaluation Discretionary Rate Relief Scheme**

- 3.3 This is the only scheme where Billing Authorities are responsible for designing the scheme that will operate in their areas, and allows authorities to design inline with their priorities and knowledge of the local area. Officers have consulted, as required, with the Council's major preceptors (Leicestershire County Council and the Leicestershire Combined Fire Authority) and met with other Leicestershire authorities. The scheme will allow each authority to apply local variances in line with each authority's grant allocation. The Department for Communities and Local Government (DCLG)CLG has announced the amounts it intends to allocate to this authority over the next 4 years as follows:

<b>Council</b>	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>	<b>20/21</b>
<b>HBBC</b>	279,000	136,000	56,000	8,000

### **The original proposals for the Revaluation Discretionary Rate Relief Scheme**

- 3.4 The proposed scheme set out below is for the 2017/18 financial year only. Given the tapering nature of the grant the scheme will be reviewed for subsequent years.
- 3.5 In 2017/18, this was originally intended to be used for businesses in Barwell, Earl Shilton, Market Bosworth and Hinckley Town Centre (the BID area), to tie in with our corporate priorities for market towns and keeping business in those areas.
- 3.6 Relief will be awarded on the basis of the items in the table below:

To Include	To Exclude
Properties with rateable values less than £51,000 that have had a 12.5% increase in RV and are in receipt of Transitional Relief (TR)	Multi property businesses, national chains, international operations and all those with substantial turnovers and high profits
Occupied properties	Public Houses as they will fall under the Pub Relief Scheme
	County Council and Parish/Town councils
	Ratepayers in receipt of mandatory and/or other discretionary relief
	Ratepayers in receipt of Small Business Rate Relief
	Ratepayers with less than £600 extra to pay in 2017/18
	Exclude certain Valuation Office property codes/descriptions (Appendix 1)

- 3.7 The funding allocation was determined by Central Government on the basis of the number of businesses in each area with Rateable Values less than £200,000 which have experienced an increase in their rateable value of over 12.5%. Though, reliefs and exemptions have not been considered as part of the allocation. DCLG have

confirmed that the criteria for funding does not have to be used for in the scheme criteria. The Discretionary Scheme can be determined by each Local Authority in accordance with their specific aims and priorities.

### **Changes to the proposed use of the Revaluation Discretionary Rate Relief Scheme**

- 3.8 The criteria for awarding relief had to be amended when the actual rateable values were run through the Council's Business Rates system; it became clear that not enough businesses were meeting the eligibility criteria. The main cause of this was the interplay with other reliefs, in particular transitional rates relief.
- 3.9 When the transitional rate relief was applied, the number of eligible properties in the Market Town areas fell to levels where the amount of relief that could be awarded was less than £10,000. Unfortunately this was highlighted after the original proposal had been put to members.
- 3.10 Following discussion by the S151 officer and Head of Revenues and Benefits, a proposal was put to the SLT to change the original criteria of awarding the relief. This was also discussed with the Leader of the Council. This meant that in addition to the businesses originally identified, the scheme was able to support more businesses in the Borough.

The changes were:

- to extend the eligibility to all business in the Borough,
  - to increase the eligible ratable value (RV) to the maximum under the Central Government requirement to businesses with an RV of less than £200,000, that have had an increase in their ratable value of over 12.5%.
- 3.11 Following these changes £237,906.42 has been awarded, and further work is being done to identify if there are further businesses that can be awarded relief.
4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES
- 4.1 Report to be taken in open session
5. FINANCIAL IMPLICATIONS [AW]
- 5.1 After applying the above parameters to the data for the Revaluation Discretionary Rate Relief it is expected that at least £247,906.42 will be awarded for the 2017/18 financial year. This will have no impact on the finances of HBBC as the relief is fully funded from central government funding allocations. Amounts not awarded cannot be carried forward.
6. LEGAL IMPLICATIONS [AR]
- 6.1 The statutory power to offer such a relief is set out within s.47 of the Local Government Finance Act 1988.
- 6.2 This section was also amended by The Localism Act 2011 which allowed local authorities the ability to give local discounts.

7. CORPORATE PLAN IMPLICATIONS

7.1 The Council's governance arrangements are robust

8. CONSULTATION

8.1 There is a duty to consult Leicestershire County Council (LCC) and the Leicestershire Combined Fire Authority, this has been completed..

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.

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.

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
None		

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

Various reliefs are available for businesses and charities under the business rate regulations.

11. CORPORATE IMPLICATIONS

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

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Background Papers:	Revenues and Benefits Monitoring Reports
Author:	Ashley Wilson, Head of Finance ext 5609
Executive Member:	Cllr C Ladkin



## Hinckley & Bosworth Borough Council

### FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION  
COUNCIL

10 JULY 2018  
7 AUGUST 2018

WARDS AFFECTED: ALL WARDS

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### HINCKLEY & BOSWORTH BOROUGH COUNCIL'S CONSTITUTION – ANNUAL UPDATE

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#### Report of the Monitoring Officer

1. PURPOSE OF REPORT

- 1.1 To seek approval for updates to the constitution.

2. RECOMMENDATION

- 2.1 The updated constitution be approved.

3. BACKGROUND TO THE REPORT

- 3.1 The constitution is updated when necessary and on an annual basis a full review is undertaken to ensure consistency throughout. If the review shows that changes are required, these changes are recommended to Council.
- 3.2 The majority of changes recommended in this report are not substantive or are minor corrections following the rewrite of the constitution in 2017 and are included on the appended schedule, in addition to any typographical corrections.
- 3.3 It is recommended that the title of and terms of reference for the group previously known as the "Asset & Regeneration Strategy Group" are amended. The proposed terms of reference for the Asset Strategy & Regeneration Group" are attached at appendix 2. The membership will remain the same as that agreed at Annual Council for the Asset & Regeneration Strategy Group.
- 3.4 Some amendments to the financial procedure rules are also recommended in order to enable the council to take advantage of commercial opportunities swiftly but with a level of control. These are listed in appendix 3 and have also necessitated some minor additions to other parts of the constitution to make reference to the financial procedure rules.

- 3.5 In accordance with the Local Government Act 2000, the Council is required to have a constitution. The constitution requires approval of a two-thirds majority in order to make changes to it.

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 Set out within the body of this report.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The recommendations contained within this report support all 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 This report will be considered by the Scrutiny Commission prior to Council decision.

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 in the constitution and decision making processes	Ensure members and officers are aware of the provisions of the constitution 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 creation and maintenance of the constitution and the 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

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Background papers: None

Contact Officer: Rebecca Owen, Democratic Services Officer, ext 5879

Executive Member: Councillor C Ladkin.

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**SCHEDULE OF PROPOSED CHANGES TO THE CONSTITUTION**  
**PARTS 1, 2 AND 3B**

<b>Part of current constitution</b>	<b>Reference (para or section number)</b>	<b>Proposed change</b>	<b>Reason</b>
Part 1 (p6)	Para 4	Removal of reference to 'chairwoman'	Agreed to use term 'chairman' throughout as part of 2017 review
Part 2b (p19)	Para 1.22	Insert new para after 1.21 "Acquisitions and disposals in accordance with financial procedure rules" and subsequent renumbering	For completeness
Part 2b (p26)	Para 8.2	Remove final bullet point "Determining any applications where a parish or town council has made representation which meeting the following criteria..."	Provision for parish council representations is covered under the second bullet point of 8.2 and the final bullet point should have been removed from previous version of constitution as agreed by Council previously
Part 2c (p27)	Para 1, 1.1 & 1.2	Update title and terms of reference for Asset & Regeneration Strategy Group (as per appendix 2)	Update required
Part 2d (p31)	Para 1	New bullet point "approving disposals in accordance with the financial procedure rules"	For completeness
Part 2d (p32)	Para 2.2	'Asset management' section – new bullet point "acquisitions of land and property in accordance with financial procedure rules"	For completeness
Part 2d (p33)	Para 2.2	'Finance' section – new bullet point "acquisition and disposal of land or property in accordance with financial procedure rules"	For completeness
Part 2f (p40)	Para 2.20	New para 2.20 "The Strategic Leadership Team will have delegated authority to approve acquisition and disposals in accordance with the financial procedure rules"	For completeness
Part 2f (p 41)	Para 3.2	'Elections & Members' section – amend final bullet point to say "in consultation with <u>the relevant</u> group leader" (insertion of the words "the relevant").	Clarification
Part 2f (p41)	Para 3.2	New section 'property' with bullet point "acquire and dispose of land or property in conjunction with the Section 151 Officer in accordance with the financial procedure rules"	For completeness
Part 2f (p44)	Para 8.2	'Development Management' section, second bullet point – after "Tree Preservation Order" insert the wording "and any other planning related application or notification"	To ensure all functions of the planning service are explicitly covered
Part 2f (p45)	Para 8.2	'Development Management' section, fifth bullet point – remove	Not normal practice

Part of current constitution	Reference (para or section number)	Proposed change	Reason
		requirement to consult chairman of the Planning Committee	
Part 2f (p45)	Para 8.2	'Development Management' section, final bullet point – insert word “or” after “delegated powers” to read “sign all documents related to the council’s development management function following decisions made under delegated powers or by the relevant committee or by Council”	Clarification
Part 2f (p45)	Para 8.2	'Enforcement' section – insert new bullet point “Determine the course of action on breaches of planning control including not taking any action or where it is not expedient to take action”	To make explicit the point that was previously implied
Part 2f (p45)	Para 8.2	'Building Control' section, fourth bullet point – insert “in consultation with the Legal Services Manager” to read “Serve and receive notices under relevant legislation and to effect enforcement including requests for information in consultation with the Legal Services Manager”	Omission
Part 2f (p45)	Para 8.2	'Conservation' section – insert new bullet point “Serve Article 4 notices in consultation with the Legal Services Manager”	Omission
Part 2f (p45)	Para 8.2	'Planning policy' section – remove fourth bullet point “undertake such studies as necessary to assess the needs of travellers and adequacy of site provision”	Covered by general provisions
Part 2f (p50)	Para 21.1	'Licensing' section – insert new bullet point “Deal with all matters in connection with scrap metal dealers in accordance with relevant legislation, including but not limited to licensing for fixed or mobile collectors and enforcement under relevant legislation”	For completeness
Part 2f (p53)	Para 27.1	New bullet point “Disposal of land or property in accordance with the financial procedure rules”.	For completeness
Part 3b (p73)	Para 19.6	Final sentence of first paragraph – change “move” to “mover”	Typographical error

**Asset Strategy and Regeneration Group**  
**Terms of Reference**

**Purpose and Role**

- To provide the strategic lead and co-ordination on the development and implementation of key regeneration sites.
- To lead in the planning and development of a series of projects to support regeneration in key settlements including Hinckley, Barwell, Earl Shilton and Market Bosworth.
- To make recommendations for asset acquisition and disposal.
- To engage with relevant internal and external stakeholders to ensure effective coordination of projects.

**Role and Objectives**

- To assess the options for each of the sites and then draw up an Action Plan for each site.
- To take forward proposals and monitor against key milestones.
- To coordinate and influence delivery of Council owned sites, in particular Trinity Land and Middlefield Lane.
- To co-ordinate with Town Teams and ensure delivery on their priorities.
- To oversee delivery of Town Centre Vision documents.
- To coordinate delivery of public realm and highway projects linked to major developments that are coming forward across the Borough.

**Membership**

Membership will consist of six members appointed by Council. The group will be politically balanced and will be chaired by the Executive member with responsibility for asset management. There will be officer representation from key functions within the local authority.

Further service specific representatives to be co-opted as and when necessary e.g. car parks, heritage, leisure.

**Meetings**

- The meetings are held on a bi-monthly basis.
- The standard agenda points are:
  - Minutes of last meeting
  - Progress on actions from last meeting
  - Review of key sites
  - Key actions and tasks
  - AOB

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**SCHEDULE OF PROPOSED CHANGES TO THE CONSTITUTION**  
**PART 3F (FINANCIAL PROCEDURE RULES)**

As Stated	Amendments requested
<p>10.9 Land and property acquisition and disposals – disposals Section 123 of the Local Government Act 1972 provides guidance on a definition to the effect that disposal of property can be considered to be a disposal if it consists of:</p> <ul style="list-style-type: none"> <li>• Freehold transfer</li> <li>• A grant of a term exceeding seven years</li> <li>• The assignment of a term which, at the date of the assignment, has more than seven</li> <li>• years to run.</li> </ul> <p>10.10 Land and property acquisition and disposals - minor disposals A minor disposal is where the sale price or value of the asset does not exceed £10,000, or in the case of land, £25,000. In the case of minor disposals, the Estates and Asset Manager is responsible for the disposal of its property assets in accordance with this policy.</p> <p>A minor disposal generally arises when an application is received from adjacent or neighbouring owner(s) to purchase the freehold or leasehold interest of a small or inconsequential area of land in the council's ownership. It is permissible, with the agreement of the S151 Officer, to open 'confined' negotiations with them where:</p> <ul style="list-style-type: none"> <li>• The land is surplus to requirements as identified in the acquisition and disposal strategy</li> <li>• The land has no development value or open market opportunity and</li> <li>• Has a market value of less than £10,000</li> <li>• Or it is with the adjacent or neighbouring owner in order to achieve the most advantageous financial or economic result, for example if the land is 'land locked' or is difficult or expensive to maintain and</li> <li>• There may be circumstances where it is in the council's</li> </ul>	<p>10.9 Land and property acquisition and disposals – disposals Section 123 of the Local Government Act 1972 provides guidance on a definition to the effect that disposal of property can be considered to be a disposal if it consists of:</p> <ul style="list-style-type: none"> <li>• Freehold transfer</li> <li>• A grant of a term exceeding seven years</li> <li>• The assignment of a term which, at the date of the assignment, has more than seven</li> <li>• years to run.</li> </ul> <p>10.10 Land and property acquisition and disposals - minor disposals A minor disposal is where the sale price or value of the asset does not exceed <b>£100,000</b>. In the case of minor disposals, the Estates and Asset Manager is responsible for the disposal of property assets in accordance with this policy.</p> <p><del>A minor disposal generally arises when an application is received from adjacent or neighbouring owner(s) to purchase the freehold or leasehold interest of a small or inconsequential area of land in the council's ownership. It is permissible, with the agreement of the S151 Officer, to open 'confined' negotiations with them where:</del></p> <ul style="list-style-type: none"> <li>• <del>The land is surplus to requirements as identified in the acquisition and disposal strategy</del></li> <li>• <del>The land has no development value or open market opportunity and</del></li> <li>• <del>Has a market value of less than £10,000</del></li> <li>• <del>Or it is with the adjacent or neighbouring owner in order to achieve the most advantageous financial or economic result, for example if the land is 'land locked' or is difficult or expensive to maintain and</del></li> <li>• <del>There may be circumstances where it is in the council's</del></li> </ul>

interest to initiate a minor disposal, for example land surplus to requirements, or for reasons of good estate management.

10.11 Land and property acquisition and disposals - major disposals

10.12 A major disposal is any disposal not covered by the minor disposal definition above. All major disposals have to be reported to SLT prior to the disposal taking place. When a property has been identified as surplus to the requirements of the council, the Corporate Property Officer should be notified. If the asset is not identified as a key disposal under the acquisition and disposal strategy, it should be processed by the asset management service to ascertain the value of sale. On successful completion of this process, the Corporate Property Officer may seek Executive approval to it being declared surplus and add the record to the acquisition and disposal strategy for an appropriate programmed sale. Detailed guidance on land and property disposal can be found in the council's adopted disposal policy.

10.13 Land and property acquisition and disposals - delegated powers of disposal  
Delegated powers of disposal are considered separately and are subject to the council's constitution.

~~interest to initiate a minor disposal, for example land surplus to requirements, or for reasons of good estate management.~~

10.11 Land and property acquisition and disposals - major disposals

10.12 A major disposal is any disposal not covered by the minor disposal definition above. All major disposals have to be reported to SLT prior to the disposal taking place. When a property has been identified as surplus to the requirements of the council, the Corporate Property Officer should be notified. Major disposals arrangements should comply with the Council's disposal policy. ~~If the asset is not identified as a key disposal under the acquisition and disposal strategy, it should be processed by the asset management service to ascertain the value of sale. On successful completion of this process, the Corporate Property Officer may seek Executive approval to it being declared surplus and add the record to the acquisition and disposal strategy for an appropriate programmed sale. Detailed guidance on land and property disposal can be found in the council's adopted disposal policy.~~

10.13 Land and property acquisition and disposals - delegated powers of acquisition and disposal.

10.14 Sale or purchase of land or buildings is controlled annually via Council's approval of the Capital Programme. For changes during the financial year to the capital programme the following delegated powers apply

Delegation of powers for acquisition and disposals below or equal to £100,000:

- Up to £25,000, Section 151 (Annual aggregate limit £100,000)
- Up to £50,000, Section 151 Officer in conjunction with Chief Executive (Annual aggregate limit £200,000)
- Up to £100,000, Section 151, SLT and the Executive member for Finance (Annual aggregate limit £400,000)

Delegation of powers for acquisition over £100,000:

- Up to £2,000,000, Section 151, SLT, Corporate Property Officer, Executive Member lead and Executive Member for Finance (Annual aggregate limit £2,000,000)
- All acquisitions over £2,000,000 will require Council approval.

Delegation of powers for disposals over £100,000:

- The Corporate Property Officer, in consultation with the Asset Strategy & Regeneration Group will have to recommend approval for all disposals over £100,000
- Up to £200,000, Executive approval required
- All disposals over £200,000 will be subject to approval by the Council.

Where projects in the Capital Programme or variations are made, resources will need to have been identified, as available or becoming available. No financial commitments will be entered into on these projects unless resources are confirmed as being available to the satisfaction of the Director of Corporate Services, Section 151 Officer and Council member with responsibility for Finance.

All variations over £50,000 to the capital programme will be reported to Scrutiny and the Full Council.

**Reason for change:**

(1) levels not amended for a significant period and now out of alignment with current market conditions,  
**(2)** to enable more responsive decision making to take advantage of opportunities as they arise in a timely manner. In particular, this could be used for the purchase of income generating assets that come onto the market and require a quick action to secure. Examples that have arisen in year are industrial unit sites that have been noted as being auctioned in a period our current procedures would have struggled to cope with.

<p>2.8 Revenue budgets - variations</p>	<p>2.8 Revenue budgets – variations</p> <p>Variation up to £1,000:</p> <ul style="list-style-type: none"> <li>• Directors on codes relating to their own directorate can approve virements and supplementary budgets to a maximum of £20,000 per year in aggregate for their own directorate. (Virements between the general Fund and HRA are not allowed).</li> <li>• <b>Reason for change:</b> supplementary discretion accidentally removed on last constitution update.</li> </ul>
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Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# Overview and Scrutiny Work Programme 2018-2019

**MAY 2018**

## SCRUTINY COMMISSION

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
10 July 2018	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nicola Smith	3
	Rate relief schemes	Update following approval and implementation of schemes	Ensure effective application of schemes	Ashley Wilson	1, 3
	Recruiting & developing trainee staff	Scrutiny prior to Executive decision	Policy review	Julie Stay	1, 3
	Annual review of constitution	Scrutiny prior to Council decision	Support for updates	Rebecca Owen	All
13 September 2018	Air quality management	Annual update	Monitor air quality in the borough	Simon Smith	1, 2
	Fly tipping	Request of Commission	Monitor changes in fly tipping	Caroline Roffey	2
	Living wage	Request of Commission	Policy review	Julie Stay	1, 3
	Community Safety Partnership	Six monthly update	Ensure effective operation of partnership and monitor local policing provision	Sharon Stacey	1, 2
8 November 2018	Communication Strategy	Consultation prior to approval	Support for strategy	Jacqueline Puffett	All
	Together for Tenants	Update	Information		1
	Universal Credit follow up report	Request of Commission to receive statistics and invite a representative of the DWP	Awareness of impact of UC	Sharon Stacey	1
January 2019	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nicola Smith	3

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
March 2019					

## FINANCE & PERFORMANCE SCRUTINY

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
16 July 2018	Performance & risk year end 2017/18	To monitor performance in-year	Identify improvements	Cal Bellavia	All
	Business rates retention quarter 4 2017/18	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
	Aged debts quarter 1 2018/19	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3
	Treasury management quarter 1 2018/19	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	3
	Frontline service review: Environmental Health (noise & nuisance)	Request of previous meeting	Monitor performance	S Smith	1, 2
10 September 2018	Revenue & capital outturn quarter 1 2018/19	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	3
	Performance & risk quarter 1 2018/19	To monitor performance in-year	Identify improvements	Cal Bellavia	All
	Business rates retention quarter 1 2018/19	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
	Frontline service review – housing	Programme of frontline service reviews	Monitor performance	S Stacey	1
5 November 2018	Revenue & capital outturn quarter 2 2018/19	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
	Aged debts quarter 2 2018/19	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	3

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
	Business rates retention quarter 2 2018/19	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	3
	Frontline service review – Planning	Programme of frontline service reviews	Monitor performance	N Smith	2
	Budget strategy	Regular report	Inform members of process and timelines	A Wilson	3
January 2019	Leisure Centre performance	Annual review	Ensure performance and value for money	S Jones	All
March 2019					

To programme

Standard of housing in the borough (SC)

Key to corporate aims

- 1 – People
- 2 – Places
- 3 – Prosperity

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### FINANCE & PERFORMANCE SCRUTINY

21 MAY 2018 AT 6.30 PM

PRESENT: Mr KWP Lynch - Chairman  
Mr DC Bill MBE (for Mr DS Cope), Mrs R Camamile and Miss DM Taylor

Members in attendance: Councillor Mr MA Hall

Officers in attendance: Julie Kenny, Rebecca Owen and Mark Tuff

#### 13 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Cope, MacDonald, Smith, Ward and Williams with the substitution of Councillor Bill for Councillor Cope authorised in accordance with council procedure rule 10.

#### 14 MINUTES OF PREVIOUS MEETING

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

RESOLVED – the minutes of the meeting held on 29 January 2018 be confirmed and signed by the chairman.

#### 15 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 16 HOUSING CONTRACTORS REPORT

In response to a request at a previous meeting, members received a report on the split in distribution of work in the housing repairs service between the in-house repairs team and contractors.

The following points were raised in response to questions:

- As part of the electrical testing programme, any serious fault identified would be addressed immediately and would not have to wait for the rewiring programme
- Where a property had been converted and the tenant left, attempts were made to match the needs of someone on the waiting list with that property. Where this was not possible, equipment would be removed and returned to the county council if appropriate
- Carbon monoxide alarms were fitted to those properties most at risk, for example those using solid fuel
- A recharge policy was in place to charge tenants for damage caused by abuse, misuse or neglect
- A definition of what constitutes an emergency repair, urgent repair, routine repair and programmed repair would be sent to members.

A member asked whether a record was kept of return visits for repairs and in response it was noted that some work on this was being undertaken with the tenant advisory panel and officers were looking at a way of monitoring it electronically. A progress report on this in six months was requested.

The cost of changing from solid fuel systems to air source heat pumps and the number awaiting conversion was queried. In response it was estimated that this was around £8,000 per property and stated that grant funding to assist with the cost was being pursued. It was requested that an update on this be provided in the aforementioned further report.

The housing repairs team was thanked for its hard work.

RESOLVED –

- (i) The report be noted and welcomed;
- (ii) The housing repairs team be thanked;
- (iii) A further report be brought in six months.

17 PERFORMANCE AND RISK END OF YEAR REPORT

Consideration was given to the end of year performance and risk management report. It was requested that those not updated due to the year end data capture process be brought to the next meeting.

Councillor Taylor entered the meeting at 6.56pm.

Members requested that the use of acronyms in reports be avoided.

RESOLVED – the report be noted.

18 REVENUE & CAPITAL OUTTURN END OF YEAR

Members were informed of the draft outturn for 2017/18. Some discussion ensued about the IAS19 pension adjustments, the HRA income and HRA capital programme.

RESOLVED – the report be noted.

19 TREASURY MANAGEMENT QUARTER 4 2017/18

A report on the council's treasury management activity in the fourth quarter of 2017/18 was presented.

RESOLVED – the report be noted.

20 SUNDRY DEBTS QUARTER 4 2017/18

Members were informed of the position on sundry debts as at 31 March 2018. It was noted that there were some large debts from other local authorities but much of this debt had been chased and received recently.

RESOLVED – the report be noted.

21 FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME

It was reported that a meeting date in December 2018 had been omitted from the calendar of meetings. It was agreed that this be held on 17 December.

(The Meeting closed at 7.18 pm)

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CHAIRMAN



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