

Date: 15 July 2008

To: Members of the Scrutiny Commission

Mr MR Lay (Chairman)
Mrs R Camamile (Vice-Chairman)
Mr PAS Hall (Vice-Chairman)
Mr PR Batty
Mr PS Bessant
Mr JD Cort
Mr DM Gould
Mrs A Hall

Mr DW Inman
Mr CG Joyce
Mr C Ladkin
Dr JR Moore
Mr K Morrell
Mr K Nichols
Mrs BM Witherford

Copy to all other Members of the Council

(other recipients for information)

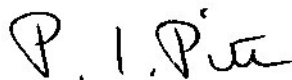
Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **WEDNESDAY, 23 JULY 2008** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

PLEASE NOTE DAY AND DATE OF MEETING

Yours sincerely



Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 23 JULY 2008

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 12 June 2008 attached marked 'SC13'.

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 AND PETITIONS

To hear any questions and to receive any petitions in accordance with Council Procedure Rules 10 and 11.

RESOLVED 6. OUT-OF-HOURS HEALTHCARE REVIEW – INTERVIEW OF WITNESS

A GP representative will be in attendance for this item.

A maximum of 30 minutes has been allocated for this item.

RESOLVED 7. COMMUNITY SAFETY PARTNERSHIP REVIEW – QUARTERLY UPDATE REPORT

Report of the Deputy Chief Executive attached marked 'SC14' (pages 1 - 8).

A maximum of 15 minutes has been allocated for this item.

RESOLVED 8. CLIMATE CHANGE ACTION PLAN

Report of the Director of Community and Planning Services attached marked 'SC15' (pages 9 - 30).

A maximum of 15 minutes has been allocated for this item.

RESOLVED 9. DEVELOPER CONTRIBUTIONS

Report of the Director of Community and Planning Services attached marked 'SC16' (pages 31 - 34).

A maximum of 30 minutes has been allocated for this item.

RESOLVED 10. TERMS OF REFERENCE FOR EARL SHILTON & BARWELL SCRUTINY PANEL

Report of the Director of Community and Planning Services attached marked 'SC17' (pages 35 - 37).

A maximum of 10 minutes has been allocated for this item.

RESOLVED 11. VOLUNTARY & COMMUNITY SECTOR CONSULTATION

Verbal update providing feedback on a meeting attended with regard to the above.

RESOLVED 12. OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09

Work Programme 2008/09 attached marked 'SC18' (pages 38 – 60).

13. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy attached marked 'SC19' (pages 61 - 66).

14. MINUTES OF SELECT COMMITTEES

For noting only:

(i) Council Services Select Committee, 29 May 2008. Attached marked 'SC20' (pages 67 – 68);

(ii) Finance & Audit Services Select Committee, 23 June 2008. Attached marked 'SC21' (pages 69 - 71);

(iii) Council Services Select Committee, 10 July 2008. Attached marked 'SC22' (pages 72 - 73).

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

To: All Members of the Scrutiny Commission with a copy to all other Members of the Council.

NOTE: AGENDA ITEMS AGAINST WHICH THE WORD "RESOLVED" APPEARS ARE MATTERS WHICH ARE DELEGATED TO THE COMMISSION FOR A DECISION. OTHER MATTERS ON THIS AGENDA WILL BE THE SUBJECT OF RECOMMENDATIONS TO COUNCIL.

HINCKLEY & BOSWORTH BOROUGH COUNCIL
SCRUTINY COMMISSION
12 JUNE 2008 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile - Joint Vice-Chairman
Mr PAS Hall - Joint Vice-Chairman

Mr PR Batty, Mr PS Bessant, Mr DM Gould, Mrs A Hall, Mr CG Joyce, Mr C Ladkin, Mr K Nichols and Mrs Bron Witherford.

In accordance with Council Procedure Rule 4.4, Mr WJ Crooks also attended the meeting.

Officers in attendance: Ms K Akoslovski, Mr S Atkinson, Mr C Bellavia, Mr Michael Brymer, Mr B Cullen, Mrs T Darke, Ms E Grant, Miss L Horton, Mr D Moore Miss R Owen and Mr R Palmer.

Also in attendance: Moosa Patel, Leicestershire County & Rutland Primary Care Trust.

36 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Messrs DW Inman and K Morrell.

37 **MINUTES (SC1)**

On the motion of Mr Nichols, seconded by Mr Joyce, it was

RESOLVED – the minutes of the meeting held on 1 May 2008 be confirmed and signed by the Chairman.

38 **OUT-OF-HOURS HEALTHCARE REVIEW – REVIEW OF WITNESS RE COMMUNITY HEALTH SERVICES**

Moosa Patel from Leicestershire County & Rutland Primary Care Trust (PCT) attended the meeting to give presentation on the Community Health Services Review which was currently being undertaken by the PCT.

With regard to the feasibility of offering an out-of-hours minor injuries service in Hinckley, it was noted that the only new service planned would be in the borough of Oadby & Wigston. However, Mr Patel suggested that Members should feed this into the consultation process if they felt there was a requirement in the area.

It was explained that when looking at the need for services within a community, data was collected from the local hospitals. Members asked for clarification about whether data was collected from the George Elliott as well as from the Leicester Hospitals.

Members were informed that consultation exercises would be undertaken at the Leisure Centre, but that all information was available and up to date on the PCT website.

39 LOCAL STRATEGIC PARTNERSHIP PROGRESS REPORT AND FORWARD PLAN (SC2)

The Scrutiny Commission was provided with an overview of the progress of the LSP, achievements against the year 1 action plan, future plans and the LSP's strategic priorities for 2008-2012.

Concern was expressed that there was no tangible way of measuring improvement of the Neighbourhood Action Teams and that measurable objectives needed to be set for the future. In response it was noted that the LSP had reviewed their objectives in February. It was suggested that the annual monitoring report be brought back to the Commission as this would indicate progress against the Community Plan.

It was agreed that representatives of the LSP be invited to a future meeting of the Scrutiny Commission to respond to Members' concerns. It was requested that questions be submitted before the meeting to allow for a structured debate and for LSP representatives to have adequate preparation.

RESOLVED

- (i) The report be noted;
- (ii) The LSP's strategic priorities for 2008-2012 be endorsed;
- (iii) A representative of the LSP be invited to the next meeting of the Scrutiny Commission.

Mr Ladkin left the meeting at 7.37pm.

40 RURAL AREAS REVIEW ANNUAL REPORT (SC3)

The achievements and outcomes arising from the annual rural areas review were reported to Members.

Members were disappointed that the bid for additional Neighbourhood Wardens had not been successful, as more were needed in the northern parishes. It was explained that this would be discussed again as part of the budget setting process for 2009/10.

It was suggested that communications with rural parishes needed to be improved, and that more work needed to be undertaken with parish councils to encourage use of the parish and community initiative fund.

With regard to affordable housing, concern was expressed that local people were often not aware of the properties available and were not registering for them, and as a result housing was being offered to people with no local connection. In response it was requested that the Housing Allocations team look again at the criteria used when considering local connections in allocating housing.

A progress report was requested in 12 months.

RESOLVED – a further progress report be brought to the Scrutiny Commission in 12 months.

Mr Gould left the meeting at 7.54pm and returned at 7.56pm.

41 GROUNDS MAINTENANCE REVIEW (SC12)

The Scrutiny Commission was informed of the independent review of the Grounds Maintenance Service and was presented with an Action Plan in response to the review. Members noted that keeping the service in-house until 2017 had been agreed last year on the condition that this review be undertaken. It was explained that although there was general satisfaction with the service, the service was underfunded and staff were poorly qualified.

RESOLVED –

- (i) the Grounds Maintenance Review be welcomed and its recommendations be endorsed;
- (ii) the Action Plan in response to the Review be endorsed.

42 PLAY AND OPEN SPACE SUPPLEMENTARY PLANNING DOCUMENT ADOPTION (SC4)

Members were presented with the Play & Open Space Supplementary Planning Document (SPD) and Sustainability Appraisal as part of the Hinckley & Bosworth Local Development Framework. A document was tabled at the meeting which summarised the consultation responses received.

Some Members queried the need for a 2% admin charge for Section 106 Agreements, despite being advised that this was a minimal fee in comparison with some other authorities. It was explained that the County Council had appointed an officer to collect the money from Section 106 Agreements which had made the process easier and facilitated monitoring use of the money. It was felt that the administration charge was taken from money that could be used to the benefit of the community. Some Members felt that the interest from S106 contributions should go to the relevant parish council.

RESOLVED –

- (i) The Scrutiny Commission's concerns with regard to the 2% administration charge be noted;
- (ii) The issue of interest from S106 contributions be investigated.

43 PERFORMANCE MANAGEMENT FRAMEWORK 2007/08 – END OF YEAR REPORT (SC5)

Members were presented with the Council's end of year performance position for 2007/08. Members requested that as the quarterly performance information was presented to the Council Services Select Committee, only the annual reports should come before the Scrutiny Commission unless there were any particular areas of concern highlighted by the Select Committee.

RESOLVED –

- (i) Future quarterly reports on performance management be taken only to the Council Services Select Committee, which would raise any issues of concern by exception, with the Scrutiny Commission receiving only the end of year reports;
- (ii) the report be noted.

44 RISK MANAGEMENT FRAMEWORK – END OF YEAR REPORT 2007/08 (SC6)

The Scrutiny Commission was informed of progress to manage strategic and operational risks and the development of the Council's risk management arrangements. It was reported that the Finance & Audit Services Select Committee had agreed that the newly added Risk 23 should include mitigation and adaptation and the commentary for this item should include the Climate Change Action Plan.

RESOLVED – the report and recommendations contained therein be endorsed with the amended Risk 23 as outlined above.

45 OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09 (SC7)

Members gave consideration to the Overview and Scrutiny Work Programme for 2008/09. It was reiterated that should the Council Services Select Committee highlight any areas of particular concern in relation to the performance management framework, a report would be presented to the Scrutiny Commission.

RESOLVED – the Work Programme be agreed.

46 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC8)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

47 MINUTES OF SELECT COMMITTEES / SCRUTINY PANELS

Minutes of the following meetings were received:

- (i) Finance & Audit Services Select Committee, 21 April 2008 (SC9);
- (ii) Council Services Select Committee, 24 April 2008 (SC10);
- (iii) Finance & Audit Services Select Committee, 19 May 2008 (SC11).

(The meeting closed at 9.10 pm)

SCRUTINY COMMISSION – 23 JULY 2008

REPORT OF THE DEPUTY CHIEF EXECUTIVE

COMMUNITY SAFETY PARTNERSHIP REVIEW – QUARTERLY UPDATE REPORT

1. PURPOSE OF REPORT

- 1.1 To update members of the Scrutiny Commission on the current performance of the Hinckley and Bosworth Community Safety Partnership

2. RECOMMENDATION

- 2.1 It is recommended that the Scrutiny Commission notes and accepts this report and in particular welcomes the actions taken by the Community Safety Partnership.

3. BACKGROUND

- 3.1 It has been agreed by Scrutiny Commission that a regular update on the performance of the Community Safety Partnership is provided to members.
- 3.2 The Quarterly Report on the Hinckley and Bosworth Community Safety Partnership for the quarter April to end June 2008 is attached for the information of members.
- 3.3 The Community Safety Manager will provide a presentation on the key points or issues of concern contained within the above report.

4. LEGAL IMPLICATIONS

- 4.1 There are none as a direct result of the report

5. FINANCIAL IMPLICATIONS

- 5.1 None arising directly from this report.

6. COUNCIL VISION

- 6.1 CORPORATE PERFORMANCE PLAN 2008-2013:

Assists the Council in achieving the following aims of the Corporate Plan

- A Safer and Healthier Borough
-

Background Papers: Appendix A – Quarterly Partnership Report April to June 2008

Contact Officer: Ron Grantham, Community Safety Manager ext 5832

End of Year Partnership Report: April – June 2008

1. Name of Partnership	Hinckley and Bosworth Community Safety Partnership
2. Partnership Convened / Led by	Jointly by Hinckley and Bosworth Borough Council and Leicestershire Constabulary under Sect 17 Crime and Disorder Act 1998.
3. Other Partners Involved	<p>Executive Board</p> <p>Leicestershire Constabulary, Leicestershire County Council, Leicestershire Police Authority, Hinckley and Bosworth PCT, Leicestershire Fire and Rescue, Leicestershire Probation Service, Leicestershire DAAT, Hinckley and Bosworth Voluntary Action,</p> <p>Wider Partnership Includes</p> <p>Next Generation Project, Hinckley and Bosworth Community Relations Forum. Hinckley Area Schools Panel HASP (Education), Bosworth Community Safety Forum, Northern Parishes JAG, Youth Service, Town Centre Safety Group, Hinckley and Bosworth Domestic Abuse Forum, Age Concern, Hinckley Magistrates, Youth Offending Service and Government East Midlands</p>
4. HBBC Member Representation	<p>Cllr David Cope - Chair of Partnership</p> <p>Cllr. D.Bill (Leader) Police Authority Representative</p> <p>Cllr. Ms.W.A.Moore Executive Board member</p>
5. HBBC Officer Input – Lead Officer and Time Input	<p>Steve Atkinson Chief Executive</p> <p>Ron Grantham Community Safety Manager</p> <p>Community Safety Support Officer (support and secretariat)</p>
6. Reporting Arrangements	Quarterly reports to the Partnership's Executive Board. Six monthly progress reports to Leicestershire Local Area Agreement 2 Safer Communities Block. Update reports to Authority's Scrutiny Commission.
7. Minutes of Meetings	Minutes of the Partnership Executive Board and its various Action Groups. Minutes are retained within the Community Safety Team as hard and electronic copies.
8. Governance	The Partnership has a constitution that is reviewed at its Annual Meeting in June each year. The constitution was last amended on 20 th June 2007. Reviewed prior to meeting on 25 th June and no items identified for change
9. Any Dedicated Funding?	<p>HBBC contribution to Partnership £12,240</p> <p>HBBC Community Safety Budget £199,140</p> <p>Earl Shilton Community House £36,820</p> <p>Gwendoline Community House £23,841</p> <p>EXTERNAL FUNDING</p> <p>LAA Safer Communities Fund £65,209.</p> <p>Police BCU Funding £28,000</p> <p>Leicestershire County Council £13,500 towards Domestic Violence Co-ordinators Post</p>

<p>10. Further Resources Secured this Quarter</p>	<p>Earl Shilton Town Council £8,500 towards Earl Shilton Community House Project Budget £5,100 Summer Youth Bank funding for Gwendoline Community House Summer Activities</p>
<p>11. Purpose and Priorities</p>	
<p>“Working together to make Hinckley and Bosworth a safer and stronger place to live, work and visit”</p> <p>A Partnership Crime and Disorder Reduction Plan 2008/2011 has been agreed and published. This new plan commenced on 1st April 2008 and is available for viewing on the Council’s website.</p> <p>The objective of the plan is to reduce crime, disorder, substance related incidents as well as the fear of crime and people’s negative perceptions. The Partnership Plan also includes targets/outcomes in relation to NI 15 Serious Violent crime and NI 16 Serious Acquisitive Crime The six strategic priority themes of the Partnership Plan are:</p> <ol style="list-style-type: none"> 1. Earl Shilton and Barwell Crime and Disorder Reduction 2. Borough Substance Abuse Harm Reduction 3. Anti-Social Behaviour 4. Violent Crime Reduction 5. Hinckley Town Centre Night Time economy 6. Road Safety <p>The Partnership has also signed up to the Leicestershire Local Area Agreement (LAA2) Community Safety Agreement 2008/2011 National Indicators as follows:</p> <p>NI18 Reduction in offending by Adults under Probation supervision NI 19 Reduction rate of re-offending by young people NI 20 Reduction in the rate of assault with less serious injury NI 24 Increased public satisfaction with how Police and Council deal with ASB NI 115 Young People and substance abuse outcomes NI 40 Number of drug users in effective treatment</p>	
<p>12. Relates to which HBBC priorities?</p>	
<p>The work of the Partnership will assist the Council in achieving the following aims of the Corporate Plan 2008/2013</p> <ul style="list-style-type: none"> • Cleaner and greener neighbourhoods • Safer and healthier Borough • Strong and distinctive communities 	
<p>13. Performance and Outcomes</p>	
<ol style="list-style-type: none"> 1. The Partnership (CDRP) had agreed to support the Leicestershire Local Area Agreement (LAA2) Safer Community Agreement 2008/2011 that contains key National Performance Indicators with expected outcomes as listed below. 2. The performance of the Partnership is also to be judged by Government East Midlands on its performance in relation to a family of 15 “similar” Crime and Disorder Reduction Partnerships. Since April 2008 this family grouping has been changed from that in existence over the previous three years. 3. The Partnership contributes towards the Leicestershire Local Area Agreement stretch targets in relation to domestic violence that are due for completion by April 2009. 	

Outcome and Measurable Target	Progress
<p>NI 15 Reduction of Serious Violent Crime rate by 5%</p> <p>NI 16 Reduction of Serious Acquisitive Crime rate by 3% per annum</p> <p>NI 20 Reduction of Assault with less serious crime rate by 3%</p> <p>NI 18 Adult re-offending rates – targets to be set by National Offender management Service</p> <p>NI 19 Young offenders re-offending rates – targets to be set by Youth Justice Board Regional Office</p> <p>NI 40 Increased number of drug users in effective treatment by 5%</p> <p>NI 24 Satisfaction regarding how police and council deal with anti-social behaviour – baseline not yet set by LAA</p> <p>NI 115 Young People and alcohol/drug misuse – awaiting targets through LAA2 Children and Young People block themes.</p>	<p>As at 10th July 2008 Currently down 30%</p> <p>Currently down 13.97 % compared to previous year</p> <p>Currently down 20.10% compared to previous year</p> <p>No current targets available to Partnership</p> <p>No current targets available to Partnership</p> <p>No current baseline – scheduled to be confirmed by LAA in August.</p> <p>No current baseline - Feedback being awaited from GOEM regarding an agreed baseline</p> <p>No current targets available to Partnership</p>
<p>Support the LAA in meeting its Stretch Targets in relation to Domestic Violence.</p> <p>To increase reporting of Domestic violence to the Police by 5% and to reduce by a third the number of domestic violence offences committed by repeat offenders.</p>	<p>The LAA has improved its performance and is over bottom end base target of 60% to increase the reporting of domestic abuse to the Police by April 2009 – target 100%.</p> <p>On track to achieve 100% of its target in relation to the reduction of repeat domestic violence offending and will result in 100% stretch target reward to be paid in 2009.</p>
<p>14. Progress</p>	
<p>1. Annual Meeting of the Partnership undertaken on 25th June.</p> <p>2. Cllr David Cope elected as Chair of Partnership with Ch/Supt Gary Forsyth Vice Chair.</p> <p>3. Within the Partnership Plan 2008/2011 key priority theme action plans have been produced by the Partnership's Delivery Group and agreed by the Partnership's Executive Board. The Action Plans include:</p> <ul style="list-style-type: none"> • Violent Crime and Hinckley Night Time Economy • Anti-social Behaviour 	

- Substance Misuse Harm Reduction
- Earl Shilton and Barwell Crime Reduction
- Road Safety

The above plans are linked to the LAA2 National Indicators and also tackling prolific and persistent offenders and providing opportunities to young people at risk of offending or re-offending.

4. Continued reductions in crime and disorder have been achieved as outlined in table above (Section 13).

5. Since the Partnership introduced its strategic priority action plans in 2005/2006 there have been significant reduction in crime in the Borough for example:

- For the first quarter of financial year 2008/2009 overall crime is down 21.4% (less 411 offences) compared to the same period in 2005/2006

In particular

- Domestic Burglary down 66% - less 47 offences
- Assault with less serious injury down 25% - less 40 offences
- Total Vehicle Crime down 36.7% - less 60 offences
- Total Violent Crime down 11.5% - less 87 offences
- Criminal Damage down 19.48% - less 122 offences

6. The Partnership continues to show improved performance against its IQUANTA CDRP Family Group. The end of May performance charts indicates that the Partnership has show improvement in overall crime and clear improvement in serious acquisitive crime, domestic burglary and assault with less serious injury. There has been no change in its position in relation to wounding; robbery and vehicle crime though it all cases it has maintained an average position. Tackling these issues remains a priority for the Partnership

15. Issues for Consideration

1. Reduced external funding available to Partnership e.g. LAA2, Police BCU fund have all been significantly reduced compared to 2007/2008 this may impact on performance.
2. Changes to IQUANTA CDRP Family Grouping may impact on comparative performance position
3. Some LAA 2 National Indicators as shown in section 13 currently have no clear performance targets/outcomes and may prove difficult for the Partnership to measure performance against or have any influence over
4. The Fiona Pilkington/Francesca Hardwick Inquest is due late August early September. This may have implications for the Council and the Partnership. Reports and recommendations have been submitted to the Leicestershire Joint Safeguarding Adults and Children Serious Case Review Panel and to HM Coroner. One recommendation made by the Council relates to a joint Police and Council ASB Team and this is well on the way to implementation.
5. A funding bid has been submitted to the LAA2 Community Safety Capita fund to support the establishment of a Community House within a key priority intervention area of Barwell. Further work is required to establish initial and ongoing revenue
6. Despite continued reductions the continued economic decline may slow down this rate or even reverse it mainly in metal and fuel related crimes.
7. Following the Sir Ronnie Flannigan Report on Policing the Leicestershire Constabulary is to be an area piloting new Police working practices that may impact on performance

8. The Partnership has produced a Partnership Spending Plan 2008/2009 that ensures that its external funding and resources are linked to and support its priority action plans.
9. The Partnership continues to support the Earl Shilton and Barwell neighbourhood Action Teams Action Plans in relation to crime and disorder outcomes.
10. The Partnership has developed a Safer Summer Campaign that will be implemented in July and August and this includes a pilot Blue Tooth messaging project based on the successful "Lock Em Inn" campaign
11. A Rural Neighbourhood Watch Plus Scheme has been introduced in the villages of Peckleton, Desford and Newbold Verdon.
12. A bid has been submitted to Beacon Round 10 for the theme "After Dark" - a Safe and welcoming nighttime economy.

14. Risk to achievement of Partnership' Objectives

Risk Description	Mitigating Actions	Owner	P	I
Maintaining current crime level reductions will be a serious challenge for the Partnership as time line recorded crime graphs show that there will inevitably be peaks and troughs. Economic downturns historically lead to increases in crime rates.	<p>The Partnership's Delivery Group continues to meet on a fortnightly basis to provide a tactical assessment and respond effectively to emerging issues.</p> <p>Action Plans in place to tackle serious acquisitive crime.</p> <p>The County Community Safety Programme Board continually monitors performance across the County and providing interventions where required.</p>	<p>Ron Grantham Community Safety Manager with Partnership's Delivery and Tasking Group</p> <p>Ron Grantham with Delivery Group</p>	3	3
<p>Any increase in IQUANTA performance comparator crimes will threaten the Partnership's standing within its family group of 15 CDRP's.</p> <p>The recent changes in the CDRP Family Grouping may impact negatively on performance positioning</p> <p>Current areas of concern relate to overall comparator crime rates and wounding.</p>	<p>The Partnership has included ongoing and challenging performance targets within its Partnership Plan 2008/2011 aimed at continuing to improve its performance in relation to its family grouping.</p> <p>GOEM will provide notification to the Partnership of any areas of concern and these will be addressed by the Delivery group</p>	<p>Ron Grantham Community Safety Manager With Delivery Group</p>	3	3

17. Risk impacting on Council/Council objectives resulting from Partnership

Risk Description	Mitigating actions	Owner	P	I
The Partnership has seen significant reductions in its funding allocations 2008/2009 compared to previous year and this may have an impact on Partnership performance	<p>Partnership to produced a Spending Plan 2008/2009 that focuses spend on the key priorities of the partnership to ensure effective spend.</p> <p>Partnership to take opportunities to undertake cross border joint CDRP projects especially within the South Policing Area by Council to maximise commissioning opportunities.</p>	Community safety Manager with Delivery Group.	3	2

The finally agreed LAA2 Community Safety Agreement 2008/2011 contains a number of National Indicators that, as yet, have no clear targets or baselines making it difficult for the Partnership to support or measure performance	The Partnership Plan and Action Plans include LAA 2 National Indicators. The Delivery Group to monitor progress in setting County targets and base lines to ensure Partnership support.	Community Safety Manager with Delivery Group	3	2
Following Sir Ronnie Flannigan Report on Policing, Leicestershire Constabulary to be a pilot area for new Police working practices. Local Policing Units now only have three main crime reduction targets and this may impact on the performance of the Partnership.	Delivery Group to continue to monitor performance on a fortnightly basis and identify gaps in performance that may impact on Partnership and LAA outcomes and targets and to respond effectively. Area of concern to be reported to Partnership Executive Board	Community Safety Manager with Delivery Group	3	2
The Pilkington Serious case Review and findings of the Coroner's Court may impact on the Council and Partnership's reputation, working practices and procedures.	Areas for improvement plan produced and actions for improvement completed and updated. Submitted to Review Panel and HM Coroner.	Community Safety Manager with Chief Executive	3	2

Summary Comments on Added Value Obtained from Resources

In your view, is the time (and funding if relevant) that HBBC puts into this partnership justified by the results it achieves? Please explain your answer with a few supporting comments.

Working in Partnership to reduce crime and disorder in the Borough is a statutory requirement under Section 17 of the Crime and Disorder Act 1998.

The Partnership assists the Council in achieving the following aims of the Corporate Plan 2008/2013

- Cleaner and greener neighbourhoods*
- Safer and healthier Borough*
- Strong and distinctive communities*

People in Hinckley and Bosworth continue to place Community Safety in within the top 5 of concerns and is also identified by them as a key area for the Council to use its resources.

Community Safety remains a key priority at community consultation meetings

90% of Community Safety Team work is Partnership related joint working.

Ron Grantham Community Safety Manager

7/07/2008

Force Overview Report – Leicestershire and CDRPs Crimes Data To The End Of May 2008

Force/CDRP	All Crime	MSV excl. GBH without intent	Serious Acquisitive Crime	Domestic Burglary	Robbery	Vehicle Crime excluding Interference	Assault with less serious Injury	Racially or Religiously Aggr. Offences
Leicestershire								
Blaby								
Charnwood								
Harborough								
Hinckley and Bosworth								
Leicester								
Melton								
North West Leicestershire								
Oadby & Wigston								
Rutland								

Key to Performance Comparisons

Across Time - Shape		Against Peers - Ladder	
	Clearly Improving		Better than
	Clearly Deteriorating		In line with peers
	No apparent change		Worse than
	Deteriorating		

Based on Significant Change **Based on last 3 months**

Click on the ladder to view corresponding charts

SCRUTINY COMMITTEE – 23 JULY 2008

REPORT OF DIRECTOR OF COMMUNITY & PLANNING SERVICES

RE: CLIMATE CHANGE ACTION PLAN SCRUTINY REQUEST

1. **PURPOSE OF REPORT**

To advise Members of the Scrutiny Committee on the method of production of the Climate Change Action Plan (CCAP) and to address Members' queries on the plan.

2. **RECOMMENDATION**

That members note the report.

3. **BACKGROUND TO THE REPORT**

3.1 Hinckley and Bosworth Borough Council became a signatory to the Nottingham Declaration on Climate Change in November 2004. In signing the Declaration the Council made a pledge that it would lead the Borough's response to climate change and encourage, help local residents and businesses to reduce their impact and produce a CCAP for the Borough.

3.2 The Declaration was developed and launched in October 2000 at a conference in Nottingham with 200 leaders, chief executives and senior managers of local authorities across the UK. The conference was designed to promote action by local authorities to tackle greenhouse gas emissions from activities including transport, waste and energy in support of the Government's Climate Change Programme.

3.3 This committed the Council to:

- (i) working with central government in delivering the UK Climate Change Programme;
- (ii) preparing a strategy to address the causes and effects of climate change;
- (iii) achieving a significant reduction of greenhouse gas emissions from the authority's operations especially energy sourcing and use, travel and transport, waste production and disposal, and the purchasing of goods and services;
- (iv) working with key providers, including the health community, businesses and development organisations to assess the potential effects of climate change on communities;
- (v) preparing a Climate Change Plan;
- (vi) monitoring the progress of HBBC's plans against the actions needed and publish the results.

3.4 A revised version of the Nottingham Declaration (or Nottingham Declaration 2) was launched at the Second National Council Climate Conference on the 5th December 2005 and at which HBBC was represented. It had been strengthened to allow options for adaptation to suit local circumstances and signing reaffirmed that the local authority would:

- (i) Contribute to the UK Government's carbon dioxide reduction target of 20% by 2010 and 60% by 2050;
 - (ii) Participate in local regional climate change networks;
 - (iii) Provide opportunities for renewable energy generation within the Borough.
- 3.5 HBBC became a signatory to Nottingham Declaration 2 in September 2006.
- 3.6 A report informing Members of progress made following HBBC becoming a signatory to the Nottingham Declaration 2 was presented to Council Services Select Committee on the 27th September 2007.
- 3.7 A report proposing the production of a Climate Change Mitigation and Adaptation Strategy was submitted to Executive on the 21st February 2007. Executive agreed that an HBBC Climate Change Mitigation and Adaptation Strategy be supported and that a multi-service working group manage the development of the strategy including targets in line with the government's Draft Climate Change Bill and the Kyoto Protocol:
 - (i) 20% reduction of carbon dioxide emissions below 1990 levels by 2010 and 60% by 2050 (CCB);
 - (ii) Reduce greenhouse gas emissions to 12.5% below the 1990 levels by 2012 (KP).
- 3.8 Under the Climate Change and Sustainable Energy Act 2006 the Secretary of State was obliged to issue guidance to Local Authorities on measures they should have regard to in exercising their functions which might in the opinion of the Secretary of State have any of the following effects—
 - (a) improving efficiency in the use of electricity, heat, gas, fuel and other descriptions or sources of energy;
 - (b) increasing the amount of electricity generated, or heat produced, by microgeneration or otherwise by plant which relies wholly or mainly on low-emissions sources or technologies;
 - (c) reducing emissions of greenhouse gases;
 - (d) reducing the number of households in which one or more persons are living in fuel poverty.
- 3.9 A summary from this guidance is attached at Appendix 1. Full version <http://www.berr.gov.uk/energy/environment/asures/page41270.html>
- 3.10 A draft CCAP for the Borough, aware of CCB targets and the above, was reported to Strategic Leadership Board on the 2nd November 2007 and to Executive on the 20th February 2008.
- 3.11 Executive agreed for the draft Plan to be consulted externally and delegated Authority to adopt the plan to the Director of Community and Planning Services and Executive Member for Environmental Health.
- 3.12 Production of a CCAP for the Borough formed part of HBBC's Local Area Agreement to be completed by 31st March 2008.

- 3.13 HBBC Officers with responsibilities or risk implications pertaining to the CCAP were consulted prior to its completion.
- 3.14 The inaugural Climate Change Action Group meeting took place on 8th January 2008, to which Group Leaders were invited to send representatives, and the Draft CCAP was discussed and amended.
- 3.15 Consultation was via email internally, the Borough Bulletin, both the Intranet and Internet, from the first week of March 2008 closing with a deadline of 25th March. The Local Strategic Partnership Officer emailed the CCAP to LSP Board Members and encouraged them to forward it to appropriate personnel within their organisations/agencies to inform them of the consultation.
- 3.16 The Climate Change Action Group reviewed comments from the consultation process on the 27th March 2008 before amendments were made and the CCAP adopted on the 31st March 2008. Appendix 2
- 3.17 The main objectives of the CCAP will be focused on activities over which the Council has direct influence and areas that the Local Strategic Partnership can address namely:
- (i) A raised awareness and understanding of climate change in the community which has a positive impact upon other organisations to reduce emissions of greenhouse gases
 - (ii) A reduction in greenhouse gas emissions through energy conservation and use of renewable energy and reducing water use in the Council's own activities and by considering climate change issues in the development and review of relevant council policies
 - (iii) Embedded measures to help prevent the causes of climate change by aiming to reduce carbon dioxide emissions from activities in the Borough using the Council's power and influence with organisations and in partnerships with relevant organisations
 - (iv) A community which is well informed about/responsive to the predicted effects of climate change
- 3.18 The Director of Community and Planning Services reported to the Finance and Audit Committee on the 21st April 2008 regarding sustainability and climate change activities and expenditure indicating the actions and progress which has already been made including in terms of:

Adaptation:

- (i) an environmental management system (Eco Management Audit Scheme) is being implemented in order to benchmark and reduce the authority's significant environmental effects. Gap analysis of significant effects and benchmarking is already in process and Certification is currently on schedule to be completed by 31st March 2009.
- (ii) Production of Supplementary Planning Documents particularly on Sustainable Design which will contribute to reducing the carbon footprint of future developments

- (iii) Ensure that all new developments have adequate and sustainable drainage systems (SUDS) which do not depend upon existing, often inadequate, links to site run-off.
- (iv) from 2010 ensuring housing developments conform to the Code for Sustainable Homes
- (v) ensuring through the planning system that all new heated commercial buildings achieve at least a D Operational Rating through the Energy Performance scheme.

And Mitigation:

- (vi) Evaluating switching to sourcing 20% of electricity from a renewable supply
- (vii) 230 members of staff received Environmental Awareness training during February and March 2008
- (viii) Meeting HBBC's Home Energy Conservation Act (HECA) target i.e. a 30.5% saving on the 1996/97 total in energy consumption in homes by 2010/11 (currently on target at 21.32% in 2006/07).
- (ix) In process of procuring utilities monitoring of main council offices to assist in reducing consumption.

3.19 HBBC's commitment to targets is achievable based on the current toolkit calculations provided by the Department of Communities and Local Government and provided the focus and resources are maintained.

3.20 Additional funding of £34,000 for this year to assist in delivering New LAA2 national indicators 185 (CO₂ from Council activities) and 188 (Adaptation and Mitigation preparedness) and related work. A baseline is to be established this year then 4% cuts each year for the next two years which is less than this authority has set at 20% by 2011 from the 2005-06 baseline. Since the new guidance has been produced for NI 185 changing to renewable energy supplies is not counted towards CO₂ reductions within this indicator, which makes achieving these targets very stretching particularly with the Councils current position with Argents Mead and the Leisure Centre.

3.19 The CCAP is a dynamic document intended to be scrutinised and updated as it progresses. This is due to information and guidance regarding Climate Change updating very quickly as data collected by various agencies in the UK and across the world build a better picture of what actions are becoming necessary to slow down the process. Further guidance on the possible impacts of climate change derived from modelling will be available from the United Kingdom Climate Impacts Program (UKCIP08) in October 2008. This will assist in predicting local effects and a strategy for required adaptation and mitigation.

3.20.1 The UK Renewable Energy Strategy, to be published early in 2009, is reported to reflect a sea-change in Government attitude, containing radical action to reduce the use of fossil fuels by producing 35% of electricity from renewable sources by 2020 and introducing measures such as forcing householders to insulate their homes and to fit renewable devices when they build extensions.

4.

FINANCIAL IMPLICATIONS HF

The cost of investigations into sustainability and climate change projects has been built in to existing budgets as described above. A budget of £10,120 exists in the Sustainable Development Fund for 2008/9 and £25,000 for the Eco Management Audit Scheme for 2008/9 and £6,500 from 2009/10 onwards.

Initiatives arising will have cost implications, which will be reported and budgeted at the appropriate time through the normal process. The £34,000 referred to at 3.20 above will be brought to the next Executive meeting for approval. Although costs may increase in some areas it is anticipated that there will also be cost reductions through measures such as improved energy efficiency. Applications will be made for grant funding where available.

Where initiatives have cost implications they will need to be included in the next revision of the Medium Term Financial Strategy which is likely to take place in four months time.

5. **LEGAL IMPLICATIONS LH**

None arising directly from the report

6. **CORPORATE PLAN IMPLICATIONS**

6.1 This report supports the following elements of the Corporate Plan 2008-2013:

- The corporate vision “A borough to be proud of”
- Long-term strategic aims:
 - Cleaner and greener neighbourhoods
 - Safer and healthier borough
- Corporate Values:
 - Reduce our impact on the environment

Community Plan

- Reducing emissions of greenhouse gases.

Leicestershire Sustainable Communities Strategy

- Our contribution to Climate Change is reduced and there is high resilience to its effects.

7. **CONSULTATION**

Consultation has been carried out with Planning Policy, Building Control, Local Strategic Partnership Officer and Corporate Operations Board.

8. **RISK IMPLICATIONS**

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/decision were identified from this assessment:

Management of Significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Targets for reductions within the Climate Change Action Plan and LAA2 are not met with loss of credibility for Authority	One of the key corporate objectives and will be performance managed through TEN and EMAS to identify early track of performance and actions to address.	Rob Parkinson Head of Community Services (Environment)

9. **RURAL IMPLICATIONS**

The actions outlined will affect the rural communities equally as the urban. Fuel poverty and poor housing can be found across the borough and service delivery needs to identify ways of ensuring these problems are addressed through targeted action.

10. **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

Background Papers: Climate Change and Sustainable Energy Act 2006, Climate Change Action Plan 2008-11

Contact Officer: Jane Neachell Environmental Coordinator ext 5968

Climate Change Action Plan 2008 - 2011

Strategy Area	Action No	Objective number	Action	Outcome / positive impact on performance	Resource Requirement	Completion Date
Communication and Education	CE1	1	Publish Climate Change Strategy	Engagement with the community and organisations on Climate Change action.	Environmental Co-ordinator Sustainability Budget	2008-2009
	CE2	1	Identify partnerships	Influence and increase contributions towards action programmes	Climate Change Champion/SLB	2008-2011
	CE3	1	Annual exhibitions of "Living with Lower Carbon Footprint" Annual Green Energy Roadshow	Raised public awareness Reduce CO ₂ per capita (NI 186)	Environmental Co-ordinator/ Climate Change Champion Sustainability Budget	2009-2011
	CE4	1,3	HBBC Staff Environmental Training	Reduce CO ₂ emissions from corporate operations (NI 185)	Env Co-ord EMAS Budget	2008-2011
	CE5	1,3	Introduce a Green Business award	Reduce CO ₂ emissions from economic sector contributing to per capita figure (NI 186)	Env Co-ord Sustainability Budget External Sponsorship	2008-2009
Energy	E1	2	HBBC to install in-house means of energy production (excluding Community Housing)	10% of electrical requirements from renewal installations (NI 185)	Estates & Assets Manager Existing budget External grants	2009-2011
	E2	4	Publish guide to domestic green electricity tariffs	Increase awareness of sources of renewably produced energy and associated costs (NI 186)	Existing resources	2008-2009

	E3	3	Review Home Energy Conservation Act (HECA) target annually	Improve domestic energy efficiency by 30% by 2010 from (tba) (NI186)	Energy Officer Existing resources	2008-2011
	E4	3	Initiate small-scale renewable energy technology installation training course in partnership with local businesses	Increase availability and capacity of domestic in-house energy generation (NI 186)	Env Co-ord Housing Operations Manager Grant funding	2008-2009
	E5	2	All new dwellings from 2010 to be built to Code Level 3 in accordance with the Code for Sustainable Homes.	Reduce CO2 emissions from housing sector (NI 186)	Development Services Manager Existing resources	2008-2011
	E6	2	All new homes built from 2013 to be built to Code Level 4 in accordance with the Code for Sustainable Homes.	Reduce CO2 emissions from housing sector (NI 186)	Development Services Manager	On-stream from 2013
	E7	2	Of new heated commercial buildings, 50% must achieve at least a "D" Asset Rating using the Simplified Building Energy Model calculation	Reduce CO2 emissions from commercial buildings (NI 186)	Development Services Manager Existing resources	2008-2011
	E8	3	Liaise with Register Social Landlords and facilitate energy efficiency and renewable energy work with Housing Associations with achieving a target of Code Level 3	Reduce CO2 emissions from commercial buildings (NI 186) Increase take-up of existing central government grant schemes for in-house renewable energy	Housing Services Manager Existing budgets	2008-2009

Resource efficiency	RE1	2	Reduce energy requirements of corporate operational property by at least 20% below 2005/2006 levels	Reduce CO2 emissions from corporate operations (NI 185)	Estates & Assets Manager Environmental Co-ordinator	2010-2011
	RE2	2	Procure 20% of the Council's energy from renewable sources as part of the energy contract	Reduce CO2 emissions from corporate operations (NI 185)	Procurement Manager Environmental Co-ordinator Existing budget and savings from reduced utilities used	2008-2009
	RE3	2	HBBC contracts to specify sustainable products/materials to be used wherever possible	Reduce levels of the use of materials harmful to the environment and raise awareness of sustainability issues	Procurement Manager	2008-2009
Waste management	WM1	2	Meet the Waste Minimisation targets to 2010 of: <ul style="list-style-type: none"> recycling and composting of household waste to 50% reducing the average annual real growth in household waste to landfill to 325 kgs per person Targets to be reviewed annually	Increase the amount of waste per capita which is reused, recycled, composted or treated by anaerobic digestion (NI 192) Reduce per capita residual waste going to landfill (NI 193)	Operations Manager (Recycling & Refuse)	2008-2010
	WM2	1	Quantify the greenhouse gas benefits of diversion from landfill due to waste minimisation and recycling and publicise the information	Reduce CO2 per capita (NI 186)	Head of Business Services	2008-2009

Flooding	F1	4	<p>Implement the Council's Strategic Flood Risk Assessment, which has been prepared in line with PPS25: Flood Risk. Content will be considered through the process of the Local Development Framework and in the production of policies which govern development of the Borough.</p> <ul style="list-style-type: none"> • Core Strategy (2009) • Site Allocations (2010) • Generic Development Control (2010) 	Adaptation measures for preventing flood risk are in place (NI 189)	Development Services Manager	2009-2010
	F2	4	Apply current guidance for Sustainable Urban Drainage Systems (SUDS)	<p>Adaptation measure: contributing towards reducing the risk of flooding</p> <p>Mitigation measure: acting as a sink during flooding (NI 189)</p>	Development Services Manager Existing budgets	2008-2009
	F3	4	Promote the provision of Sustainable Urban Drainage Systems through the Planning Process	<p>Adaptation measure: contributing towards reducing the risk of flooding</p> <p>Mitigation measure: acting as a sink during flooding (NI 189)</p>	Development Services Manager Existing budgets	Ongoing

Planning	PL1	3	<p>In reviewing the Local Plan to produce the new Local Development Framework we will:</p> <ul style="list-style-type: none"> • Include climate change impacts in the Strategic Environmental Assessment • Incorporate revised policies that will ensure that new development in the Borough contributes to a reduction in greenhouse gas emissions through building local and design considerations including choice of materials • Fully incorporate the regional and national Planning Guidance on renewable energy including regional targets and wherever appropriate allocate sites for renewable energy, district heating/CHP • Consider the impact of all land allocations on wildlife corridors, using data on habitats and linear features through a Geographical Information System (GIS) 	<p>Ensure HBBC Is prepared to manage risks to individuals, communities and businesses from a changing climate, and to make the most of new opportunities e.g. flooding, heat waves, impact on local ecosystems, reduction in heating bills and increased tourism (NI 188)</p>	Development Services Manager	2008-2010
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	PL2	2	Incorporate a simple assessment of greenhouse gas impacts into the development of strategic documents through the template.	Assess preparedness for adapting to climate change (NI 188)	Head of Corp & Scrutiny Services Env Co-ordinator	2008-2009
Biodiversity	BIO1	4	Review Hinckley and Bosworth biodiversity action plans in line with NI 197 to consider implications of climate change	Proactive adaptation	Greenspace Manager Environmental Co-ordinator Existing budgets and sustainability budget	2008-2009 onwards
	BIO2	3	Plant at least 200 trees with local provenance across the Borough	Proactive mitigation	Env Co-ordinator Climate Change Champion Sustainability budget, grants and funding	2008 – 2011
Transport	T1	3	Implement HBBC's Corporate Green Travel Plan	Reduce CO2 emissions from corporate operations (NI185 and NI186)	Env Co-ordinator Climate Change Champion Existing resources	2008-2009
	T2	3	Adopt actions from Green Fleet Review	Reduce CO2 emissions from corporate operations (NI185)	Env Co-ordinator Existing resources	2008-2011
	T3	3	Work with County, Districts and transport providers to increase routes and therefore availability of public transport in the Borough	Reduce CO2 emissions per capita (ni186)	Environmental Co-ordinator Climate Change Champion	2008-2011

Partnerships	P1	3	The Local Strategic Partnership needs to consider mechanisms to encourage partners and other organisations throughout the Borough to create their own action plans.	Reduce CO2 emissions per capita (NI 186)	Strategic and Community Planning Officer	2008-2011
	P2	3	Work with Leicestershire County Council and other districts to reduce CO2 emissions in the County	Reduce CO2 emissions per capital (NI 186)	Environmental Co-ordinator Climate Change Champion	2008-2011

DEPARTMENT FOR BUSINESS
ENTERPRISE & REGULATORY REFORM

**SUMMARY FOR ENGLISH DISTRICT
COUNCILS**

Energy Measures Report

September 2007

IN ASSOCIATION WITH:

DEPARTMENT FOR ENVIRONMENT FOOD
AND RURAL AFFAIRS

COMMUNITIES AND LOCAL
GOVERNMENT

DEPARTMENT FOR TRANSPORT

WELSH ASSEMBLY GOVERNMENT

Climate change mitigation and fuel poverty alleviation

A summary of the 2007 energy measures report, for English district councils

This summary highlights the drivers for local authority action on climate change mitigation and fuel poverty alleviation, and describes the main areas in which local authorities can take action. The full report details possible actions that can be taken in each of these areas.

The role of local authorities

The overwhelming majority of scientific opinion supports the view that emissions of greenhouse gases (such as carbon dioxide) from human activities (such as the production and use of energy) are changing the earth's climate and that likely future changes present a serious threat to human society and the natural environment.

In October 2006, the Stern Review of the economics of climate change was published. This assessed the evidence on the impacts of climate change and on the economic costs. The Review concluded that there is still time to avoid the worst impacts of climate change, if action is taken now and in concert with other countries. A key conclusion was that in the long term the cost of inaction would be far higher than the cost of tackling climate change now.

The Government's view is therefore that taking action to mitigate the effects of climate change is the only strategy consistent with long-term economic growth and global stability.

Alongside this, the Government remains committed to tackling fuel poverty and minimising the risk of UK households suffering from the associated detrimental health, social and financial effects. Government efforts to remove households from fuel poverty are having a positive impact but there remains much work to be done, in particular following fuel price increases.

Local authorities are uniquely placed to act on climate change mitigation and to alleviate fuel poverty. They can take action on their own estates and housing stock but can also play a key role in motivating the wider community to take action, based on their understanding of local priorities, risks and opportunities.

All parts of the UK will be impacted by climate change and all areas have the potential to benefit from action to tackle it. Improving the quality of housing will help to bring warmer, healthier homes to those people living in fuel poverty. Increasing energy efficiency can save money for individuals and businesses, benefit the fuel poor and reduce emissions of greenhouse gases.

Local authorities already have a number of responsibilities to incorporate climate change and energy policy considerations into the way in which they carry out their powers and functions.

The publication of the Local Government White Paper 2006 signalled a shift in the role of local authorities. Tackling climate change is now recognised as one of the key areas in which local authorities can take on a community leadership role. The new performance framework, detailed in the White Paper, will have an appropriate focus on climate change, with the 2007 Comprehensive Spending Review making decisions on national outcomes, indicators and any national targets.

Purpose of this report

Given the important role that local authorities can play in tackling climate change and fuel poverty, the Climate Change and Sustainable Energy Act 2006 required the Secretary of State to produce an energy measures report on the measures that would help local authorities tackle climate change and fuel poverty. The report must contain information on measures that local authorities can use to:

- Improve energy efficiency;
- Increase the levels of microgeneration or low carbon technologies;
- Reduce greenhouse gas emissions; and
- Reduce the number of people living in fuel poverty.

Local authorities must have regard to the report when exercising their functions.

The Government does not expect local authorities to have to incur additional costs in having regard to this report. The report itself does not therefore impose any unfunded new burdens.

Key sources of advice and support

There are various sources of advice and support that local authorities can access when thinking about how they could contribute to tackling climate change and fuel poverty. The major sources of this advice include the Energy Saving Trust, the Carbon Trust, The Nottingham Declaration Action Pack, the Local Government Climate Change Commission, the Improvement and Development Agency, and Warm Front. These, and others, are referred to throughout the report, as appropriate.

Ideas for action

This energy measures report details actions that local authorities can take. For any given authority some actions will be more appropriate and more feasible than others. Only someone within a local authority can judge precisely which are the best alternatives for them. To help you make this judgement, this report details options for action in a series of modules and offers examples of action from a wide range of local authorities.

A good practice strategic approach

Taking a strategic approach to climate change mitigation and fuel poverty alleviation can help ensure that all appropriate actions are considered, that progress can be reported and that potential partners can see the value of proposed actions. This report is focused on climate change mitigation but any strategic approach should include adaptation to inevitable climate change also.

The report sets out the key stages involved in a strategic approach. The ideal depth and breadth of any strategy and action plan will to some extent depend on the resources available to an authority but the key steps of the process can be of use to all.

Effective action will include the development of appropriate partnerships. These can increase the resources available for initiatives, provide expertise and offer routes to reach and persuade the right people to take action. Monitoring the effectiveness of actions is something that can often be neglected, particularly when resources are constrained. However, it is an essential part of an effective approach.

Community leadership

Strong local leadership is going to be vital to national efforts to tackle climate change and fuel poverty. All sections of the community are going to have to contribute, through increased energy efficiency and increasing the use of renewable and low carbon technologies. A local authority is in an excellent position to encourage such action. Equally, a local authority is in an ideal position to bring together organisations and facilitate the tackling of fuel poverty.

Leading a local area to reduce carbon emissions and remove fuel poverty can deliver many local benefits beyond the obvious ones of avoiding potential climate change impacts and improving quality of life for households taken out of fuel poverty. It has the potential to impact on areas such as health and community cohesion. It also demonstrates that the local authority is willing to act on issues that many

are concerned about, and can create the potential for increased pride in the local area. Lower fuel costs that result from increased efficiency can provide increased disposable income, some of which may well be spent in the local economy. Developing a market for low carbon goods and services can offer opportunities for local businesses to develop in areas that will have national and international markets.

Own estate and operations

The energy consumption of local authorities is estimated to be at least 26 billion kWh per year. This results in emissions of more than 6.9 million tonnes of carbon dioxide (MtCO₂) and corresponds to energy expenditure in the order of £750 million per year. However, there are some common areas of excessive energy consumption where savings can be made, such as lighting, heating, ventilation, air conditioning and office equipment. Energy management within local authorities will contribute directly to climate change mitigation, lead to cost savings for the local authority, and form a key part of the local authority's community leadership role in this area.

Local authorities also have opportunities to influence practices in undertakings in which they have a part interest, e.g. a joint venture with a private sector company and services that are contracted out.

Environment

Local authorities have a far reaching role in the environment and can take significant steps towards mitigating climate change and alleviating fuel poverty through their functions in this area. They have the opportunity to encourage behavioural change through policies and enforcement action, and by taking a community leadership role that clearly promotes actions that reduce carbon dioxide emissions.

By ensuring policies and enforcement action support the climate change agenda, local authorities can also achieve significant benefits for themselves and their communities. These include financial savings, improved air quality, reduced traffic congestion and enhanced community liveability.

Planning

The planning system helps define local authorities' place shaping role and is centred on sustainable development. As such, it offers one of the largest opportunities for local authorities to influence energy use and hence carbon dioxide emissions arising from new developments. National planning policy in England and Wales has an increasing focus on climate change mitigation and adaptation and this has a direct influence on expectations for local planning policy and practice.

The new Planning Policy Statement (PPS) on climate change, due to be published later this year, will set out how planning, in providing for the new homes, jobs and infrastructure needed by communities, should help shape places with lower carbon emissions and resilience to the effects of climate change now accepted as inevitable. The PPS will be supported by a practice guide.

The planning system can be used to help minimise the carbon footprint of new developments. The design and location of new developments, including accessibility to public transport to permit sustainable transport options, are also important elements of low carbon developments.

Spatial planning also has an important role in shaping sustainable communities that are resilient to the consequences of climate change that are now accepted as inevitable.

Local authorities can substantially influence carbon emissions through their spatial planning role by producing development plan documents which make a full contribution to delivering the Government's climate change and energy policies and, in doing so, contribute to global sustainability. A key role can

also be played by local authorities in helping shape regional spatial strategies which are ambitious in addressing climate change.

In addition to implementing planning policies, local authority development control officers can encourage and educate developers to progress beyond minimum standards and towards a zero carbon standard, which will shortly be required for homes in England and potentially for all buildings in Wales. For existing buildings, local authorities can require or encourage use of sustainable energy options whenever refurbishment, conversion or extension work requires approval. Both development control and building control officers have a role to play here. In the domestic sector, this can in turn improve the energy efficiency of the housing stock, reducing levels of fuel poverty.

Housing

In 2004, energy use in housing accounted for around 27% of UK carbon dioxide emissions.¹ In England, approximately 4.4 million homes lack effective insulation or efficient heating required to meet the thermal comfort criterion of the Decent Homes Standard.² Partly as a result of this, approximately two million households in the UK were in fuel poverty, with one and a half million of those in the vulnerable category.³ There are therefore very good reasons for taking action to improve the energy efficiency of the housing stock and to encourage greater investment in the use of renewable and low carbon technologies for the provision of heat and electricity in the home.

Local authorities, along with other social landlords, have a duty to ensure that any housing stock they own meets the Decent Homes Standard. Local authorities also enforce the Housing Health and Safety Rating System, which includes removing hazards associated with cold and damp homes. However, effectively tackling climate change and eradicating fuel poverty requires more than meeting these basic standards. The report provides information about how local authorities can work to improve both social and private sector housing through energy efficiency and renewable and low carbon measures, as well as through changing behaviour and offering assistance.

Transport

Tackling climate change is a priority for transport policy. A good transport system is central to a prosperous economy, better access and greater mobility, but must balance the increasing demand for travel against the goals of protecting the environment and improving the quality of life for everyone, whether or not they are travelling. As people become more prosperous, they tend to travel more, and in ways that release more carbon dioxide. Carbon emissions from domestic transport have risen by 10% between 1990 and 2004.

Local and Regional Transport Plans are a key element of the response to climate change. There are also important areas of influence for all local authorities, whether or not they are responsible for the development of these plans, such as encouraging sustainable travel through the planning system, improving the infrastructure for all travel modes and working with schools and other partners to explain the benefits of low carbon travel in order to allow the public to make informed travel choices.

Measures to reduce carbon dioxide emissions from the transport sector will have a range of benefits beyond climate change mitigation, such as health benefits and improved air quality.

The Government recently published a draft Local Transport Bill (www.dft.gov.uk/localtransportbill). It contains proposals to support the Government's efforts to tackle congestion and improve public transport, by ensuring that local authorities have the appropriate powers to take local action to meet

¹ Defra statistics: www.defra.gov.uk/environment/statistics/globalatmos/kf/gakf07.htm.

² English Home Condition Survey 2005:

http://communities.gov.uk/pub/682/EnglishHouseConditionSurvey2005AnnualReport_id1510682.pdf.

³ 4th Annual UK Fuel Poverty Progress Report: www.berr.gov.uk/files/file29688.pdf.

local transport needs. Where they choose to exercise these powers, local authorities could in many cases also contribute to climate change mitigation.

Schools and education

Schools have an important role to play in mitigating the causes of climate change in a number of ways.

The government is currently investing in a major capital programme for schools. This presents a significant opportunity for local authorities to ensure that energy use and carbon dioxide emissions in school buildings is reduced through the adoption of energy efficiency measures and renewable / low carbon energy technologies.

Local authorities can work with school communities to ensure that energy use in school buildings is managed effectively. Local authorities can also work with schools in the development of school travel plans.

Schools have an equally important role to ensure that when energy efficient measures are in place these are brought to life within the teaching and learning plans for the school and incorporated within lessons and actions. This would help to encourage children's active involvement in energy awareness.

Economic development and regeneration

In terms of economic development, there are a number of benefits of tackling climate change and fuel poverty, including: the creation of employment in the manufacturing and installation industries; increased disposable income as a result of lower fuel bills, that may well be spent in the local economy, and business development opportunities for suppliers of low carbon goods and services. Furthermore, if left ignored, climate change will eventually damage economic growth (as highlighted by the Stern Review).

Local authorities play a key role in this as they are key delivery partners of regeneration schemes and new developments. Through good and positive planning, they can facilitate and promote sustainable and inclusive patterns of urban and rural development by contributing to sustainable economic development.

Adaptation to climate change

The focus of the report is on measures for mitigating the causes of climate change. However, some degree of climate change resulting from past and present emissions of greenhouse gases is already inevitable. Therefore it is important for local authorities to take into account both steps for mitigation (to reduce future emissions) and adaptation (to adapt to the changes already taking place).

Local authorities provide many services that will be affected by climate change. The UK Climate Impacts Programme (UKCIP) climate scenarios project demonstrates that we could have wetter winters, hotter and drier summers and more frequent extreme weather events such as storms and flash flooding. These are likely to have implications for services including: emergency planning, waste management, planning, estates management, provision of leisure facilities and social services.

This report does not attempt to outline what local authorities can do with regards to adaptation (although it does point out some key resources for this). Rather it aims to highlight how a strategic approach to both mitigation and adaptation is important.

Climate Change Action Plan
Annual Programme 2008 – 2009

Strategy Area	Action No	Objective number	Action	Outcome / positive impact on performance	Resource Requirement	Completion Date
Communication and Education	CE1	1	Publish Climate Change Strategy	Engagement with the community and organisations on Climate Change action.	Environmental Co-ordinator Sustainability Budget	2008-2009
	CE2	1	Identify partnerships	Influence and increase contributions towards action programmes	Climate Change Champion/SLB	2008-2011
	CE4	1,3	HBBC Staff Environmental Training	Reduce CO ₂ emissions from corporate operations (NI 185)	Env Co-ord EMAS Budget	2008-2011
	CE5	1,3	Introduce a Green Business award	Reduce CO ₂ emissions from economic sector contributing to per capita figure (NI 186)	Env Co-ord Sustainability Budget External Sponsorship	2008-2009
Energy	E2	4	Publish guide to domestic green electricity tariffs	Increase awareness of sources of renewably produced energy and associated costs (NI 186)	Existing resources	2008-2009
	E3	3	Review Home Energy Conservation Act (HECA) target annually	Improve domestic energy efficiency by 30% by 2010 from (tba) (NI186)	Energy Officer Existing resources	2008-2011
	E4	3	Initiate small-scale renewable energy technology installation training course in	Increase availability and capacity of domestic in-house energy generation (NI 186)	Env Co-ord Housing Operations Manager Grant funding	2008-2009

			partnership with local businesses			
	E8	3	Liaise with Register Social Landlords and facilitate energy efficiency and renewable energy work with Housing Associations with achieving a target of Code Level 3	Reduce CO2 emissions from commercial buildings (NI 186) Increase take-up of existing central government grant schemes for in-house renewable energy	Housing Services Manager Existing budgets	2008-2009
Resources	RE2	2	Procure 20% of the Council's energy from renewable sources as part of the energy contract	Reduce CO2 emissions from corporate operations (NI 185)	Procurement Manager Environmental Co-ordinator Existing budget and savings from reduced utilities used	2008-2009
	RE3	2	HBBC contracts to specify sustainable products/materials to be used wherever possible	Reduce levels of the use of materials harmful to the environment and raise awareness of sustainability issues	Procurement Manager	2008-2009
Waste Management	WM1	2	Meet the Waste Minimisation targets to 2010 of: <ul style="list-style-type: none"> recycling and composting of household waste to 50% reducing the average annual real growth in 	Increase the amount of waste per capita which is reused, recycled, composted or treated by anaerobic digestion (NI 192) Reduce per capita residual waste going to landfill (NI 193)	Operations Manager (Recycling & Refuse)	2008-2010

			household waste to landfill to 325 kgs per person Targets to be reviewed annually			
	WM2	1	Quantify the greenhouse gas benefits of diversion from landfill due to waste minimisation and recycling and publicise the information	Reduce CO2 per capita (NI 186)	Head of Business Services	2008-2009
Flooding	F2	4	Apply current guidance for Sustainable Urban Drainage Systems (SUDS)	Adaptation measure: contributing towards reducing the risk of flooding Mitigation measure: acting as a sink during flooding (NI 189)	Development Services Manager Existing budgets	2008-2009
	F3	4	Promote the provision of Sustainable Urban Drainage Systems through the Planning Process	Adaptation measure: contributing towards reducing the risk of flooding Mitigation measure: acting as a sink during flooding (NI 189)	Development Services Manager Existing budgets	Ongoing

COUNCIL/COMMITTEE - 23 JULY 2008

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES

RE: DEVELOPER CONTRIBUTIONS

1. PURPOSE OF REPORT

- 1.1 To inform members of the Scrutiny Commission of the position in respect of the Section 106 contributions that have not been spent within the 5 year period and therefore may be clawed back, and those that are beyond 4 years but not beyond 5 years.

2. RECOMMENDATION

- 2.1 That the report be noted

3. BACKGROUND TO THE REPORT

- 3.1 Developers/applicants are required to make financial contributions as a result of planning permission being granted to pay towards infrastructure needed as a consequence of their development, i.e. towards play and open space, libraries, education facilities etc. The contribution request has to be in accordance with Circular 05/2005 Planning Obligations.
- 3.2 This can be done in several ways. A Section 106 agreement can be prepared which identifies the amount of contribution and when the contributions need to be paid, i.e. on the commencement of development or first occupation.
- 3.3 There are legal costs in drafting and preparing the agreement, and to avoid this on smaller developments, the applicant can pay a contribution up front for the amount of contribution required without the cost of preparing an agreement.
- 3.4 The latter option has no claw-back period. However, the money must be used for the purposes identified otherwise the developer may be entitled to claw the money back.
- 3.5 Section 106 agreements have a claw-back period normally of 5 years, on the basis that if the infrastructure improvements are not in place by then, there is clearly no need for the facility.
- 3.6 The contributions are closely monitored through a database set-up on parish basis and is available to the parish councils and on the Councils website. This enables parish councils to clearly see what funds may come forward, to help them plan for improvements in their village.

- 3.7 Whilst the database is complex due to the amount of information held, it helps to identify what money the development may bring in, when development has commenced, and monies outstanding. It also indicates where money has been committed through the Green Space Strategy.
- 3.8 When analysing the database, the money outstanding beyond the 5 years amounts to £279.25 (everything older >5 as of 14.7.2003) and is indicated at Appendix A. Appendix B, this shows those agreements between 4 or 5 years which contain claw-back totalling £2,189.99 (to be used by 14.7.2009). These are very small amounts when monitoring a database containing millions of pounds .
- 3.9 The Section 106 Forum, was set up 2-3 years ago and also monitors the database. There have been cases in the past where the group has contacted the developer about using the monies on projects within the near vicinity where it is close to the 5 year period rather than lose the money.

4. **FINANCIAL IMPLICATIONS (DB)**

- 4.1 It should be noted that the Council holds significant sums of Developers Contributions where there is no claw back provisions. This report has identified a total of £2,469 where the developer could seek repayment either immediately or within 12 months. These contributions are held in Personal Accounts and as such there would be no direct Revenue Expenditure incurred in repaying the deposit but there would be a loss of resource to the Council as this money could be used to finance either Revenue or Capital Expenditure that may result from the development.

5. **LEGAL IMPLICATIONS (MR)**

- 5.1 None

6. **CORPORATE PLAN IMPLICATIONS**

- 6.1 This document contributes to Strategic aim of the Corporate Plan 'Safer and Healthier Borough'

7. **CONSULTATION**

- 7.1 None.

8. **RISK IMPLICATIONS**

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/decision were identified from this assessment:

Risk	Mitigating actions	Owner
If monies are paid within the timescale but not used for the purpose identified or not used at all, then these may be clawed back by the developer/applicant.	Close monitoring of database.	Tracy Darke / Sally-ann Cooper

9. **RURAL IMPLICATIONS**

None.

10. **CORPORATE IMPLICATIONS**

All - None Applicable.

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

Community Safety Implications NA
Environmental Implications NA
ICT Implications NA
Asset Management Implications NA
Human Resources Implications NA

Background Papers: S106 Database & Circular 05/5

Contact Officer: Tracy Darke – Development Services and Policy Manager
Ext 5692

Appendix A**Section 106 - Outside of 5 years**

Ref	Date Income Received	Date Repaid	Clawback clause	Description	Amount Received	Amount Repaid	Amount Outstanding	Spending
M20	18/03/2003	18/10/2004, 14/11/05 & 20/11/06	5 years	S106 Agreement- (Greaves Bro's 29/10/02) - New or Improved Recreational Facilities - Land Adjoining 50 Meadow Road, Barlestone. Agreement No: 01/00895/FUL	11,101.50	9,687.25	279.25	Parish Barlestone

Total £279.25

Appendix B**To be used by July 2009**

Ref	Date Income Received	Date Repaid	Clawback	Description	Amount Received	Amount Repaid	Amount Outstanding	Spending
M90	22/06/2004		5 years from receipt of payment	Section 106 Agreement The Chalet Watling Street Burbage App No 04/00373/REM	8,750.79	7,996.00	754.79	Parish Burbage
M91	29/06/2004		5 years from receipt of payment	Section 106 Agreement Smallshaw Knitwear,51 Druid Street, Hinckley App No 02/011079/FUL	1,435.20		1,435.20	HBBC Parks

Total £2,189.99

SCRUTINY COMMISSION – 23 JULY

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: BARWELL AND EARL SHILTON WORKING GROUP – TERMS OF REFERENCE

1. PURPOSE OF REPORT

- 1.1 To request Members of the Scrutiny Commission to endorse the establishment of a Barwell and Earl Shilton Working Group.
- 1.2 To seek Members' approval of the Terms of Reference for the Barwell and Earl Shilton Working Group, outlined in Paragraph 4 to this report.

2. RECOMMENDATION

- 2.1 That Members endorse the establishment of a Barwell and Earl Shilton Working Group.
- 2.2 That Members approve the Terms of Reference for the Barwell and Earl Shilton Working Group, outlined in Paragraph 4 to this report.

3. BACKGROUND TO THE REPORT

- 3.1 Barwell and Earl Shilton have been identified as areas with the Borough where significant development will occur in the next few years. In particular:-
- the Earl Shilton Bypass is due for completion in late 2008;
 - a Sustainable Urban Extension of 2,500 homes is proposed to the west of Barwell;
 - A Sustainable Urban Extension of 2,000 homes is proposed to the south of Earl Shilton;
 - There are proposals for master planning exercises to be undertaken in respect of the town centres of both Barwell and Earl Shilton;
 - Parts of the both Barwell and Earl Shilton have been designated as Priority Neighbourhoods by the Local Strategic Partnership. Neighbourhood Action Teams have been established for both areas.
- 3.2 Local Ward Councillors have expressed concern that there is not a single forum at which the impact of all the proposed activities can be considered as a whole. It is therefore proposed to establish a Barwell and Earl Shilton working Group, which will be a sub-group of this Scrutiny Commission with the following Terms of Reference.

4. TERMS OF REFERENCE

4.1 It is suggested that the Working Group will have the following Terms of Reference:-

- a) The Barwell and Earl Shilton Working Group will be a sub-group of Scrutiny Commission and will present minutes of its meetings and appropriate reports on its work to the Scrutiny Commission.
- b) The Membership of the Barwell and Earl Shilton Working Group will comprise Local Ward Councillors for Barwell and Earl Shilton, the Chairperson of Barwell Parish Council and the Chairperson of Earl Shilton Town Council. It will be supported by appropriate Officers, as necessary.
- c) At its first meeting, the Working Group will elect a Chairman and produce a Programme of Work.
- d) The purpose of the Working Group will be to scrutinise the impact of the Earl Shilton Bypass, Sustainable Urban Extensions, master planning exercises and Neighbourhood Action Teams on Barwell and Earl Shilton and to make appropriate recommendations.
- e) The Barwell and Earl Shilton Working Group will report the findings of its work to the Scrutiny Commission.

5. FINANCIAL IMPLICATIONS

5.1 None relating directly from the adoption of the recommendations in this report.

6. LEGAL IMPLICATIONS

6.1 There are none arising from the report.

7. CORPORATE PLAN IMPLICATIONS

7.1 This report contributes to the Strategic Aims 'Proud of our Thriving Economy' and 'Proud of our Strong and Distinctive Communities'.

8. CONSULTATION

8.1 Initial discussions have taken place between the Chair of Scrutiny and the Director of Community and Planning Services.

9. RISK IMPLICATIONS

9.1 None identified.

10. RURAL IMPLICATIONS

10.1 The work of the Group relates specifically to the areas of Barwell and Earl Shilton.

11. CORPORATE IMPLICATIONS

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

- Community Safety implications [Ron Grantham, ext 5832]
- Environmental implications [Jane Neachell, ext 5968]
- ICT implications [Paul Langham, ext 5995]
- Asset Management implications [Malcolm Evans, ext 5614]
- Human Resources implications [Julie Stay, ext 5688]

Background Papers: None

Contact Officers: Trevor Prowse, Director of Community and Planning Services



A Borough to be proud of

Hinckley & Bosworth
Borough Council

REPORT NO SC18

Overview and Scrutiny Work Programme 2008/2009

ISSUE 2008/02: July 2008

Welcome to Hinckley and Bosworth Borough Council's Overview and Scrutiny Work Programme, which sets out the work to be carried out by the Council's Scrutiny Commission during 2008/2009.

A structured, focussed and supported scrutiny process, which dovetails into the Council's wider democratic, performance and financial management processes, provides for an evidence based approach to challenging and developing the Council's long term vision and priorities and ensuring that the needs of the Borough's Citizens' are met.

This is the fourth year that we have managed the work of scrutiny through a work programme. Following a review of progress in November 2005, it was proposed that future work programmes be configured into the following categories to better represent all the roles and responsibilities of the Overview and Scrutiny Function:

- **Scrutiny Topics** – This includes items of particular interest to overview and scrutiny that can be classified as 'scrutiny topics' to investigate in particular detail.
- **Performance Management Information** – Information provided by the council identifying current performance levels against performance indicators, progress with implementation of business delivery plans, best value reviews and service improvement projects. This is in accordance with the Council's Performance Management Framework.
- **Participation in Policy Development Issues** – These are issues being revised or introduced by the Council or other external organisations. The Overview and Scrutiny Function should be engaged in the development of such matters so that the decision-making body (Executive, Council or external organisation) are informed of all possible views before taking a decision / agreeing a new policy. This will need to be updated in the Council's Constitution.
- **Tracking of implementation with previous recommendations** – The scrutiny committee will review progress with the implementation of previously agreed recommendations.
- **Committee Management Issues** – These include the minutes of previous meetings, progress reports on actions, overview and scrutiny work programmes and development issues for the overview and scrutiny function.

The Work Programme ensures that Scrutiny's work is:

outcome focussed;
prioritised accordingly;
resourced properly; and
project planned properly.

The Work Programme has been designed to ensure it is a living document and it will be reviewed at each meeting of the Scrutiny Commission, and the Select Committees will also review their sections at each of their meetings, to ensure it remains focussed and relevant.

Councillor Matthew Lay
Chairman of Scrutiny Commission

SCRUTINY COMMISSION WORK PROGRAMME 2008/2009

1. Citizens' Panel Consultation Results

- Use the results of the survey improving Your Area as a Place to Live and Work to inform priorities and policy.
- Report on issues identified in the 2007 results of Council Priorities & Budget Spend

2. Performance Improvement

- How the Council proactively manages performance to ensure that issues are addressed in a timely fashion and that there is continuous improvement; and
- Monitor the quarterly Performance Reports to Executive and the decisions they take.
- Risk Management

3. Implementation of Rural Areas Review

- Annual progress report on implementation of outcomes.

4. Review of the Local Strategic Partnership

- Monitor the effectiveness of the Hinckley & Bosworth Local Strategic Partnership and how it delivers effective outcomes for the community by provision of performance information

5. Community Services Strategy for Leicestershire & Rutland

- Update on local Health Economy
- Development of local facilities
- GP Out of Hours Access

6. Community Safety Partnership

- Quarterly report on progress of Partnership

7. Equalities Standard

- Scrutinise progress on Equalities

SCRUTINY COMMISSION

TIMETABLE

Scrutiny Commission – Wednesday 23 July 2008						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Out of Hours Review	Interview of GP representative	Improve the provision of healthcare in Hinckley & Bosworth	Safer and Healthier Borough	Scrutiny Chair / Deputy Chief Executive	Leicestershire County & Rutland Primary Care Trust
	Developer Contributions	Request of Members	Ensure money from contributions is used within the given time	Strong and Distinctive Communities	Executive Member for Planning / Director of Community and Planning Services	
	Climate Change Action Plan	To identify gaps in action plan and look at short term plan	Raise awareness of plan			
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services / Head of Corporate & Scrutiny Services	

Tracking of implementation with previous recommendations	Community Safety Partnership Review	Quarterly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety / Deputy Chief Executive	
	Barwell and Earl Shilton Working Group	To approve Terms of Reference of Working Group	Creation of a single forum to oversee developments in Barwell and Earl Shilton	Strong and Distinctive Communities	Relevant Members / Director of Community & Planning Services	
Committee Management Issues	Work Programme	Review work for the year	Agree forward work programme	All Corporate aims		

Scrutiny Commission - Thursday 28 August 2008						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	LSP Review – Interview of witnesses	Final interview of witnesses to form conclusions	Make recommendations arising from the review	Strong and Distinctive Communities		
	Out of Hours Healthcare Provision	Final report & input into Community Health Services Review	Improve the provision of healthcare in Hinckley & Bosworth	Safer and Healthier Borough	Scrutiny Chair Deputy Chief Executive	Leicestershire County & Rutland Primary Care Trust
	Consultation results of Council priorities and budget spend – Citizens Panel	Review and identify issues	Gain consensus and incorporate into Medium Term Financial Strategy	All Corporate Aims	Leader of the council Head of Finance	
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Planning Decisions	6-monthly report on planning decisions		Strong and Distinctive Communities		
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 16 October 2008						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 27 November 2008						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 8 January 2009						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 12 February 2009						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information	Performance Improvement – End of year status	Monitor the Annual Performance Report to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately	All Corporate Aims	Relevant Executive Members and Heads of Service	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services / Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 2 April 2008						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services / Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 7 May 2009						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009

1. Programme for each key frontline service

- Monitor improvements and delivery against our stated objectives under the Corporate Performance Plan as applied to key front line services in the community.
 - Groundcare, Refuse, Recycling, Street Cleansing and Neighbourhood Wardens
 - Environmental Health (including Pest Control)
 - Housing Benefits & revenues
 - Housing
 - Parks & Open Spaces and Leisure Centre
 - Development Control & Local Development Framework

2. Performance Management information – Performance indicators

- Scrutinise performance
- Data Quality
- Attendance Management

3. Environmental Sustainability

- Nottingham Declaration on Climate Change

4. Cultural Events

- Scrutinise successes of events and promote further activity/events in rural areas

5. Staff Survey

- Monitor Progress on actions to address issues of concern

Council Services Select Committee – Thursday 21 August 2008					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Performance Data 1 st quarter performance results	Scrutinise performance and Investigate how under-performance can be remedied and how all key measures of performance can be improved to top quartile	Ensure that the Executive delivers improvement to Council Services and addresses underperformance appropriately	All Strategic Aims	Relevant Executive Members and Heads of Service
	Programme for each key frontline service: Environmental Health (including Pest Control)	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services		Executive Member for Environmental Health Director of Community & Planning Services
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 02 Oct 2008					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Housing Benefits & Revenues	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services		
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 13 November 2008					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Performance Improvement – 6 monthly status	Monitor the quarterly Performance Reports to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately.	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 18 December 2008					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Housing	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services		
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 29 January 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Parks & Open Spaces and Leisure Centre	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services		
Performance Management Information	Performance Improvement – End of year status	Monitor the Annual Performance Report to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately.	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 19 March 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Development Control, Building Control & Local Development Framework	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services		
	Annual Review of Children & Young People's Strategy				
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

FINANCE AND AUDIT SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009

1. Internal Audit Work Programme

- Consider each Internal Audit Block and recommendations and ensure that recommendations are implemented and followed up

2. Financial and Budget Monitoring

- Prudential Indicator Report (March 2009)
- Treasury management Report (March 2009)
- Final Accounts 2007/08 (June 2008)
- Budget Strategy 2009/10 (August 2008)
- Budget Proposals (February 2009)
- Final Council Tax Report (February 2009)

3. Corporate Management

- Risk Management (May 2008 and November 2008)
- Annual Audit and Inspection Letter (March 2009)
- ISA260 Annual Audit Letter (September 2008)

FINANCE AND AUDIT SERVICES SELECT COMMITTEE

Timetable

Finance and Audit Services Select Committee – Monday 18 August 2008					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Budget Monitoring 1 st Quarter 2008/09	Ensure Value for Money	Ensure Executive delivers good value improving services	All Strategic Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues					

Finance and Audit Services Select Committee – Monday 29 September 2008					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 1	Ensure that findings are considered	Recommendations are implemented	Probity and Honesty in governance & management	Internal Audit
	ISA 260 Report	Review work of External Auditors	Ensure matters raised by External Auditors are considered by Members	Probity and Honesty in governance & management	Director of Finance
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient workflow for the FASC process	Achieve Work Programme Content and schedule agreed by members		Relevant Executive Members and supporting officers

Finance and Audit Services Select Committee – Monday 3 November 2008					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 2	Ensure that findings are considered	Recommendations are implemented	Probity and Honesty in governance & management	Internal Audit
	Medium Term Financial Strategy	Ensure sound Financial Planning	Ensure Executive delivers good value improving Services	All Strategic Aims	Director of Finance
	Budget Monitoring 2 nd Quarter 2008/09	Ensure Value for Money	Ensure the Executive delivers good value improving services	All Strategic Aims	Director of Finance/ Accountancy Manager
	Risk management progress report	To provide update on Risk management activities in the Council	To ensure Risk management stays embedded in the Council		Principal Performance and Risk Management Officer
Tracking of implementation with previous recommendations					
Committee Management Issues					

Finance and Audit Services Select Committee – Monday 22 December 2008					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 3	Ensure findings are considered	Recommendations are implemented	All Strategic Aims	Internal Audit
	Capital Programme 2008/09 to 2011/12	Backbench input to Capital Programme	Ensure the Executive provides good value improving services	All Strategic Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient workflow for the FASC process	Achieve Work Programme Content and schedule agreed by members		Relevant Executive Members and supporting officers

Finance and Audit Services Select Committee – Monday 2 February 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 4	Ensure findings are considered	Recommendations are implemented	All Strategic Aims	Internal Audit
	Revenue Budget and Council Tax Proposals to include Capital Programme, HRA budget and Review of Fees and Charges	Ensure Value for Money and allow backbench input into the Budget and Council Tax setting process	Ensure the Executive delivers good value improving services	All Strategic Aims	Director of Finance/ Accountancy Manager
	Support Services Charging methodology	To ensure most appropriate methodology is used particularly where Services Charge outside bodies	Proper Support Services Charges are made to end Services	All Strategic Aims	Accountancy Manager
	Budget Monitoring 3 quarter 2008/09	Ensure Value for Money	Ensure the Executive Delivers good value improving services	All Strategic Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues					

Finance and Audit Services Select Committee – Monday 16 March 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 5	Ensure findings are considered	Recommendations are implemented	All Strategic Aims	Internal Audit
	Prudential Indicators and Treasury management Report	Ensure value for Money	Ensure the Executive delivers good value improving Services	All Strategic Aims	Director of Finance/ Accountancy Manager
	Annual Audit and Inspection Letter	Review work of External Auditors	Matters reported by External Auditors are considered by Elected members	All Strategic Aims	Director of Finance
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review and set programme for 2009/10	Review the Work programme for the year to enable efficient workflow for the FASC process	Achieve Work Programme Content and schedule agreed by members		Relevant Executive Members and supporting officers



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

JULY – OCTOBER 2008

Hinckley & Bosworth Borough Council
Council Offices, Argents Mead
Hinckley, LE10 1BZ

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INFORMATION ABOUT THE FORWARD PLAN

WHAT IS THE FORWARD PLAN?

The Forward Plan contains decisions which are due to be taken by Council, Executive or under delegated powers to individual Executive members or senior officers. Each plan covers a four month period and is updated monthly. The plan includes all decisions to be taken both “key decisions” (definition opposite) and non-key decisions.

WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?

The Forward Plan details:

- The nature of the decision to be made and whether it is a key decision (definition opposite);
- The committee or individual who will take the decision;
- The date or period when the decision is to be taken;
- The stages which will be undertaken prior to the decision, both consultation and presentation to committees;
- The documents which will be presented to the decision maker(s);
- The author of the report.

You can view copies of the current Forward Plan on our web site (www.hinckley-bosworth.gov.uk) or alternatively at:

The Main Reception, Council Offices, Argents Mead, Hinckley

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

- involves expenditure (of reduction of income) of over £20,000 on any particular scheme/project;
- adopts a policy or strategy (which the Executive has the power to adopt);
- involves the adoption or amendment of the Scale of Fees and Charges;
- is one that affects the whole of the Borough and is one which the residents of Hinckley & Bosworth would normally expect to be notified or consulted; or
- involves a recommendation by the Executive to a Partnership organisation which will take the ultimate decision.

Decisions by the regulatory committees (ie Planning, Regulatory, Licensing and Standards) and Personnel Committee are never key decisions.

A copy of this Forward Plan can be downloaded from our website (www.hinckley-bosworth.gov.uk) or can be obtained by telephoning 01455 255879, sending a fax to 01455 635692 or emailing democraticsupport@hinckley-bosworth.gov.uk

RESPONSIBILITY FOR DECISIONS

Part 3 of the Council’s Constitution sets out which committee/individual has responsibility for taking decisions.

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 July to 31 October 2008

JULY 2008

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
CPA Self Assessment	Chief Executive	Council 8 July 2008			Committee Report <i>(Steve Atkinson)</i>
Play & Open Space Supplementary Planning Document	Community and Planning Services	Council 8 July 2008		Scrutiny Commission, 12 June	Committee Report <i>(Richard Palmer)</i>
Bus Station – Selection of Developer	Corporate and Scrutiny Services	Council 8 July 2008			Committee Report <i>(Bill Cullen)</i>
Homelessness Strategy Review	Community and Planning Services	Executive 30 July 2008		Scrutiny Commission, 23 July	Committee Report <i>(Trevor Prowse)</i>
Review of Environmental Health Enforcement Policy	Community and Planning Services	Executive 30 July 2008		Scrutiny Commission, 23 July	Committee Report <i>(Trevor Prowse)</i>
Introduction of Commercial Services	Business Development and Streetscene Services	Executive 30 July 2008		Scrutiny Commission, 23 July	Committee Report <i>(Mike Brymer)</i>

AUGUST 2008

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
Children & Young People Strategy	Corporate and Scrutiny Services	Council 5 August 2008			Committee Report <i>(Simon Jones)</i>
Alternative Council Offices	Finance	Council 5 August 2008			Committee Report <i>(Sanjiv Kohli)</i>

SEPTEMBER 2008

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
Budget Strategy	Finance	Council 9 September 2008			Committee Report <i>(Sanjiv Kohli)</i>
Revision of Medium Term Financial Strategy	Finance	Council 9 September 2008			Committee Report <i>(Sanjiv Kohli)</i>

OCTOBER 2008

No decisions to be taken.

DETAILS OF COUNCIL DECISION MAKERS

The table below details the Council's Service Areas and the Executive Member responsible for each with the Council Official responsible for service management.

AREA OF RESPONSIBILITY / SERVICE AREA	EXECUTIVE MEMBERS AND CHIEF OFFICERS	HEAD OF SERVICE CONTACT DETAILS
Strategic Leadership and Direction of Travel	Councillor DC Bill (Leader) Mr S Atkinson (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: steve.atkinson@hinckley-bosworth.gov.uk
Community & Planning Services (including Car Parks, Development Services & Policy, Environmental Health (Commercial and Pollution), Housing and Licensing)	Councillor SL Bray (Deputy Leader) (Development Services & Policy) Councillor DS Cope (Housing) Councillor Mrs S Francks (Licensing) Councillor Ms Moore (Car Parks & Environmental Health) Mr T Prowse (Director of Community & Planning Services)	Tel: 01455 255694 Fax: 01455 890229 Email: trevor.prowse@hinckley-bosworth.gov.uk
Corporate & Scrutiny Services (including Corporate Services, Community Safety, Cultural Services, Emergency Planning and Green Space, Performance & Scrutiny)	Councillor SL Bray (Deputy Leader) (Community Safety, Cultural Services and Emergency Planning) Councillor Ms Moore (Green space) Councillor DO Wright (Corporate Services, Performance & Scrutiny) Mr B Cullen (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 635692 Email: bill.cullen@hinckley-bosworth.gov.uk
Finance (including Accountancy, Customer Services, Estates & Asset Management, ICT, Internal Audit, Procurement and Revenues & Benefits)	Councillor DC Bill (Leader) Mr S Kohli (Director of Finance)	Tel: 01455 255607 Fax: 01455 251172 Email: sanjiv.kohli@hinckley-bosworth.gov.uk
Business Development & Streetscene Services (including Refuse Collection, Street Cleansing, Grounds Maintenance)	Councillor Mrs S Francks Councillor Ms Moore Mr M Brymer (Head of Service)	Tel: 01455 255694 Fax: 01455 234590 Email: michael.brymer@hinckley-bosworth.gov.uk
Rural Issues (across all portfolios and including Village Centres)	Councillor WJ Crooks Mr B Cullen (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk

Further clarification and representations about any item included in the Forward Plan can be made to the appropriate Executive Member and Head of Service either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Council Offices, Argents Mead, Hinckley, Leicestershire, LE10 1BZ. Representations should be made before noon on the working day before the date on which the decision is to be taken.

DECISION MAKING ARRANGEMENTS

The views of local people are at the heart of decision making at Hinckley & Bosworth Borough Council, because major decisions are made by Councillors who are elected every four years by local people. Councillors work with the communities that they represent to ensure that local priorities are reflected in the work that the Council does.

The Council is made up of 34 Councillors representing 16 wards. If you want to know which Councillor(s) represents your area or you would like to contact your Councillor(s) concerning an issue, you will find contact details on our website (www.hinckley-bosworth.gov.uk) or alternatively you can contact the Council on 01455 238141.

The Council is committed to the principle of open government and everyone is welcome to attend meetings (except for confidential business) and to receive details of non-confidential items. Below are further details of the Council's democratic decision making arrangements.

The Council

The Council is responsible for setting the budget and the policy framework. Each year there is an Annual Meeting, which selects the Mayor and Deputy Mayor (who are the Chairman and Vice-Chairman of the Council) and decides the membership of the Executive, Scrutiny Commission and Regulatory Committees. There are six ordinary meetings of the Council per year, which make strategic, policy and major budget decisions. This Forward Plan details decisions to be taken by the Council over the next four months.

Executive Functions

Many day to day policy and operational decisions are taken by Executive, a group of seven Councillors comprising of the Leader, Deputy Leader and five Executive Members each responsible for an area of Council policy and activity. The Executive members and their responsibilities are detailed in the previous table.

Overview and Scrutiny Functions

Decisions of the Executive are subject to scrutiny by the Scrutiny Commission and two Select Committees, one responsible for Council Services and the other for Finance and Audit. The Scrutiny Commission and Select Committees also have a role in Policy development. In addition, Scrutiny Panels are established to oversee ad-hoc projects. The Council has two Panels reviewing Housing Allocations and E-Government. The Scrutiny Commission publishes an Annual Report and a Work Programme; this is available on the Council's website (www.hinckley-bosworth.gov.uk/scrutiny) and from the Council on request.

Regulatory Functions

In addition the Council has established committees to deal with regulatory issues, the committees are Planning Committee, Licensing Committee, Regulatory Committee and Standards Committee.

Further information about the Council's Decision Making Arrangements can be obtained from Law and Governance on 01455 255770.

HINCKLEY & BOSWORTH BOROUGH COUNCIL
COUNCIL SERVICES SELECT COMMITTEE
29 MAY 2008 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JC Bown, Mrs A Hall, Mr DW Inman, Mr K Morrell, Mr K Nichols, Mrs J Richards and Mr BE Sutton.

Officers in attendance: Mr Michael Brymer, Mr R Grantham, Mr D Moore and Miss R Owen.

1. **MINUTES (CSSC1)**

RESOLVED – the minutes of the meeting held on 24 April 2008 be confirmed.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **PERFORMANCE MANAGEMENT FRAMEWORK 2007/08 – END OF YEAR REPORT (CSSC2)**

Members were provided with the Council's end of year performance position for 2007/08. The Select Committee congratulated staff on their achievements over the year.

With regard to BV156, Members asked which building was not accessible. Officers undertook to find this out (see note*).

Concern was expressed with regard to the non-decent homes (BV184b) and the number of people who had 'refused' thermal comfort upgrades. It was noted that work could not be undertaken without the tenants' consent, but when the property was vacated at the end of the tenancy, improvements works would be carried out.

RESOLVED – the report be noted and officers be congratulated.

4. **COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC3)**

Members gave consideration to the draft Work Programme 2008/2009. It was noted that the meeting scheduled for 21 August may be rescheduled.

RESOLVED – the work programme be noted.

(The meeting closed at 7.05 pm)

* * *

* **Note** re BV156 – Buildings accessible to people with a disability (in response to a Member's question – minute 3 refers):

Whilst Burbage Common Visitor Centre does have level access to all users, the toilet facility no longer meets the required standard. Although the property is, therefore, generally accessible we have listed it as requiring improvement.

HINCKLEY & BOSWORTH BOROUGH COUNCIL
FINANCE & AUDIT SERVICES SELECT COMMITTEE
23 JUNE 2008 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

Mr PR Batty, Mr PS Bessant, Mr DM Gould, Mr MR Lay, Mr R Mayne, Mr K Morrell, Mr R Ward and Mrs Bron Witherford.

Officers in attendance: Mr S Atkinson, Mr D Bunker, Mr B Cullen, Mr S Kohli, Miss R Owen, Mr TM Prowse and Mrs J Stay.

Mr C Roxburgh of Bentley-Jennison was also in attendance.

1. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

2. **MINUTES (FASC1)**

RESOLVED – the minutes of the meeting held on 19 May 2008 be agreed.

3. **FINAL OUTTURN 2007/08 (FASC5)**

Mr Ward arrived at 6.34pm.

Members were informed of the financial outturn for 2007/08 and were advised of changes to the Housing Revenue Capital budget for 2008/09. The Select Committee was informed that the figure of £363,200 towards the bottom of page 57 was incorrect and should have been £366,840.

The situation with regard to the Housing Revenue Capital Account was discussed, and it was explained that £515,980 of the overspend was due to accelerated works that had been completed ahead of schedule. Members requested a list of these projects.

RECOMMENDED – the report and recommendations contained therein be approved by Council.

4. **STATEMENT OF ACCOUNTS 2007/08 (FASC4)**

The Select Committee received a report which presented the Draft Statement of Accounts for 2007/08. Officers explained that with regard to the writing off of debts, these were divided between rent arrears and sundry debts, and in 2007/08, £43,000 in rent arrears had been written off. However it was

explained that the Council was writing off fewer debts than they had provided for so it was well within budget provisions.

Concern was expressed with regard to money from Section 106 contributions, that unallocated money may be lost. It was agreed that a report on this be brought to a future meeting.

RESOLVED –

- (i) a report on Section 106 contributions be brought to a future meeting;
- (ii) Council be RECOMMENDED to approve the Draft Statement of Accounts.

5. ANNUAL CORPORATE GOVERNANCE STATEMENT (FASC6)

Members gave consideration to the Annual Corporate Governance Statement. It was emphasised that this did not just look at accounting and auditing measures, but took into account the overall effectiveness of the authority.

RECOMMENDED – the Annual Corporate Governance Statement be approved by Council.

6. SUCCESSION PLANNING (FASC2)

Members received an update on the current position in respect of Workforce Planning in response to a request at a previous meeting. Members were informed of several programmes and projects aimed at recruiting and retaining staff.

Members expressed concern that the authority would pay to train staff who would then leave. Although this was noted as a risk, it was explained that if staff left within two years of completing a course they had to pay back the fees. Members welcomed the apprenticeship and graduate schemes.

RESOLVED – the report be noted.

7. INTERNAL AUDIT REPORT – BLOCK 5 2007-08 (FASC3)

Mr Lay left the meeting at 7.32pm and returned at 7.35pm.

Members received the audit report for block 5. It was reported that an early review of the previous year's recommendations had highlighted that 12 of the 14 recommendations made with regard to IT were still outstanding.

A Member expressed concern that the report on the sustainability audit made reference to EMAS but not to the Climate Change Action Plan. It was confirmed that a review of the Climate Change Action Plan would be included in any future audit of this area of work.

Members asked if the overspend on the Housing Revenue Account had been picked up by Internal Audit, and were informed that issues surrounding controls had been identified in an audit undertaken in July 2007 and reported to this committee in October 2007. A potential overspend of £100,000 was identified at that time.

8. WORK PROGRAMME 2007/08 (FASC7)

Members gave consideration to the work programme for the remainder of 2007/08. It was identified that the 7 July meeting was not listed on the work programme and as such there was no planned business. It was agreed that this meeting be cancelled.

RESOLVED –

- (i) the Work Programme be noted subject to additions agreed at this meeting;
- (ii) the meeting of the Finance & Audit Services Select Committee scheduled for 7 July 2008 be cancelled.

(The meeting closed at 7.52 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL
COUNCIL SERVICES SELECT COMMITTEE
29 MAY 2008 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mrs A Hall, Mr DW Inman and Mrs J Richards.

Officers in attendance: Ms K Akoslovski, Mr Michael Brymer, Mrs L Hodgkins, Mr J McGovern and Miss R Owen.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr K Nichols.

2. **MINUTES (CSSC4)**

RESOLVED – the minutes of the meeting held on 29 May 2008 be confirmed.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **REVIEW OF FRONT LINE SERVICE – STREET SCENE SERVICES (CSSC5)**

In connection with this report, Members were informed that this would form the basis of the report to Council in September as evidence supporting keeping services in-house.

It was explained that whilst satisfaction with cleanliness had only increased by 1%, the borough was actually a lot cleaner – a report by DEFRA had graded a higher than average number of streets as more than satisfactory in comparison with the rest of the country. It was noted that further improvements could be made to street cleanliness, and that work was currently being undertaken to re-route cleaning activities. Members were satisfied that as much was being done as possible with regard to street cleaning, but that more investment in the service was required.

Officers informed Members about a new initiative which involved a partnership with the Probation Service to engage probationers on street cleaning projects. It was stated that the majority of these would be in rural areas, and that Parish Councils had been invited to put schemes forward.

Members asked about plans to put recycling bins alongside rubbish bins in public areas such as parks, and it was confirmed that installation of these as part of the 'Recycle on the Go' project would commence at the end of July.

RESOLVED –

- (i) the progress of the Street Scene Services be endorsed;
- (ii) Officers be congratulated on the improved performance of the service.

5. CULTURAL EVENTS IN RURAL AREAS (CSSC6)

Further to a request at a previous meeting, the Select Committee received a briefing note which informed them of cultural events that had taken place and were planned in rural areas.

Members asked why carnivals were no longer such large events, and it was suggested that this was due to lack of volunteers within the community, lack of sponsorship from traditional industries and problems obtaining insurance for the events.

Members thanked officers for the information provided and were happy that there were many events taking place in the rural areas.

RESOLVED – the briefing note be welcomed

6. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC7)

Members gave consideration to the draft Work Programme 2008/2009. It was noted that contrary to a suggestion at the previous meeting, the meeting on 21 August would go ahead as planned.

RESOLVED – the work programme be noted.

(The meeting closed at 7.14 pm)