

Date: 29 December 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 DM Gould
Mrs A Hall
Mr DW Inman

Mr CG Joyce
Mr C Ladkin
Dr JR Moore
Mr K Morrell
Mr K Nichols
Mrs S Sprason
Mrs BM Witherford

Copy to all other Members of the Council

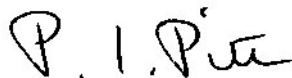
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 8 JANUARY 2009** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink that reads "P. I. Pitt". The signature is written in a cursive style with a large initial "P" and a small "I" and "Pitt" following.

Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 8 JANUARY 2009

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 27 November 2008 attached marked 'SC54'.

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. CONCESSIONARY TRAVEL

Report of the Director of Finance attached marked 'SC55' (pages 1 - 3).

A maximum of 20 minutes has been allocated for this item.

RESOLVED 7. ANTI POVERTY STRATEGY – INTERIM REPORT

Report of the Head of Corporate & Scrutiny Services attached marked 'SC56' (pages 4 - 6).

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

8. CPA RESULT

Please bring with you the report which went to Council on 15 December entitled 'Comprehensive Performance Assessment Final Report'. The aspect of this report relating to Scrutiny will be discussed.

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 'SC57' (pages 7 - 9).

A maximum of 5 minutes has been allocated for this item.

RESOLVED 10. OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09

Work Programme 2008/09 attached marked 'SC58' (pages 10 – 25).

11. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy attached marked 'SC59' (pages 26 - 31).

12. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

- (i) Barwell & Earl Shilton Scrutiny Working Group, 6 October 2008. Attached marked 'SC60' (pages 32 - 33).
- (ii) Finance & Audit Services Select Committee, 3 November 2008. Attached marked 'SC61' (pages 34 - 36).
- (iii) Council Services Select Committee, 13 November 2008. Attached marked 'SC62' (pages 37 - 38).
- (iv) Scrutiny Environment Group, 9 December 2008. Attached marked 'SC63' (pages 39 - 40).

13. 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

27 NOVEMBER 2008 AT 6.30 PM

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

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

Officers in attendance: Mr S Atkinson, Mr D Bunker Mr M Evans, Miss L Horton, Mrs B Imison, Mr P Langham, Miss R Owen, Mr TM Prowse, Mrs J Puffett, Mrs S Stacey, Mrs J Stay and Ms J Wykes.

281 **MINUTES (SC45)**

On the motion of Mr Nichols, seconded by Mrs Hall, it was

RESOLVED – the minutes of the meeting held on 16 October 2008 be confirmed and signed by the Chairman.

282 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

283 **PROGRESS REPORT ON KEY CAPITAL PROJECTS (SC46)**

Mr Gould arrived at 6.35pm.

Members were briefed on the current position of key capital projects, namely the Bus Station redevelopment, Atkins Site and the Leisure Centre. It was reported that the Capital Programme and Medium Term Financial Strategy were being reviewed in light of the current economic climate and would be presented to the Finance & Audit Services Select Committee and Scrutiny Commission in due course, however it was explained that the Bus Station redevelopment would have no major impact on the Medium Term Financial Strategy. It was also noted that in response to the economic situation, the Council were looking to be tenants of part of the Atkins Site.

Mr Batty arrived at 6.40pm.

A Member questioned the financial stability of the Tin Hat Partnership, and in response it was stated that this had been considered as part of the appraisals.

With regard to the Leisure Centre, concern was expressed that provision should compliment, but not overlap, what was already in existence in Earl

Shilton and Barwell, and it was suggested that the Council liaise with the Town and Parish Councils for those areas.

RESOLVED – the progress made on the Key Capital projects be endorsed.

284 FLEXIBLE WORKING (SC47)

The Scrutiny Commission received a report which outlined progress on implementing flexible working initiatives and plans for further development of the proposals. It was noted that a Scrutiny Group had worked alongside an officer group to look at the issue of flexible working, and that this initiative had been piloted in the Revenues and Benefits service areas. Members acknowledged the hard work of officers and the outstanding quality of the report.

It was reported that a successful Touch Down site had been created in Markfield and Members requested that further Touch Down sites be opened.

Concern was expressed with regard to the culture change required in order to achieve 40% homeworking and the fact that this project had been created by the issue of office accommodation. In response however it was stated that flexible working had been discussed as part of single status – before the issue of office accommodation had become critical.

In response to a Member's question, it was explained that whilst flexible working would be voluntary for existing staff, when new staff were recruited the job description would specify if homeworking was expected and the member of staff would be appointed on those terms, however no-one would work from home 100% of the time as it was felt that interaction with colleagues was important. Members felt that it was essential that any new office accommodation had sufficient meeting rooms and drop-in areas in order for flexible working to be successful.

With regard to the potential temporary accommodation available in the Goddard building, officers agreed to bring a further report in three months' time. Members also requested that the working group continues to meet and to look into issues such as how to manage staff whilst operating flexible working.

RESOLVED –

- (i) the co-ordinated and phased implementation of flexible working be endorsed;
- (ii) the proposal to explore the opportunity to move to the Goddard Building for a limited period be endorsed;
- (iii) a further detailed report be brought to the Scrutiny Commission in three months.

285 REVIEW OF ENVIRONMENTAL HEALTH GENERAL ENFORCEMENT POLICY (SC48)

Members received a report which presented the reviewed and updated Environmental Health General Enforcement Policy. It was reported that this had been agreed by the Executive subject to the Scrutiny Commission's comments. It was noted that the majority of enforcement cases were noise nuisance or dog fouling, and that there had been eight cases in the past year, all of which had been successful. It was stated that penalties ranged from conditional discharge to large fines.

It was reported that there was a high level of customer satisfaction with the Enforcement Service, but that as many cases were resolved informally, there was often no recognition of these.

Mr Gould left the meeting at 7.27pm.

RESOLVED – the report be endorsed.

286 HOMELESSNESS STRATEGY (SC49)

Members were presented with the Homelessness Strategy 2008-2013. It was stated that this would also be sent to partner agencies for their comments.

Mr Gould returned at 7.32pm.

Members suggested that more work needed to be done to engage private landlords, particularly due to the potential for repossessions and therefore an increase in demand for rented properties. In response officers stated that this had been recognised and that landlords should receive reassurance that the Council could intervene if there were problems with private tenants.

Concern was also expressed with regard to the effects of the 'credit crunch' and the risk of homelessness, inability to purchase properties, negative equity, job loss and reduction in buy-to-let properties. In response it was reported that the Council worked closely with the Citizens Advice Bureau with regard to early intervention to help to prevent homelessness, and that the Government had a Rescue Package to assist those who the local authority had a duty to help. It was stated that the Anti-Poverty group would also be looking at these issues.

RESOLVED – the Homelessness Strategy be endorsed.

287 ANTI POVERTY STRATEGY (SC50)

The Scrutiny Commission was updated on the work commissioned on its behalf, and it was noted that a working party had been established which included Members, officers and external agencies – although disappointment was expressed with regard to the low Member attendance.

It was highlighted that poverty was now becoming apparent in affluent areas, particular in households of older people, but that these areas were not as

easy to identify or address. It was reported that new ways of doing this were being developed, but that some people may be too proud to ask for help, or may not qualify for help. It was agreed that the issue of helping isolated people in affluent communities be raised at the working group.

RESOLVED – the report be noted and progress made be endorsed.

288 OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09 (SC51)

Members gave consideration to the Overview and Scrutiny Work Programme for 2008/09. It was agreed that a report on flexible working and an anti-poverty update be added to the work programme for 2 April 2009.

RESOLVED – the Work Programme be agreed.

289 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC52)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

290 MINUTES OF SELECT COMMITTEES

Minutes of the following meetings were received:

- Finance & Audit Services Select Committee, 29 September 2008 (SC53).

(The meeting closed at 8.15 pm)

CHAIRMAN

SCRUTINY COMMISSION – 8 JANUARY 2009

REPORT OF THE DIRECTOR OF FINANCE RE: CONCESSIONARY TRAVEL 2008/09

1. **PURPOSE OF REPORT**

This report was referred to the Scrutiny Commission by the Finance & Audit Services Select Committee at its meeting on 22 December 2008. The purpose of the report to the Select Committee was to meet the Select Committee's request at its previous meeting for further information on the position regarding Concessionary Travel for the year 2008/09. The following report is as presented to the Select Committee.

2. **RECOMMENDATION**

That the report be noted.

3. **BACKGROUND**

In the Budget monitoring report presented to the Select Committee at its last meeting it was reported that there was likely to be an overspend on Concessionary Travel in 2008/09 where as in the first quarters report presented to the meeting in August showed a potential underspend. This report gives some background to the situation.

Members will be aware that from 1 April 2008 the national minimum Concessionary Travel Scheme provides for free off peak local bus travel for all those aged over 60 and for certain classes of disabled people under that age throughout England. Concessionary Travel is the responsibility of District and Unitary Councils. Councils are free to provide additional Concessions their Residents. Hinckley and Bosworth BC in conjunction with the other District and Borough Councils in Leicestershire provide some additional concessions including half fare travel on buses at peak times and half fare travel on local rail services.

For historical reasons the scheme is administered by Leicestershire County Council on behalf of the Districts and Leicester City Council. The County Council issue passes, negotiate reimbursements with operators, pay the operators and the reclaim the monies due from the Districts and the City. They also provide estimates of costs to the Districts and the City.

The introduction of the new scheme in April 2008 saw a number of changes to the way in which the amount paid to operators in respect of Concessionary Travel was to be calculated. Previously the District where the person lived met the cost of all journeys made by them and the operator was reimbursed so that they were in no worse a position than they would have been if the passenger had not had a concession. Under the new arrangements the authority in whose area the journey starts is charged for the cost of it.

As regards the budgets for 2008/09 the County Council prepared some estimates in the autumn of 2007 which indicated that the cost of the new concessions would be in the range of £400 to £500,000 depending on the assumptions made

regarding generation factors and the resulting reimbursement rates. These were considered by officers of this Council who felt that they were rather low and from a prudent point of view we should set the budget based on the latest known costs for 2007/08, based on the fact that a County wide free travel scheme was operating in that year and that any journeys started within Hinckley and Bosworth by people from outside the district would be offset by journeys started outside the district by H&B residents. A budget of £612,000 was set.

The amounts due to the County Council are collected by them together with the precept payments and the amounts for 2008/09 were notified in March/April 2008. It was noted that the amount to be collected was lower than the lowest amount estimated in November 2007. When this was queried with the County Council we were told that they were collecting the minimum payment required and the actual amount could be about 10% higher (which was in line with their lowest estimate in the autumn of last year.)

Payments were made in accordance with the schedule and nothing more was heard from the County Council until late September/early October when revised estimates were produced based on the experience of the first few months of the financial year.

A number of factors have contributed to the increase in the cost of the scheme to the District Councils in the County. These are

- When the original assumptions were made last autumn an estimate had to be made as to the starting point of journeys, detailed information regarding boarding points was not available at the time and when actual information became available it became apparent that the estimated split between journeys starting in Leicester City and those starting outside the City was inaccurate with more journeys starting outside the City
- Increased fuel costs lead operators to put up fares significantly which had an impact on the average fare and hence the reimbursement to the operators.
- Additional journeys being undertaken.
- It would also seem that the Guaranteed Fixed Income reimbursement negotiated with the operators under the previous system gave a good deal to the Districts in Leicestershire.

The County Council have engaged with consultants to carry out a series of small projects to look at the 2008/09 Concessionary Fares Scheme, these include:

- Auditing 2008/09 operator claims
- Analysis of reimbursement, passenger and average fares figures for 2008/09
- Modelling likely cost of the scheme in 2008/09 for each district taking into account the various appeal outcomes.

Steps are being taken to improve the quality of the data received from operators although it should be said that over 90% of the operators data can be considered accurate, the problems mainly being encountered with small and community based operators who cannot provide data split by route or district, in this case the split has to be estimated using local knowledge.

4. **FINANCIAL IMPLICATIONS**

These are none arising from this report

5. **LEGAL IMPLICATIONS (AB)**

None arising directly from the report.

6. **CORPORATE PLAN IMPLICATIONS**

This report would provide input to the following Strategic Aims

3. Value in Service Delivery and Investment in People

7. **CONSULTATION**

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:

9. **RURAL IMPLICATIONS**

None attached to this report

Management of Significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None		

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: Minutes of Finance and Audit Select Committee 3 November 2008.

Contact Officer: David Bunker ext 5609

REPORT OF HEAD OF CORPORATE AND SCRUTINY SERVICES
RE: ANTI POVERTY STRATEGY – INTERIM REPORT

1. **PURPOSE OF REPORT**

To provide a further update to members of the work commissioned on behalf of the Commission to inform and scope an anti poverty strategy for Hinckley and Bosworth.

2. **RECOMMENDATION**

That Scrutiny Commission notes and endorses the work undertaken to date and the future planned actions.

3. **BACKGROUND TO THE REPORT**

3.1 The need for a review into income deprivation within the borough of Hinckley and Bosworth was identified in 2006/7 by the Scrutiny Commission. A decision was therefore made to include it in the Commission's work programme.

3.2 **The Driver**

The Commission's objective for the review was to improve the quality of life of people living in poverty in the area. This remains a primary concern heightened by the current economic downturn.

3.3 **The Approach**

Two reports have been commissioned and completed to date.

3.4 Matters of Fact Research Consultancy reported in April 2007, they aimed to define income deprivation and understand the geography of income deprivation within the Borough.

3.5 The report concluded that the most common definition of poverty in economically advanced societies is a household income that is 60% or less of the average household income.

3.6 The second report aimed to develop local strategies and policies to address the situations arising from local income deprivation. The report highlights best practice approaches and describes particular case studies which have demonstrated success. This work was carried out by CI Research and reported in February 2008.

3.7 The report concluded by identifying recommendations to take the matter forward. Scrutiny Commission endorsed this approach. The recommendations focussed on working with partners, providing a real and meaningful voice for residents and enhancing the work already undertaken in the Borough.

- 3.8 The proposed action, endorsed by the Scrutiny Commission earlier this year was to establish a working group to take forward the conclusions of the studies and develop local strategies and policies to address income deprivation in the Borough.
- 3.9 Following an initial Stakeholder Workshop bringing together members, officers, CI Research, the voluntary sector, CAB, Job Centre plus and the faith communities it was agreed that Scrutiny would commission a further review to scope an anti poverty strategy, bringing areas of best practice to the table which could then be informed by initiatives and actions currently being addressed in the Borough by all agencies and identifying where these could be more joined up to offer even more support.
- 3.10 It was agreed that the Scrutiny Commission would be responsible for the establishment of a working group and get a strategy to a stage whereby it could be forwarded for approval by the Executive and the initiatives taken forward with the support of key Partners and Agencies throughout the Borough.

4.1 **Initial Findings**

The Stakeholders who attended the workshop were keen to see a strategy developed and increase partnership working. There were a number of initiatives which were identified which can be expanded to offer further support to those in need.

- 4.2 The staff workshop and brainstorm identified current initiatives and best practice which can be captured and rolled out to offer a more holistic approach to tackling poverty.
- 4.3 A second Stakeholder workshop was held on 11 December 2008, the group discussed the issues and initiatives which arose from the officer group and added their own initiatives and thoughts.
- 4.4 A document was then produced for Consultation. This was a list of areas for development in partnership. This has been circulated to all Stakeholders identified by officers and CI research' investigations into best practice and consultation of anti poverty strategies. All Stakeholders have been asked to contribute to this document, adding their own views on areas for development and current initiatives.
- 4.5 CI research has offered a comprehensive review of current strategies, looking at who should be involved in the process, how strategies are developed, particularly in terms of consultation and allocation of responsibilities and more particularly the focus and format of anti poverty strategies. The draft report has been received and will be presented at the next Scrutiny Commission meeting.

5. **FINANCIAL IMPLICATIONS**

None

6. **LEGAL IMPLICATIONS**

None

7. **CORPORATE PLAN IMPLICATIONS**

This report and review contributes directly to the Corporate Aim of a thriving economy and to the corporate value of providing support to those who need it most.

8. **CONSULTATION**

Stakeholders across voluntary sector, faith communities and key agencies.

8. **RISK IMPLICATIONS**

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failing to challenge and offer recommendations leading to the community not recognising the importance of the Scrutiny Commissions opportunity to develop policy	Finalise report Offer Recommendations Publicise the report and successes	L Horton

9. **RURAL IMPLICATIONS**

The review is of poverty and income deprivation for the whole community of Hinckley and Bosworth. The strategy will address rural and urban parts of the authority.

10. **CORPORATE IMPLICATIONS**

- None

Background papers: Scrutiny Commission papers and reports associated with Income Deprivation April 2007 and February 2008.

Contact Officer: Louisa Horton x 5859

SCRUTINY COMMISSION - 8 JANUARY 2009

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES

RE: DEVELOPER CONTRIBUTIONS

1. **PURPOSE OF REPORT**

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**

That the report be noted

3. **BACKGROUND TO THE REPORT**

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.

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.

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.

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.

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.

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. Open invitations have been sent to all Parish Council Clerks with regards to receiving a presentation with regards to understanding the full S106 Process, meetings have been held with 5 Parish Councils with a further 2 meetings arranged for January 2009.

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.

When analysing the database, the money outstanding beyond the 5 years amounts to £279.25 – Barlestone PC (everything older >5 as of 29.12.2003) and agreements between 4 or 5 years which contain claw-back totalling £10,802.69 (One payment of £10,047.90 – Barlestone PC to be used by 26 Nov 2009 and one payment of £754.79 – Burbage PC to be used by 22 June 2009).

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)**

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 £11,081.94 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)**

None

6. **CORPORATE PLAN IMPLICATIONS**

This document contributes to Strategic aim of the Corporate Plan ‘Safer and Healthier Borough’

7. **CONSULTATION**

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**

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
- Voluntary Sector NA

Background Papers: S106 Database & Circular 05/5

Contact Officer: Sally-ann Cooper – Change Officer
Ext 5654



Hinckley & Bosworth
Borough Council

A Borough to be proud of

REPORT NO SC58

Overview and Scrutiny Work Programme 2008/2009

ISSUE 2008/06: January 2009

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 - Thursday 8 January 2009						
Function	Activity/Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Concessionary Travel	Referral from Finance & Audit Services Select Committee	Scrutinise scheme and recommend any improvements	All Corporate Aims	Director of Finance	Leicestershire County Council
Performance Management Information	CPA Result	Discuss the work and progress of the Overview & Scrutiny function in light of the CPA outcome	Improvement of processes where necessary	All Corporate Aims	Head of Corporate & Scrutiny Services / Chairman of the Scrutiny Commission	
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	
	Anti-poverty Strategy – Interim Report	Progress update	Scoping of Strategy	Thriving Economy	Head of Corporate & Scrutiny Services / Chairman of the Scrutiny Commission	

Tracking of implementation with previous recommendations	Section 106 money – update	Update progress since previous report (July 08)	Monitoring of section 106 contributions	Strong and distinctive communities	Executive Member for Planning / Director of Community and Planning Services	
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 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	
	Transport Framework Assessment SPD	Scrutiny of the policy and process	Input into decision making process	All Corporate Aims		
Tracking of implementation with previous recommendations						
Tracking of implementation with previous recommendations	Community Safety Partnership – 6-monthly update	Monitoring progress of the partnership since the Scrutiny Commission's review	Improved partnership working	Strong and distinctive communities	Community Safety Manager	Community Safety Partnership
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

Timetable

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: Housing	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Decent, well managed and affordable housing	Head of Service (Housing)
Performance Management Information	Sickness Absence	Monitor improvements as a result of the Attendance Management Framework	Improved attendance of employees	All Corporate Aims	Head of Corporate and Scrutiny Services
	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: 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	Cleaner & Greener neighbourhoods and Safer & healthier borough	Deputy Chief Executive
	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	Thriving economy and Strong & Distinctive Communities	Director of Community & Planning Services
	Annual Review of Children & Young People's Strategy	Request of Scrutiny Commission	Monitor progress against the strategy	Safer & Healthier Borough	Deputy Chief Executive
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 2 February 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Commercial Estates Strategy	To scrutinise finding of the Commercial Estates Review	Ensure effective management of the Council's assets	Thriving economy	Director of Finance / Estates and Asset Manager
	Data Quality Assessment – update	Request of Select Committee to monitor improvement on areas of 'adequate performance'	Monitor performance improvement	All Corporate Aims	
Performance Management Information	Medium Term Financial Strategy	Ensure sound Financial Planning	Ensure Executive delivers good value improving Services	All Corporate Aims	Director of Finance
	Audit Block 4	Ensure findings are considered	Recommendations are implemented	All Corporate 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 Corporate 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 Corporate Aims	Accountancy Manager

	Budget Monitoring 3rd quarter 2008/09	Ensure Value for Money	Ensure the Executive Delivers good value improving services	All Corporate 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 Corporate Aims	Internal Audit
	Prudential Indicators and Treasury management Report	Ensure value for Money	Ensure the Executive delivers good value improving Services	All Corporate 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 Corporate 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

**Barwell and Earl Shilton Scrutiny Working Group
6 October 2008**

Present:-

Roger Lamas
Councillor Bown
Tracy Darke
Richard Palmer
Judith Sturley

Gwen Granger
Councillor Ladkin
Councillor Gould
Councillor Richards
Councillor Franks
André Wheeler

Item

- 1 Elected Chair – Councillor Gould
Councillor Ladkin (Vice Chair)

- 2 Barwell Parish Clerk – apologies.

- 3 JS read out terms of reference in report.

André Wheeler – concerned about the LCC not being present. Want people who are making decisions at the meeting.

Discussed keeping to agenda.

- 4 MP exercise – TD explained LDF process and Masterplanning exercise and Larnaca feedback.

RP explained links to centre from SUE's.

Discussed employment issues and that save businesses are keen to set up but want smaller units.

Discussion about affordable housing policy at 40% - may need flexibility.

- 5 Feedback on Earl Shilton Bypass.
RP to request from County for next meeting.

- 6 NATS – need minutes for next meeting.

- 7 Town Centre Manager
Councillor Ladkin – want a similar person in Earl Shilton part time and wondered if Barwell would be interested in this jointly.
Keeness to do this – funding needs to be considered.

Scrutiny to task Parish Councils to consider this and move it forward.

- 8 CCTV – recent vandalism
Councillor Ladkin – looking at visiting control centre in Hinckley to understand coverage.
Councillor Richards – confirmed that you can use the existing camera sites for new cameras.
Councillor Ladkin – need to build up the deterrent.
- 9 Any other business – None.
- 10 Date of Next Meeting – 26 January 2009

Report from Larnaca to be circulated to Members

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

3 NOVEMBER 2008 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

Mr JG Bannister, Mr DM Gould, Mr MR Lay, Mr R Mayne, Mr K Morrell, Mr R Ward and Mrs B Witherford.

Officers in attendance: Mr I Bham, Miss L Horton, Mrs B Imison and Miss R Owen.

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

1. **APOLOGIES**

Apologies were submitted on behalf of Mr PR Batty and Mr PS Bessant.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **MINUTES (FASC22)**

RESOLVED – the minutes of the meeting held on 29 September 2008 be agreed.

4. **INTERNAL AUDIT REPORT – BLOCK 3 2008-09 (FASC23)**

Members received the third audit block report of 2008-09 which covered Data Protection, Business Continuity and follow-up reviews.

Mr Bannister arrived at 6.35pm.

Members were assured that there were no concerns with regard to compliance with the Data Protection Act. It was also explained that Business Continuity Plans were in place and in the event of a disaster occurring key services would be up and running in 24 hours.

A Member drew attention to item 7 on page 15 of the report which referred to key financial systems and the undertaking of a sensitivity analysis on the cash flow. It was agreed that officers would report back to the next meeting on whether this had been done.

RESOLVED – the report be noted.

5. MONTHLY OUTTURN REPORT TO 30 SEPTEMBER 2008 (FASC24)

Members received a report which informed them of the outturn position at 30 September 2008.

Members expressed concern that it had previously been reported that there would be a saving on the concessionary travel budget, but now an overspend of £233,000 was estimated. It was highlighted that concessionary travel was now a significant risk to the authority and should be added to the risk register.

Mr Gould arrived at 6.51pm.

Members discussed the issues surrounding concessionary fares, in particular the times of the concessionary periods, the methodology for allocating charges and the number of people travelling through the borough. It was agreed that a report be brought to a future meeting to clarify these issues.

Attention was drawn to 5.5 on page 28 and the reason for the quoted 13k expenditure in NNDR on empty properties. It was explained that changes had been made to the regulations regarding charging business rates on empty business properties. For most commercial properties (shops, offices etc) there was now a three-month rate-free period, and for most industrial properties (factories, warehouses etc), the rate free period was now six months. In both cases full rates became payable thereafter.

RESOLVED – the report be noted.

6. RISK MANAGEMENT FRAMEWORK 2008/09 (FASC25)

The Select Committee were advised of progress to manage strategic and operational risks and the development of the Council's risk management arrangements. Members were reminded that the red risks were not such because they were unmanageable, but because they required regular monitoring and reviewing.

Members reiterated their wish to add concessionary travel to the risk register.

RESOLVED –

- (i) the Strategic Risk Register be endorsed as an accurate account of the current strategic risks facing the authority;
- (ii) progress to develop action plans for net red and amber risks be endorsed;
- (iii) the Risk Management Implementation Plan 2008/09 be endorsed;
- (iv) Concessionary Travel be recommended as an addition to the Risk Register;
- (v) the deletion of risks detailed at 5.12 of the report be endorsed.

7. WORK PROGRAMME 2008/09 (FASC26)

Members gave consideration to the work programme for 2008/09. It was requested that a report be brought to the Select Committee which reviewed the Council's investment performance over the previous ten years. Officers agreed that this could be linked to the treasury management report in February.

RESOLVED – the Work Programme be noted with the abovementioned addition.

8. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 22 December 2008.

(The meeting closed at 7.30 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

13 NOVEMBER 2008 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

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

Officers in attendance: Mr Michael Brymer, Mr S Coop, Mr R Grantham, Mrs B Imison, Mr D Moore and Miss R Owen.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr BE Sutton.

2. **MINUTES (CSSC12)**

RESOLVED – the minutes of the meeting held on 21 August 2008 be confirmed.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **REVIEW OF FRONTLINE SERVICES – REVENUES AND BENEFITS (CSSC13)**

Members received a report which informed them of achievements against stated objectives under the Corporate Performance Plan for the Revenues and Benefits Services.

With regard to prosecutions for benefit offences, it was reported that checks were undertaken at all stages, but that there were other options to consider before prosecution.

It was explained that the way in which housing benefit was paid to private tenants had changed, and that those in receipt of this benefit would be responsible for paying landlords, rather than the money being paid directly to landlords as was previously the case. It was felt that this may cause problems, but that it was a regulation not a local choice.

Members expressed concern with regard to payment of full rates on vacant factories and warehouses, and felt that owners of these may be bankrupt by this if they were unable to sell the premises. Officers reported that they were sympathetic to these situations and that there were options, for example

appealing against the rateable value of the property or arranging with a solicitor to take the money owed from the price of the sale once this had been completed.

With regard to concerns about the current economic climate, it was suggested that the Select Committee should look at the Regeneration Strategy and question how successful it was at encouraging a buoyant economy.

A Member stated that he had received good reports of visiting officers and asked that this be fed back to the staff.

RESOLVED –

- (i) progress made be endorsed;
- (ii) as part of the Select Committee's frontline service review on 19 March 2009, the success of the Regeneration Strategy in encouraging a buoyant economy be explored.

5. PERFORMANCE MANAGEMENT FRAMEWORK 2008/09 (CSSC14)

The Select Committee was provided with the Council's performance position for the first six months of 2008/09. It was noted that appendix A referred to those areas that would not meet the targets.

With regard to empty properties, a Member asked how much was lost in rent whilst empty properties were being upgraded. In response it was agreed that this information would be requested and reported at the next meeting when the frontline service report for Housing was presented to the Committee.

RESOLVED –

- (i) officers be asked to bring information to the next meeting regarding the income lost whilst empty properties were being upgraded;
- (ii) the report be endorsed.

6. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC15)

Members gave consideration to the draft Work Programme 2008/2009.

RESOLVED – the work programme be noted.

(The meeting closed at 7.20 pm)

Scrutiny Environment Group
9 December 2008 18.00 Committee 2

Draft Minutes

Present

Members: Mr JG Bannister, Mr MB Cartwright, Mr DM Gould, Mr P Hall, Mr DW Inman, Mr K Morrell and Mr R Ward.

Officers: Mr R Parkinson (Head of Community Services (Environment))
Mrs J Neachell (Environmental Coordinator).

1. **APOLOGIES**

Apologies were submitted on behalf of Mrs S Francks and Mr MR Lay.

2. **Election of Chair, Vice Chair and Terms of Reference.**

R Parkinson introduced the report detailing the proposed terms of reference and advised that the aim of the group was to provide a forum for Members particularly to enable interaction with the public and businesses on environmental matters, particularly climate change. Cllr P Hall was nominated and unanimously elected Chair of the Group until May 2009. The terms of reference as detailed in the report CC01 were accepted. Cllr MB Cartwright was proposed and agreed as Vice Chair.

3. **Draft Climate Change Strategy for consultation**

J Neachell introduced the Climate Change adaptation and Mitigation Strategy which had been agreed for consultation at the Executive meeting on 3 December and marked as CC02. The strategy details the approach and measures the Council will take to seek to reduce the borough's contribution to climate change and adapt to the likely effects of any climate change. Guidance was still awaited from government on the likely scenarios of climate change but it was not possible to wait for this guidance before producing the strategy. She advised that it was out to public consultation and requested that Members review the strategy and provide any comments to her by 30 January 2009 for inclusion prior to approval at Council on 24 February 2009. It was requested as an initial comment that a Management Summary for the strategy was required. Copies of the Strategy are available at <http://www.hinckley-bosworth.gov.uk/ppimageupload/Image74658.PDF>

4. **Update on Climate Change Action Plan 2008-09**

J Neachell advised on the reported progress of the Climate Change Action Plan which had been adopted in March 2008 for the period 2008-11. It was already acknowledged that some of the actions were proving difficult due to external factors e.g. the supply of "Green Electricity" could not be guaranteed due to insufficient supplies. J Neachell requested Members' assistance in identifying partnerships or organisations that would have an input to climate change that the Council could consult or work in partnership with. Members

were interested in the feedback from staff attending the awareness training sessions and J Neachell agreed to circulate the pledges and comments received. Members also requested training on climate change issues and it was agreed that training could be provided if sufficient Member interest could be guaranteed. J Neachell to consider training provision. It was suggested that training could be provided at the Parish Council Forum to spread knowledge and participation. J Neachell to progress.

5. Draft Environmental Policy for consultation

R Parkinson introduced the Draft Environmental Policy for H&BBC Appendix to CC04. The previously adopted policy had been refreshed and Members were requested to provide comments to Mr Parkinson to be incorporated in the final version by 30 January 2009.

6. Update on progress on Eco Management Audit System

J Neachell presented an explanation of the Eco Management Audit System (EMAS) currently being developed within the Council with the aim to control any environmental risks arising from legislation or reputational loss and to reduce the Council's environmental impact of its activities. Particularly important in this is the use of energy and its direct impact on CO₂ emissions. The Council has signed up to targets to reduce its CO₂ emissions from its activities by 4% from its 2008-09 baseline for the next two years as one of the Local Area Agreements with the other districts and county council. It was hoped to have the external accreditation carried out by early April 2009. A copy of the presentation is available by contacting J Neachell directly.

7. ANY OTHER BUSINESS

It was agreed that the priority focus of the group should be on seeking progress on CO₂ reductions for the Council.

A request for contacts with local businesses was requested and Cllr B Sutton was suggested as a good point of contact. Local firms including Churchills and RARE were suggested. It was noted that Thornton Village has an environment group.

Members requested presentations from officers on Climate Change activities such as Home Energy Conservation Act and Asset Management at future meetings.

It was agreed that the group would seek to reduce paper usage through the use of email as much as possible.

Next meeting to be arranged for early March 09

Rob Parkinson rob.parkinson@hinckley-bosorth.gov.uk 01455 255641
Jane Neachell jane.neachell@hinckley-bosworth.gov.uk 01455 255968