

Date: 28 April 2009

**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

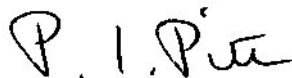
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 7 MAY 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, appearing to read 'P. I. Pitt'.

Pat Pitt  
Corporate Governance Officer

## SCRUTINY COMMISSION - 7 MAY 2009

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
- RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 2 April 2009 attached marked 'SC88'.
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. QUESTION AND ANSWER SESSION WITH THE LEADER AND DEPUTY LEADER

The Leader and Deputy Leader have been invited to attend the meeting.
7. ALLOCATION OF HOUSING AND PLANNING DELIVERY GRANT

A copy of the report that went to Council on 28 April is attached marked 'SC89' (pages 1 - 5). Council adopted the report and resolved to ask the Scrutiny Commission to look at the criteria for spending the grant in more detail and to review the process.
- RESOLVED 8. DRAFT ANTI-POVERTY STRATEGY AND ACTION PLANS

Report of the Head of Corporate and Scrutiny Services attached marked 'SC90' (pages 6 - 36).
9. UPDATE ON CONCESSIONARY TRAVEL

Verbal update.

10. COUNCILLOR CALL FOR ACTION

Report of the Head of Corporate and Scrutiny Services attached marked 'SC91' (pages 37 - 40).

RESOLVED 11. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Feedback from the workshop on 30 April will be discussed to feed into the 2009/10 Work Programme.

12. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy attached marked 'SC92' (pages 41 - 46).

13. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

- (i) Finance & Audit Services Select Committee, 16 March 2009. Attached marked 'SC93' (pages 47 - 49);
- (ii) Council Services Select Committee, 19 March 2009. Attached marked 'SC94' (pages 50 - 52);
- (iii) Scrutiny Environment Group, 6 April 2009. Attached marked 'SC95' (pages 53 - 54).

14. 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**

**2 APRIL 2009 AT 6.45 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, Dr JR Moore, Mr K Nichols, Mrs S Sprason and Mrs B Witherford.

Officers in attendance: Mr S Atkinson, Mr Michael Brymer, Mrs S Crossfield, Ms E Grant, Mr R Grantham, Miss L Horton, Mr M Hryniw, Mrs B Imison, Mr S Kohli, Mr D Moore, Miss R Owen, Mr R Palmer, Mr D Potter, Mr TM Prowse and Mrs J Puffet.

486 **APOLOGIES**

Apologies for absence were submitted on behalf of Mr Morrell.

487 **MINUTES (SC75)**

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

**RESOLVED** – the minutes of the meeting held on 12 February 2009 be confirmed and signed by the Chairman.

488 **DECLARATIONS OF INTEREST**

Mrs Hall declared a personal interest in report SC79 as a Parish Councillor and member of Burbage Heritage Group. Messrs P Hall, Inman and Lay also declared a personal interest in this report as Parish Councillors.

489 **URGENT ITEM – COUNCIL DECISION ON THE SALE OF LAND AT BRODICK ROAD**

The Chairman of the Scrutiny Commission had requested that the sale of land at Brodick Road be discussed further to the decision of Council earlier in the week not to sell the land. It was explained that the aim of this discussion was not to review the decision but to consider whether the decision exposed the Council to added risk. Members were reminded that as the decision had been taken in private session, discussions from that meeting remained private.

Mrs Camamile arrived at 6.55pm.

The Executive Member for Finance referred to his claims at the Council meeting that he had not been sufficiently briefed on the date of termination of the agreement with Morris Homes. He said that he had since been made

aware and presented with previous reports (of which members of the Scrutiny Commission had also had sight) which contained the relevant information with regard to the option granted to Morris Homes. He stated that regretted that he had overlooked this information and the opportunity to terminate the agreement with Morris Homes earlier – in September 2008.

With regard to the impact of the decision on the budget, the Director of Finance explained that the Capital Programme would now be £1m short of funds and that savings would have to be found from other projects or the programme kept intact which would give rise to Revenue implications of £55,000 at best and £80,000 at worse if the Council was to borrow £1m to fund the current capital programme. Members were reminded that the budget and Capital Programme had already been set but that if this decision had been made earlier the shortage of funds could have been budgeted for. It was stated that the Capital Programme would be revised within the next few weeks before the Medium Term Financial Strategy is presented to Council on 28 April.

In terms of the legal risks, it was reported that the only legal responsibility was under the pre-emption agreement and that there were no strong grounds for Morris Homes to make any claims. As such, the only risk to the Council would be in defending any claims made and the requirement of the pre-emption agreement to offer Morris Homes an alternative site. The Director of Finance stated that the requirement to offer another site to Morris Homes in the current economic climate when land values had diminished and were at the lowest levels for some time had the risk of further diluting the Council's asset base.

Mr Bessant left the meeting at 7.40pm. Messrs Bill and Lynch left at 7.43pm.

#### 490 CONSULTATION RESULTS – CITIZENS' PANEL – WINTER 2008/09 (SC76)

The Scrutiny Commission was informed of the findings of the citizens' panel survey conducted in December 2008. The key results from the survey were presented to the Commission.

Mr Bessant returned to the meeting at 7.46pm.

During the presentation and discussion on the report, the following points were raised:

- The local press was the greatest influence on public perception of the Council;
- The spread of members of the citizens' panel was representative of the population both geographically and demographically.

With regard to litter picking, Members raised concerns with regard to the A46, and in response it was explained that there was joint responsibility for cleansing along this route. Members felt that there was still a lot of litter on this road and that the matter should be looked into. Litter picking near to schools was also discussed and it was confirmed that a report on proposed changes was planned which would hopefully recommend increasing litter picking near schools.

RESOLVED –

- (i) Officers look into the issues raised with regard to litter picking on the A46;
- (ii) the results be considered in conjunction with the development of Business Delivery Plans.

491 ANNUAL REPORT – RURAL AREAS REVIEW (SC77)

Members were updated on the achievements and outcomes arising from the annual rural areas review 2008/09. It was stated that the Executive Member for Rural Affairs held six-monthly monitoring meetings with regard to this and that the majority of the recommendations arising from the original review had been completed or had become an integral part of the Council's work programme through Business Development Plans.

It was suggested that the focus of the review should now be examined in light of the current Corporate Plan, with the Executive Member driving this. Members of the Scrutiny Commission supported this suggestion but asked that the Scrutiny Commission continues to receive an annual report.

With regard to services in the rural areas, it was requested that Parish Clerks receive schedules of grounds maintenance and street cleansing so they could inform the community when these activities were planned and monitor and provide feedback following the activity. Officers agreed to publish the new schedules when the service review had been completed.

RESOLVED –

- (i) the Executive Member for Rural Affairs be RECOMMENDED to examine the focus of the review in light of the current Corporate Plan;
- (ii) annual reports continue to be presented to the Scrutiny Commission.

492 HINCKLEY & BOSWORTH COMMUNITY SAFETY PARTNERSHIP (SC78)

The Scrutiny Commission was informed of changes to the Hinckley & Bosworth Community Safety Partnership's Crime and Disorder Reduction plan 2008/2011 made through its statutory annual refresh and of the Council's Beacon Round 10 award. During presentation of this report reference was made to how a small authority with limited resources can achieve a safe place with innovative schemes and partnership working.

Members congratulated officers on the report and the success of the partnership. It was hoped that schemes such as neighbourhood watch would be adopted in other areas of the borough as they had been so successful in Burbage, but it was noted that the ongoing cost of such schemes was high. Members expressed their gratitude to the Community Safety Manager and Inspector Martyn Ball of Hinckley LPU for their hard work and success.

RESOLVED – the Partnership’s refreshed plan for 2009/10 and related priority action plans be endorsed.

493 PARISH AND COMMUNITY INITIATIVE FUND (SC79)

At this juncture, Mr Batty declared a personal interest in this item as a Parish Councillor.

Members were provided with a presentation which showed how some of the Parish & Community Initiative Fund had been used by parishes previously, and outlined the Assessment Panel’s recommendations for the awarding of this year’s funds. It was noted that 18 applications had been accepted (two had been withdrawn) totalling £263,000 – the Council’s contribution to this would be £84,000.

The Executive Member for Rural Affairs said he would like to carry the underspend forward and the Scrutiny Commission supported this. Officers confirmed that they would not reduce the budget as a result of the underspend.

RESOLVED – the Scrutiny Commission

- (i) supports the proposals made by the Assessment Panel; and
- (ii) RECOMMENDS:
  - (a) that SLB approves these proposals;
  - (b) that the underspend be carried forward.

Mr Crooks left the meeting at 8.38pm and Mrs Hall left at 8.40pm.

494 ECONOMIC REGENERATION STRATEGY (SC80)

The Scrutiny Commission was presented with the final draft of the Hinckley & Bosworth Economic Regeneration Strategy 2009-2012.

Concern was expressed with regard to the current economic climate and businesses that may be struggling as a result. It was suggested that a development agency-type initiative be investigated by which programmes could be facilitated by the Authority but run by commercial (perhaps local) companies, drawing on government initiatives. Members supported this suggestion.

Mrs Hall returned to the meeting at 8.45pm.

RESOLVED –

- (i) the publication of the Strategy be supported;
- (ii) the support that may be provided by the Borough Council be investigated.

Mrs Camamile left the meeting at 8.47pm.

495 HINCKLEY TOWN CENTRE STRATEGIC TRANSPORT DEVELOPMENT CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (SC81)

Members were presented with proposed amendments to the above document which had been prepared jointly with Leicestershire County Council and consultants White Young Green. It was noted that the document supported the current Area Action Plan and had been through working groups and would soon require approval by Council.

Mrs Camamile returned to the meeting at 8.50pm.

Members highlighted the importance of improving cycle routes and looking at initiatives such as 'cycle parks' due to the need to change transport culture.

Mr Batty left the meeting at 8.49pm and returned at 8.51pm.

Members were asked to feed any comments back to Richard Palmer within ten days of this meeting.

RESOLVED – the report be endorsed and the SPD be RECOMMENDED for adoption by Council.

496 LOCAL DEVELOPMENT SCHEME (SC82)

Further to a request at the last meeting of the Scrutiny Commission to hold a review of the Local Development Scheme process, Members were provided with some initial information on the Scheme, in particular the timetable for consultation and examination of the Development Plan Documents currently being prepared. Officers explained that there were many aspects to consider including the Planning Inspectorate timetable, and that the Housing and Planning Delivery Grant was awarded according to meeting milestones.

It was felt that there were two aspects which needed investigating, firstly whether the process was fair, and secondly if it had been followed. It was suggested that a working group be set up to look at the issues. It was also requested that the LDF working group be reformed, although it was noted that this was not a working group of Scrutiny and therefore the Commission could only recommend that it be reconvened.

It was agreed that Mr Bessant would chair the working group, and that it would consist of five Councillors including the Chairman.

RESOLVED –

- (i) a working group be set up, chaired by Mr Bessant along with four other Members;
- (ii) the LDF working group be RECOMMENDED to reform.



497 COUNCILLOR CALL FOR ACTION

The Scrutiny Commission were informed of the Councillor Call for Action which came into force on 1 April 2009 and which allowed for Councillors to call for a Scrutiny debate on a topic of neighbourhood concern. It was stated that a full report and procedure would be brought to the next meeting of the Scrutiny Commission.

Mr Inman left the meeting at 9.21pm.

498 OVERVIEW & SCRUTINY WORKSHOP

Members were informed that a Scrutiny planning and training evening would be held at the Council offices on 30 April at 6.30pm, with a buffet available from 6.00pm.

499 OVERVIEW AND SCRUTINY WORK PROGRAMME 2008/09 (SC84)

Members gave consideration to the Overview and Scrutiny Work Programme for 2008/09.

The Chairman reported that she had met with representatives of Blaby District Council's scrutiny function to discuss joint scrutiny. It was also suggested that a public transport review be added to next year's work programme.

RESOLVED – the Work Programme be agreed.

500 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC85)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

501 MINUTES OF SELECT COMMITTEES

Minutes of the following meetings were received:

- (i) Council Services Select Committee, 28 January 2009 (SC86);
- (ii) Finance & Audit Services Select Committee, 16 February 2009 (SC87).

(The meeting closed at 9.29 pm)

**SCRUTINY COMMISSION – 7 MAY 2009**

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**REPORT NO C75**

**COUNCIL – 28 APRIL 2009**

**REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES**  
**RE: ALLOCATION OF HOUSING AND PLANNING DELIVERY GRANT**

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1. **PURPOSE OF REPORT**

To identify areas of improvement in the delivery of the planning service that may be funded from the Housing and Planning Delivery Grant.

2. **RECOMMENDATION**

2.1 That Council agree the proposed allocations of Housing and Planning Delivery Grant outlined in Paragraphs 4.1 to 4.11 of this report, amounting to £325,810.

2.2 That the 2008/09 under spend of £40,999 be transferred to the General Fund balances.

3. **COMMENTS OF EXECUTIVE**

At their meeting on 8 April 2009, Executive endorsed the report for consideration by Council.

4. **BACKGROUND TO THE REPORT**

The Borough Council has now received notification to confirm the final tranche of Housing and Planning Delivery Grant allocated to Local Authorities for their delivery of housing, e-planning and meeting milestones in the Local Development Framework. Since 2003 there has been money allocated each year to Local Authorities to improve their planning services. Although the money has not been ring-fenced (apart from a requirement to spend 33% on capital), the grant is given specifically to ensure housing delivery whilst maintaining planning performance, and those authorities who in the future do not continue to perform against targets following the investments will have abatements from the new grant system.

The grant does not have to be spent in the current financial year. It is for long-term and sustained improvements to the service.

Having reviewed the areas for improvement, the HPDG may assist in making significant improvements as follows:-

- 4.1 Purchasing of pen-tablets for staff to be able to work more remotely. This will help to move forward the aim of the organisation to encourage staff to work flexibly. A trial scheme commenced in April 2008 until October 2009 and, if successful, we will need to purchase in the region of 20 additional pen-tablets. Cost per pen-tablet with licences, approximately £4,000 - totalling £80,000. If the trial scheme identifies that pen-tablets are not a solution, the £80,000 will assist in setting up some officers with a package at home in line with the flexible working project. Either way, it will offset £80,000 to the corporate project to purchase equipment for individuals to work from home.
- 4.2 Investing in regeneration and economic development - There is a significant amount of work to be done in implementing the new Economic Development Strategy and assisting in the delivery of the major schemes through the Masterplan. Additional post for 2 years - £65,000. This is the Council's 25% contribution to the £215,000 grant from the LSEP in terms of match funding.
- 4.3 Exhibition Material – There are many events, particularly through the consultations on the LDF documents and the Masterplan work, where we need better display panels and materials as those we have are poor. Exhibition display equipment has improved significantly in recent years with a more manageable and mobile system - £5,000.
- 4.4 Annual Monitoring Officer post is currently funded from the PDG and the temporary contract expires on 31 March 2009. The AMR post is essential to meet the resource necessary to collate all the information for the AMR. The AMR is required by the Government and consists of an assessment of the implementation of the Local Development Scheme and the extent to which policies in local development documents are being achieved. Although this only takes up part of the post, the current post-holder has excellent technical skills on GIS and mapping systems which assist with the support work to the policy documents. With the loss of this post-holder, it would result in a reduction in skill levels at a time when it is crucial to the plan-making process. It is therefore proposed to allocate £25,000 to retain this post for a further year.
- 4.5 Temporary administration and enforcement support whilst implementing new systems, ie EDMS, 1APP, logging of enforcement complaints, paperless planning application files, use of Anite and support on scanning - £20,000. There is a very apparent need for additional support as we are changing and improving processes during this time when there are a number of significant changes in the way we need to be operating.
- 4.6 LDF Programme Officer to be funded from the HPDG. This is a mandatory requirement as part of the LDF and by funding it from HPDG it reduces the pressure on the LDF reserves - £25,000.
- 4.7 Principal Planning Officer Cover – This current post is to be vacated by the existing member of staff in April 2009. As it is a key post in progressing the Core Strategy DPD and the Town Centre AAP to Examination in April and October 2009 respectively, it is felt essential to recruit as soon as possible to

provide an overlap with the existing post-holder and the new one - £5,750.

- 4.8 Training – As there has always been a shortfall in the training budget to meet the needs of the planning service, particularly with CPD requirements and in light of the likely reduction in the budget for future years, the HPDG may help to bridge the gap to ensure that we still continue to develop staff for the future and is fundamental to ensuring that staff are professionally developed - £10,000.
- 4.9 Rural Housing Enabling Officer – This is to provide a contribution towards a shared post with other districts to provide an updated housing needs survey - £2,060 for 2009/10.
- 4.10 Budget Deficit – It is considered likely that the current economic pressures will prevail throughout 2009/10 and 2010/11. Whilst the number of planning applications has declined, Development Control officers have been redeployed to support work in other areas, eg major projects, planning policy and climate change. It is recommended that the HPDG supports the shortfall in the budget of £38,000 in 2009/10 and £38,000 in 2010/11, which will help to retain the service and staff during this period of economic decline - £76,000.
- 4.11 IT Support – Recently it has been apparent that there are difficulties in capacity to allow scanned information to be viewed in public access. There may be a need to increase service capacity - £10,000 (approximately).

Whilst the above gives a broad indication of likely cost, the need to invest in these areas will help in the regeneration of the Borough, provide more efficient systems and processes and give officers the tools for the job that will help them to be more versatile in their working arrangements. The above totals £325,810, which fully utilises the whole amount of the grant carried over from last year and a large proportion of the new tranche of money allocated this year.

## 5. **FINANCIAL IMPLICATIONS (AB)**

- 5.1 Appendix A shows that the total revenue expenditure for new projects which require approval for the year 2008/09 is £17,730. This is to be funded by Planning Delivery Grant (PDG) income.
- 5.2 At Executive on 8 April 2009 it was agreed that the predicted under spend on the approved 2008/09 budget of £30,529 be transferred to the Council's General Fund balances. Further work has been carried out to bring estimates to near actual and this has identified a further saving of £10,470. It is recommended that £40,999 be transferred to General Fund balances. This will reduce the amount of grant available and this is reflected in the information in Appendix A.
- 5.3 The total expenditure requiring approval in 2009/10 is £244,080. This total is made up of £164,080 for revenue related projects and £80,000 for capital projects. These budgets will need to be approved by Council. These budgets are funded from PDG income. If the capital element is approved, it will then need to be included within the Council's capital program 2009/10-2011/12.

5.4 The Council was required to allocate 25% of PDG income towards capital related projects for grants received in 2007/08 and previous years. This percentage has now increased to 33% in 2008/09. Appendix A shows that if all the proposed items are approved then £52,743 will still remain unallocated up to the year 2010/11. This full amount will need to be allocated to capital-related projects. The capital shortfall of £42,645 will need to be added to the capital allocation for the 2009/10 grant. The sum of this grant is yet unknown.

6. **LEGAL IMPLICATIONS (MR)**

None.

7. **CORPORATE PLAN IMPLICATIONS**

The Housing and Planning Delivery Grant will help to contribute to the Corporate Plan aims in being 'Proud of Value in service Delivery and Investment in People', 'Proud of Our Excellence in Performance Achievements for the Community'.

8. **CONSULTATION**

ICT are working with Planning in identifying the best pen-tablet equipment to use. Finance have been tracking the amount of grant spent to date and assisted in identifying the amounts to be allocated.

9. **RISK IMPLICATIONS**

The HPDG supports improvements to the Planning service. If the money is not invested in these projects, it will not be possible to bring forward these changes in a reasonable timescale and will affect performance and development of the service, which has significantly improved with the PDG over the last 4 years.

10. **RURAL IMPLICATIONS**

The HPDG is to improve the delivery of the Planning service across the whole of the Borough.

11. **CORPORATE IMPLICATIONS**

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

- ICT Implications – contained within the report.

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Background Papers: HPDG consultation report

Contact Officer: Tracy Darke, Development Services and Policy Manager

Portfolio Holder: Councillor S L Bray

<b>Planning Delivery Grant Schedule- 2008/09,2009/10 &amp; 2010/11</b>						
<b>Appendix A</b>						
			<b>2008/09</b>	<b>2008/09</b>	<b>Variance</b>	<b>2009/10</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
		Grant B/F 2007/08 Underspend	(92,212)			
		Grant 2007/08 Reserve	(218,421)			
		New grant 2008/09	(235,449)			
		Grant B/F 2008/09 to 2009/10				(401,822)
		2008/09 under spend transfer to GF balances				40,999
		Grant B/F 2009/10 to 2010/11				(116,743)
		<b>Total available</b>	<b>(546,082)</b>			<b>(360,823)</b>
<b>Ref</b>	<b>Ledger Code</b>	<b>Description</b>	<b>2008/09</b>	<b>Predicted</b>	<b>Predicted</b>	<b>2009/10</b>
			<b>Original Budget</b>	<b>Outturn</b>	<b>Variance</b>	<b>Original Budget</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
		<b>Development Control</b>				
1	edq/a5045	Training	4,330	4,005	325	
2	zuh/a3005	Planning Enforcement Officer Post	25,320	26,245	-925	
3	edq/g1051	On site Technology	10,640	0	10,640	Costs Trfd to Capital Program
4	edq/g1104	Website Developments	10,000	0	10,000	
5	edq/g5060	Backscanning	15,280	9,870	5,410	
		<b>Total Development Control</b>	<b>65,570</b>	<b>40,120</b>	<b>25,450</b>	
		<b>Planning Policy</b>				
6	edr/a1015	Annual Monitoring (Temporary Staff)	18,100	22,461	-4,361	
7	edr/a5045	Training	3,880	0	3,880	
8	edr/g1051	LDF/Appeals Software	14,980	13,950	1,030	
9	edr/g5020	Masterplan	15,000	0	15,000	
10	edj/t4062	Environmental Initiatives	9,000	9,000	0	
		<b>Total Planning Policy</b>	<b>60,960</b>	<b>45,411</b>	<b>15,549</b>	
		<b>Approved in Budget</b>	<b>Total Original Budget 2008/09</b>	<b>126,530</b>		
		<b>Under spend transferred to GF balances</b>			<b>40,999</b>	
		<b>Total Unallocated Budget %</b>	<b>£</b>	<b>(419,552)</b>		
		Revenue Allocation	<b>244,164</b>			
		Capital Allocation	<b>175,388</b>			
		<b>New Items Requiring Approval</b>				
4.1	Capital	ICT Equipment- Pentablets				80,000
4.2	Revenue	Regeneration Post - 2 years	14,000			25,000
4.3	Revenue	Exhibition Material				5,000
4.4	Revenue	Annual Monitoring Review 09/10				25,000
4.5	Revenue	Temporary staff				20,000
4.6	Revenue	Program Officer Post				25,000
4.7	Revenue	Cover Principal Planning Policy Officer	1,730			4,020
4.8	Revenue	Training				10,000
4.9	Revenue	Housing enabler joint post	2,000			2,060
4.10	Revenue	Budget deficit				38,000
4.11	Revenue	IT improvements				10,000
		<b>Total to be approved</b>	<b>17,730</b>	<b>0</b>		<b>244,080</b>
		<b>Total Unallocated Budget</b>	<b>(401,822)</b>		<b>40,999</b>	<b>(116,743)</b>
		<b>Capital Breakdown</b>	<b>Budget</b>			
		Cumulative Capital % Unallocated from previous Grant sums	43,085			
		2007/08 25% of £218,421	54,605			
		2008/09 33% of £235,449	77,698			
		<b>Capital</b>	<b>175,388</b>			
4.1	Capital Allocation 09/10	(80,000)				
	<b>Capital Shortfall</b>	<b>95,388</b>				
	<b>Grant unallocated (For Capital)</b>	<b>52,743</b>				
	<b>Capital Shortfall 2009/10</b>	<b>42,645</b>				



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

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1. **PURPOSE OF REPORT**

To introduce to the Commission the final draft of the Anti Poverty Strategy with accompanying action plans for Hinckley and Bosworth.

2. **RECOMMENDATION**

That Scrutiny Commission

- (1) Notes and endorses the work undertaken to date and makes comments and contributions to the Anti Poverty Strategy and Action Plans
- (2) Approves the Draft Strategy and Action plan (subject to any amendments) and refers the matter for approval at Council.

3. **BACKGROUND TO THE REPORT**

- 3.1 Following the work undertaken by the commission and CI research, the decision was taken that HBBC take a lead, particularly in the current climate, to prepare a strategy addressing Poverty in the Borough.
- 3.2 The Strategy to date has been prepared by a small team of officers with input from a number of services in the Authority. Data has been incorporated from various sources to provide intelligence and baseline information in the report.
- 3.3 The Draft Strategy was reviewed by the Commission in February and since that time has been circulated to Stakeholders for Consultation and the action plans which detail the key short medium and long term actions to combat poverty by the Council and other key organisations.

4. **FINANCIAL IMPLICATIONS**

None as a direct result of this report, the implications regarding the actions will be considered prior to implementation.

5. **LEGAL IMPLICATIONS**

None as a direct result of the report, the implications regarding the actions will be considered prior to implementation.

6. **CORPORATE PLAN IMPLICATIONS**

This report and review contributes directly to the Corporate Aim of a thriving economy and to the corporate value of safeguarding the most vulnerable.



7. **CONSULTATION**

Stakeholders across voluntary sector, faith communities and key agencies.

8. **RISK IMPLICATIONS**

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
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

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Background papers: Scrutiny Commission papers and reports associated with Income Deprivation April 2007 and February 2008.  
Contact Officer: Louisa Horton x 5859



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# **Anti-Poverty Strategy 2009-2012**

‘Working Together to Tackle Poverty’

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## **1.0 Foreword**

Endorsement of member or appropriate organisation

Insert photo

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## 2.0 Introduction

Our vision is 'to improve the quality of life for communities in Hinckley & Bosworth.' The target groups within this vision are those individuals and groups of individuals within the Borough who are within the 25% most deprived areas in England. The main aim of this strategy is to address the causes and effects associated with the key themes, identified by consultation and research, which combined, create poverty and deprivation within our Borough.

These 7 key themes are:

- Income deprivation
- Employment deprivation
- Health deprivation and disability
- Education, skills and training deprivation
- Barriers to housing and services
- Living Environment Deprivation
- Crime & Anti-social behaviour

This Anti-Poverty Strategy which has been developed in partnership with an appropriate group of different agencies and community groups will address these priorities individually and put actions into place to work towards alleviating the problems through a holistic approach.

This strategy will build on the work of the Community Plan 2008-11 "Working towards a Better Borough" for Hinckley and Bosworth, the Borough Council's Corporate Plan 2009-12 and will contribute to the corporate value of 'providing support to those who need it most', by forming a social inclusion framework that will underpin future strategic development within the Borough and ensure that Hinckley and Bosworth's most vulnerable groups and individuals are not prevented from fulfilling their potential.

The strategy will endeavour to develop a range of innovative projects, which will be reviewed and monitored within a robust performance management framework, and for all agencies within the Borough to work together with a view to contributing to the alleviation of poverty.

This strategy will be a tool, which will influence other related policies and strategies development across the Borough.

The Local Strategic Partnership (LSP) has the responsibility of making sure that the Community Plan is delivered. Local partners, involved in the development of the Community Plan have already identified 'to improve the quality of life in the priority neighbourhoods' and 'the establishment of accessible services in Hinckley & Bosworth' as key priorities. These priorities will contribute towards the seven Sustainable Community Strategy Priorities.

The Anti-Poverty strategy belongs to the community of Hinckley & Bosworth NOT just the Council. As such, in order to ensure that it meets our vision it has to be adopted by the community and its existence publicised widely. The Corporate Communications & Engagement Strategy will be adopted to ensure effective communication and engagement with the whole community.

This strategy seeks to address immediate issues in view of the severe financial downturn and then medium term and longer term actions and aspirations. In the current economic climate there is recognition that all sections of the community can be affected, e.g. job losses. The general principles of this strategy will seek to address all aspects of poverty across the whole of the community.

### 3.0 Definitions

#### ***Poverty:***

Is a life situation people may find themselves in, if their income and resources are not enough to allow a standard of living, which is relative to, customary, widely encouraged and approved in the societies in which they belong<sup>1</sup>

Poverty is mainly caused by factors outside the control of the individual such as unemployment, disability, low pay and poor educational opportunity. Individuals who are particularly vulnerable are disabled, ethnic minorities, unemployed, older people and people on low pay. Within these groups women and children are particularly affected.

For the purpose of this strategy Hinckley and Bosworth have adopted the following definition:

Individuals and groups are considered to be in poverty if their resources prevent them from having control over and choices in their lives and are prevented from having the standard of living which is customary in the society to which they belong.

#### ***Income Deprivation:***

The definition adopted by the Scrutiny Commission following research by Matters of Fact consultancy is:

Household income that is 60% or less of the average household income in a year.

#### ***Social Exclusion:***

Is a situation which arises when a person (or a group of people) is (or are) unable to or denied access (intentionally or not) to information, services and influence within a community. Barriers to access, if overcome, would alleviate this sense of exclusion.<sup>2</sup>

#### ***LSOA (Lower Layer Super Output Area):***

Super Output Areas are standardised statistical reporting units, based on the 2001 Census. An LSOA contains an average population of 1500 residents.

#### ***Social Inclusion:***

Is a process which aims at breaking the cycle of poverty and exclusion by enabling people to gain access to opportunities, information and resources required to become active citizens.<sup>3</sup>

<sup>1</sup>Joint report on Social Inclusion, Commission of European Commissions, Brussels, 12.12.2003. The definition also borrows from Peter Townsend in poverty in the United Kingdom: A Survey of Household Resources and Standards of Living, 1979, Poverty News, October 2005.

<sup>2</sup> Bedford Social Inclusion/Anti-Poverty Strategy 2006-07

<sup>3</sup>Summary of explanations in: Joint report on social inclusion, Commission for European Communities, Brussels 12.12.2003:Shafik Ansate, What is inclusion?

## **4.0 Background**

The need for a review into income deprivation within the borough of Hinckley & Bosworth was highlighted in 2006/07 by the Scrutiny Commission. A decision was made to include it in the Commission's work programme. 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.

### **4.1 Local Context**

Hinckley & Bosworth Borough is a largely rural borough of 297 square kilometres in south-west Leicestershire. The majority of the 103,800 (mid 2006 estimate) population live in the main urban areas of Hinckley, Burbage, Barwell and Earl Shilton in the south-west of the Borough.

Historically, the economy of the area has included a strong element of manufacturing, including family-owned hosiery, textiles and footwear firms. The economy today retains higher than average levels of manufacturing despite the decline of traditional industries. In recent years its central location and good links to the motorway and trunk road network have encouraged a growth of warehousing and distribution, particularly around the A5 corridor.

In numerical terms, Hinckley & Bosworth's population is less diverse than some neighbouring areas and the small resident Black Minority Ethnic population (3.5%) is fairly dispersed. However a wide range of ethnic backgrounds is represented amongst the Borough's residents and workforce.

### **4.2 Indices of Deprivation for Hinckley & Bosworth**

The Index of Multiple Deprivation 2007 (IMD 2007) is a measure of multiple deprivation at the small area level.

The IMD 2007 contains seven themes of deprivation:

- Income deprivation (Split into children & Older people)
- Employment deprivation
- Health deprivation & disability
- Education, skills and training deprivation
- Barriers to housing and services
- Living environment deprivation
- Crime

There are 66 LSOA's (Lower Super Output areas) in Hinckley & Bosworth and as an authority overall Hinckley & Bosworth is within the 25% least deprived authorities in England, however 23 LSOA's within the borough are within the 25% most deprived areas in England in one or more Domains of Deprivation. These statistics indicate that although Hinckley & Bosworth as a Borough does not exhibit high levels of deprivation as a whole, there are pockets of high deprivation within the Borough.

IMD 2007 (based on 2005 data) summaries for Hinckley and Bosworth for the seven themes listed above are detailed below:

**Indicators used to determine income deprivation:**

- Adults & children in Income Support Households
- Adults & children in Income-Based Job Seekers Allowance Households
- Adults & children in Pension Credit (Guarantee) Households
- Adults & children in those working Tax Credit Households where there are children in receipt of Child Tax Credit whose equivalised income (excluding housing benefits) is below 60 per cent of the median before housing costs
- Adults & children in Child Tax Credit Households (who are not eligible for IS, Income-Based JSA, Pension Credit or Working Tax Credit) whose equivalised income (excluding housing benefits) is below 60 per cent of the median before housing costs
- National Asylum Support Service (NASS) supported asylum seekers in England in receipt of subsistence support, accommodation support, or both

LSOA's (Children) most deprived in Hinckley & Bosworth (Bottom 5%)

- Earl Shilton East
- Hinckley Westfield Junior School
- Hinckley Trinity West

LSOA's (Older people) most deprived in Hinckley & Bosworth (Bottom 5%)

- Barwell Centre
- Earl Shilton East
- Hinckley Westfield Junior School

**Indicators used to determine employment deprivation:**

- Recipients of Jobseekers Allowance (both contribution-based and income based) for men aged 18-64 and women aged 18-59
- Participants in the New Deal for the 18-24s who are not in receipt of JSA
- Participants in the New Deal for 25+ who are not in receipt of JSA
- Participants in the New Deal for Lone Parents (after initial interview)
- Incapacity Benefit recipients aged 18-59 (women); 18-64 (men)
- Severe Disablement Allowance recipients aged 18-59 (women); 18-64 (men)



LSOA's (Employment) most deprived in Hinckley & Bosworth (Bottom 5%)

- Earl Shilton East
- Hinckley Westfield Junior School
- Hinckley Trinity West

**Indicators used to determine health deprivation & disability:**

- Years of Potential Life Lost (YPLL)
- Comparative Illness and Disability Ratio (CIDR)
- Measures of acute morbidity, derived from Hospital Episode Statistics
- The proportion of adults under 60 suffering from mood or anxiety disorders based on prescribing,

LSOA's (Health) most deprived in Hinckley & Bosworth (Bottom 5%)

- Earl Shilton East
- Hinckley Westfield Junior School
- Hinckley Trinity West

**Indicators used to determine education, skills & training deprivation:**

Sub Domain: Children/Young people:

- Average test score of pupils at Key Stage 2
- Average test score of pupils at Key Stage 3
- Best of 8 average capped points score at Key Stage 4
- Proportion of young people not staying on in school or non-advanced education above the age of 16
- Secondary school; absence rate (2 year average 2004-2005)
- Proportion of those aged under 21 not entering higher education (4 year average, 2002-2005),

Sub Domain: Skills

- Proportion of working age adults with no or low qualifications

LSOA's (Education) most deprived in Hinckley & Bosworth (Bottom 5%)

- Barwell East
- Earl Shilton East
- Hinckley Trinity West
  
- Hinckley Trinity West
- Newbold Verdon North
- Ratby North

## Indicators used to determine barriers to housing and services:

### Sub Domain: Wider Barriers

- Household overcrowding
- District level rate of acceptances under the homelessness provisions of the 1996 Housing Act, assigned to the constituent LSOAs
- Difficulty of Access to owner-occupation

### Sub Domain: Geographical Barriers

- Road distance to a GP surgery
- Road distance to a general store or supermarket
- Road distance to a primary school
- Road distance to a Post Office or sub post office

### LSOA's (Barriers to Housing & Services) most deprived in Hinckley & Bosworth (Bottom 5%)

- Higham-On-The-Hill, Sibson & Sutton Cheney
- Desford North & Peckleton
- Twycross & Sheepy

## 4.3 Research-

Two reports have been commissioned to date:

- **Matters of Fact Consultancy** reported in April 2007. They aimed to define income deprivation and understand the geography of income deprivation within the Borough. The report concluded that the most common definition of income deprivation in economically advanced societies is a household income that is 60% or less of the average household income.
- **CI Research Consultancy** reported in February 2008. They aimed to develop local strategies and policies to address situations arising from local income deprivation. The report highlighted best practice approaches and case studies which have demonstrated success. The report concluded by identifying recommendations to move forward and this approach was endorsed by the Scrutiny Commission. The recommendations focused on working with partners, providing a real and meaningful voice for residents and enhancing the work already undertaken in the Borough. The proposed action, endorsed by the Scrutiny Commission, 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.

#### **4.4 Consultation- to date**

Two stakeholder workshops and a designated officer workshop have taken place to date. A Stakeholder Workshop was held in December 2008 to identify areas for development. Stakeholders included officers, members, Citizen's Advice Bureau, CI Research, the voluntary sector, Job Centre Plus and the faith communities. The stakeholders who attended the workshops were keen to see a strategy developed and increase partnership working. The areas for development identified by the stakeholder group were:

- Advice, training & assistance
- Link with employers creating redundancies to offer support in conjunction with others
- Standard referral and income and expenditure/means form
- Improved sharing of information and communication between departments and outside agencies
- Improvements to MAF and CAF
- Need to reach hard to reach groups
- Improved customer profiling
- Improve awareness & knowledge of key agency resources
- Improved access to ICT
- Use of Parish councils & community houses to improve accessibility of services
- Involvement of private sector
- Credit Unions
- Mortgage rescue packs
- Review of and make consistent fees in relation to people on low income
- Review of affordable Housing
- Allocations policy to take account of people on low income
- Review of Corporate Debt Policy

#### **5.0 Current Initiatives**

##### **Homelessness Frontline Prevention Fund**

The fund sets out a framework under which payments can be made to households facing homelessness to enable them to remain in their existing accommodation or access alternative housing.

##### **Pest Control Discount to low income groups**

An up to 30% discount is available to recipients of Income Support, Housing Benefit and Council Tax Benefit for pest control treatments

##### **Workforce development- the Children's workforce**

The strategy is a single framework to help join up children's services to prevent children and young people falling through the gaps.

### **The Ten Year Childcare Strategy**

The purpose of this strategy is to address the need for affordable, accessible childcare. Enabling parents to then be supported back into long term employment. There is a commitment to halve child poverty by 2010 and eradicate it by 2020.

### **Children's Centres**

In Hinckley and Bosworth Borough there are five children's Centres currently with more to be developed.

By bringing together a range of services into the local community it will allow parents easier access to information and support from a range of services including:

- Health services
- District councils
- Voluntary organizations
- Job Centre Plus
- Family outreach workers
- Libraries
- Family Information Service

### **Benefit Take up Strategy**

#### **Affordable Housing**

#### **Benefit Take-up Campaign**

Regular campaigns take place throughout the year to raise awareness of Housing and Council Tax Benefit to ensure people in the borough on low income (particularly the more vulnerable) are claiming the benefit they are entitled to.

#### **Financial Assistance available to repair or adapt properties**

The Local Authority offers a number of schemes to assist homeowners and in some circumstances private tenants to repair or adapt their homes:

- Major Works & Minor Works Assistance
- Warm Front Top up Assistance
- Disabled Facilities Grant

These schemes are readily available to the elderly, disabled and people on low incomes.

#### **Decent Homes Insulation Scheme**

Working in partnership with Energy Saving Partnership Ltd (ESP) and Energy Services North East the Council offers, every private householder living in our declared priority neighbourhoods, free of charge loft and cavity wall insulation. By targeting this scheme at these neighbourhoods we will be directing the resources to those households which are more likely to be in fuel poverty and finding it harder to heat their homes. It is anticipated that we would improve the energy efficiency of approximately 1200 households under this scheme.

## **6.0 Key Themes**

Following the consultation process the following key themes have been identified:

### **6.1 Income deprivation**

We make a commitment to:

- 6.1.1 Increase people's take-up of benefits
- 6.1.2 Promote better management of finances and improve the quality of life, reducing financial exclusion
- 6.1.3 Reduce the percentage of families with low household incomes
- 6.1.4 Make financial advice more readily available for all residents of the Borough
- 6.1.5 Increase financial literacy to help reduce financial exclusion

### **6.2 Employment**

We make a commitment to:

- 6.2.1 Encourage social enterprise and business start-ups
- 6.2.2 Create & facilitate employment opportunities
- 6.2.3 Promote and support the work of small to medium sized enterprises

### **6.3 Health deprivation and disability**

We make a commitment to:

- 6.3.1 Establish effective partnerships for the relief of poverty
- 6.3.2 Proactively tackle issues surrounding health deprivation, including, smoking, healthy eating, teenage pregnancy and home safety.
- 6.3.3 Introduce/manage a strategy that allows access to leisure and sporting facilities at an affordable price

### **6.4 Education, skills and training**

We make a commitment to:

- 6.4.1 Promote access to learning centres
- 6.4.2 Work with our partners to develop sufficient childcare facilities and other support networks to make it possible for adults to learn
- 6.4.3 Work with our partners to raise the skill level amongst the Boroughs population particularly in areas of greatest social exclusion
- 6.4.4 Develop with all agencies advice and guidance networks across the Borough
- 6.4.5 Work with our partners to increase opportunities for training

## 6.5 Housing and services

We make a commitment to:

- 6.5.1 Maximise accessibility to affordable housing for local people
- 6.5.2 Improve equality of access to social housing
- 6.5.3 Support everyone's right to live in a decent home

## 6.6 Crime and anti-social behaviour

We make a commitment to:

- 6.6.1 Reduce crime and disorder levels within the Borough
- 6.6.2 Reduce anti-social behaviour and the fear of such within the Borough

## 6.7 Living Environment

We make a commitment to:

- 6.7.1 Improve the living environment of those living in poverty
- 6.7.2 Promote good environmental practices
- 6.7.3 Engage local communities to improve & take pride in their local community

## 7.0 Monitoring- Performance Management

We will report and measure our success based on tangible outcomes which reflect our commitments. and to monitor and review the aims of the Strategy, a Performance Framework will be developed that supports continuous improvement in key priority areas.

The ranking of all areas within Hinckley & Bosworth will also be monitored in line with the Indices of Multiple Deprivation statistics which are produced by the office of National Statistics every 3 years.

Below is a summary of the 7 themes of Poverty showing the overall ranking status between 2004 and 2007 of the 66 LSOA's.

The direction of travel (how many LSOA's have either improved or moved down in rankings) between 2004 and 2007 is also shown.

### **Income Deprivation - Children**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above (least deprived)	26(39%)	31(47%)
25% to 75%	38(58%)	33(50%)
25% or below (most deprived)	2(3%)	2(3%)

*Direction of travel:*

- 41(62%) areas have improved since 2004
  - 25(38%) areas have moved down since 2004
- 

### **Income Deprivation - Older People**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	18(27%)	22(33%)
25% to 75%	46(70%)	43(65%)
25% or below(most deprived)	2(3%)	1(2%)

*Direction of travel:*

- 34(52%) areas have improved since 2004
  - 32(48%) areas have moved down since 2004
- 

### **Employment**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	27(41%)	33(50%)
25% to 75%	36(55%)	28(42%)
25% or below(most deprived)	3(5%)	5(8%)

*Direction of travel:*

- 41(62%) areas have improved since 2004
  - 25(38%) areas have moved down since 2004
- 

### **Health**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	34(52%)	35(53%)
25% to 75%	32(48%)	29(44%)
25% or below(most deprived)	0(0%)	2(3%)

*Direction of travel:*

- 33(50%) areas have improved since 2004
  - 33(50%) areas have moved down since 2004
-

## **Education**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	11(17%)	14(21%)
25% to 75%	39(59%)	39(59%)
25% or below(most deprived)	16(24%)	13(20%)

### *Direction of travel:*

- 31(47%) areas have improved since 2004
- 20(53%) areas have moved down since 2004

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## **Barriers to Housing**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	36(55%)	36(55%)
25% to 75%	25(38%)	23(35%)
25% or below(most deprived)	5(8%)	7(11%)

### *Direction of travel:*

- 24(36%) areas have improved since 2004
- 42(64%) areas have moved down since 2004

## **Crime**

<b>Ranking within England</b>	<b>2004 position</b>	<b>2007 position</b>
75% or above(least deprived)	30(45%)	20(30%)
25% to 75%	35(53%)	42(64%)
25% or below(most deprived)	1(2%)	4(6%)

### *Direction of travel:*

- 14(21%) areas have improved since 2004
- 52(79%) areas have moved down since 2004

---

It is envisaged that the working group will develop and ensure the delivery of the action plan and that the membership of the working group will be expanded to include a wide range of stakeholders and community representatives. The working group will have a key responsibility to ensure a fit for purpose performance management framework is set up and managed effectively.

The performance indicators will be monitored annually by the Scrutiny Commission and will be reported back to the Local Strategic Partnership.

## **9.0 Action Plan (to follow)**

## **10.0 Appendices**

*Appendix A - LSOA's in Hinckley & Bosworth that are within the 25% most deprived areas in England in one or more poverty themes.*



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Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Using both historic and current data invite benefits applications from those households within the super output areas.	In place by May 2009 – estimated increase in take up following all take up projects 10% by December 2009			Dependent on results from Mosaic look at more income-deprived areas, and determine whether would prefer information in leaflet or by email or in local newspapers. From this information would need to run a scan that would check all customers in those areas against the Academy system to see who are already in receipt of Housing and/or Council Tax Benefit. Can then target the deprived areas effectively.	Scott Pinnell	6.1.2 6.1.3

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Liaise with those employers who are making redundancies or reducing working hours to offer advice and support on benefits and debt management.	In place by April 2009 - estimated increase in take up following all take up projects 10% by December 2009					
Develop policy to ensure expenditure on Discretionary Housing Payments is in line with the grant award thereby reducing homelessness and improving the quality of life for the tenant	In place by June 2009			Organise meeting with Tom Flynn and Steve Nash to discuss DHP scheme and promote awareness. Meet with officers to review DHP form Create modified form Assessment staff to pass over appropriate cases for consideration, forms to be issued.	Shirley Short	6.5.3 6.1.3
Refresh the 'take up' strategy changing the focus from the elderly to working age customers and ensuring that it links into the Councils Anti-poverty strategy.	In place by April 2009 - estimated increase in take up following all take up projects 10% by December 2009			Take up strategy to be updated and practices from other councils, who have effective take up to be considered and current practices revised to include change in focus. Liaise with Shirley Short to ensure strategy links into Anti Poverty Strategy.	Scott Pinnell	6.1.1 6.1.2 6.1.3  6.1.4 6.1.5

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Consider the feasibility of working together with the DWP by requesting scans from them that will give details of customers who are in receipt of Income Support or Jobseekers Allowance that are not claiming Housing and/or Council Tax Benefit and then contact them to ensure that those who do have an entitlement do make a claim	In place by September 2009- estimated increase in take up following all take up projects 10% by December 2009			Customer Information requested from DWP February 09, must be sent to policy team at DWP for authorisation. Some LA's have been waiting since Nov 08 for scan. Another option discussed with the HBMS at DWP was that once the ban is lifted on the inland revenue data being used, to request a scan of all those who are on Tax Credits and not claiming Housing and Council Tax Benefit? HBMS say that we should be able to request this	Scott Pinnell	6.1.3
Ensuring that the internet is up to date and current with the new changes e.g. Child benefit disregard from October 2009 to encourage applications for benefit and raise awareness of entitlement	In place by August 2009 – estimated increase in take up following all take up projects 10% by December 2009			Set up a page that tells customers of the forthcoming child benefit disregard changes and how that means many more may be entitled to benefit. Take up events will also need to be scheduled in to encourage customers to claim, e.g. at supermarkets, children centres around the borough, Twycross Zoo.	Scott Pinnell	6.1.3 6.1.4

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Creating a Ready reckoner that can be used on the internet pages to make it easier for customers to determine their entitlement to Housing and Council Tax Benefits	In place by April 2009 - estimated increase in take up following all take up projects 10% by December 2009			Update website with simple, easy to understand information to enable browsers to know immediately if they may have entitlement to benefit and an easy claim process via the benefits email.		6.1.3
Create a working age leaflet that can be used to encourage those on low incomes to claim Housing and Council Tax Benefit	In place by May 2009 - estimated increase in take up following all take up projects 10% by December 2009			Put together a script to include 3 different circumstances where a working age customer is entitled to benefit, e.g. A single parent who is working, a self-employed family and a family on tax credits. Use pictures from Direct Gov or ask benefits staff to pose for pictures.	Scott Pinnell	6.1.1
Continue to lead and implement the Play Strategy.	2011				R.Ball	6.7.3
CCTV – develop and enhance the CCTV system inc ANPR in Earl Shilton.	Sept 09				Mark Hryniw	6.6.1 6.6.2
High quality diverse events throughout the year that engage and bring pride to the community.	2009				Sally Crossfield	6.7.3

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Improve and develop volunteering opportunities LAA Target	2008/09				Graeme Chilvers	6.4.5
Implement Sport & Recreation Action Plan	2007-12 Annual review				Graeme Chilvers	6.3.1
Assist in the preparation for the 2012 Olympics and 2009 Special Olympics in Leicestershire	2008-2012				Graeme Chilvers Karen Harris	6.3.1 6.3.3 .
Continue to support the Shopmobility	Annual review				Mark Hryniw	
Support the Youth Council in providing activities and opportunities for young people to achieve outcomes for the community	2009				Rebecca Ball	6.3.2 6.7.3
Develop Play and Play work	2009				Rebecca Ball	6.4.1, 6.4.3,6.4.5
Engage with targeted hard to reach groups with partners by delivering arts and sports activities, with Find your Talent and Sport Unlimited.	2009				Karen Harris and Lindsay Orton	6.4.3, 6.3.3

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Develop the services and projects based, in line with new Strategy, around Sure Start Children's Centres	2009-11				Moira O Hagan	6.1, 1,2,3,4,5 6.3.1, 6.3.2, 6.3.3 6.4,1,2,3,4,5 6.5.3 6.7.1, 6.7.3
LAA2 Project PAC's – to increase participation in physical activity This is repeated??					Karen Harris	6.3.2
As part of the emerging Physical activity Strategy develop GP Health Referral Scheme – continue to work in partnership with PCT and SLM to deliver high quality referral scheme					Graeme Chilvers	6.3.2
From April 2009 over 60's and under 16's are to be offered free swimming at Hinckley Leisure Centre					Karen Harris	6.3.3
Ensure first Town Centre Run is delivered successfully comprising of 5k Fun Run and 1 mile Kids Kaper					Graeme Chilvers	6.7.3 6.3.2
Markfield Community and Sports Centre to run a diverse range of activities					Graeme Chilvers	6.1.1, 6.2.2, 6.3.2, 6.3.3, 6.4.1, 6.4.2, 6.4.5, 6.6.1, 6.6.2, 6.7.3

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Markfield Community and Sports to support the PCT, Community Safety, Police and Probation Service to run activities					Graeme Chilvers	6.6.1, 6.6.2, 6.3.2, 6.3.3
A diverse calendar of events, designed to celebrate our music, heritage, markets, countryside and veterans. This is repeated???	2008 onwards				Sally Crossfield	6.7.3
Support Parishes rural issues, through Parish meetings and providing additional support and advice to parish clerks.	ongoing				Sally Crossfield	6.7.3
Hosting a spectacular Christmas Lights switch on event increasing footfall and enhancing the business income	annually				Mark Hryniw	6.7.3
Support the Hinckley Half marathon(May 09) and Town Centre Runs (June 09 to increase footfall and bring tourists into borough. Impact assessment of events put back to 2010 due to capacity issues	2009				Graeme Chilvers	6.7.3 6.3.2
Assist in the development of the Centre for Creative Enterprise on the Atkins site.	Jan 08 – March 10				Lindsay Orton	6.2.1, 6.4.1, 6.2.3, 6.7.2



Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Support Markfield Community and Sports Centre and sport in Desford in embedding and developing the touchdown points and community access points	2009 Ongoing				Graeme Chilvers	6.1.1, 6.2.2, 6.3.2, 6.4.1, 6.4.2, 6.4.5, 1 6.4.1 6.2.3 6.7.2
Support local sports organisations to develop there volunteer base and keep upward direction of travel in NI8 KPI2	ongoing				Graeme Chilvers	6.3.2, 6.3.3, 6.4.3, 6.4.5, 6.7.3, 6.3.2
Financial Assistance available to repair or adapt properties (Existing Initiative)	increase in the number of people living in decent homes			£530,000	A Ker	6.3.2, <b>6.5.3</b> , 6.7.1 & 6.7.2
Decent Homes Insulation Scheme (Existing Initiative)	increase in the number of people living in decent homes			£370,000	A Ker	6.3.2, <b>6.5.3</b> , 6.7.1 & 6.7.2
Continue to provide a capital support grant to Care & Repair (West Leicestershire) Ltd who are the Home Improvement Agency operating in the area (Existing Initiative)	increase in the number of people living in decent homes			£37,350	A Ker	6.1.1, 6.3.1, <b>6.5.3</b> & 6.7.2
The provision of comprehensive housing advice and enforcement service in relation to standards within the private housing sector (Existing Initiative)	increase in the number of people living in decent homes			Included as part of Private Sector Housing Service costs	A Ker	<b>6.5.3</b> & 6.7.1

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
The provision of advice in relation to energy conservation with in the home (Existing Initiative)	To reduce by 1% the % of low-income households living in properties with a SAP rating below 35 and to increase by 1.5% the % of low-income households living in properties with a SAP rating above 65 by March 2010			Included as part of Private Sector Housing Service costs	A Ker	6.5.3, 6.7.1 & 6.7.2
Fast Response Team – joint with Housing Options, Housing Benefit, CAB, Job Centre, local employers	Within Housing Options : to encourage early intervention and advice			Officer Time	Helen Wheeldon /Jo Wykes	6.1.2, 6.1.1, 6.1.4, 6.1.5; 6.3.1, 6.5.2
Mortgage Support Scheme New initiative from CLG in April 09	Links in with prevention target in BDP			Officer Time	Jo Wykes	6.1.2, 6.1.4, 6.1.5 6.3.1

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Mortgage Rescue Scheme		Two year project with CLG – reduce number of reposessions		£200million funding nationally by CLG, managed by East Midlands Housing with input from housing Options and CAB	Jo Wykes	6.1.2, 6.1.4.6.1.5 6.3.1
Continuation of Prevention of homelessness Fund	Ongoing. Can't increase take up if funding has increased. Will continue to use current funds			£20k provided, officer time	Jo Wykes	6.3.1,6.5.1
Implement protocol with RSL/Social Landlords for early intervention on arrears cases New initiative	June 09 To gain 100% referrals on arrears cases at notice stage	Will be ongoing		Officer Time	Jo Wykes	6.1.1, 6.1.2, 6.1.4. 6.1.5 6.3.1 6.5.1
Develop two way referral service with money advice and court desks	April 09			Officer time	Jo Wykes	6.1.1, 6.1.2, 6.1.4,6.1.5 6.3.1

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Continuation of Rent Deposit Scheme	Ongoing – increase take up by 10%			Funded by homelessness grant	Jo Wykes	6.3.1, 6.5.1
Enforcement of statutory nuisance duties including noise e.g. noisy neighbours. Note: Certain actions may result in the payment of fees by those enforced against. In certain situations, payment plans can be agreed.	Continuous legal duty					6.6.2 – Reduce anti-social behaviour and fear of such within the Borough
Subsidised pest control treatments for those on certain benefits.	Continuous					6.7.1 – Improve the living environment of those living in poverty
Subsidised drainage investigations.	Continuous					6.7.1 – Improve the living environment of those living in poverty

Project/Initiative	Targets/Timescales			Resources	Lead	Expected Outcome (this is the commitment the action contributes to)
	S-short term(Within 12 months)	M-medium term(1 to 3 Years)	L- long term(3 to 5 Years)			
Enforcement of public health legislation e.g. accumulations, filthy premises. Note: Certain actions may result in the payment of fees by those enforced against. In certain situations, payment plans can be agreed.	Continuous					6.7.1 – Improve the living environment of those living in poverty
Responsible dog ownership campaigns e.g. free micro chipping event with RSPCA.	Annual				S Smith	6.7.2 – Promote good environmental practices
Pregnancy testing, condom distribution, signposting and advice available at Community Houses in Earl Shilton, Wykin and Barwell	Continuous				Ron Grantham	6.3.2
Provide youth diversionary activities via the Community Houses	Continuous				Ron Grantham	6.6.2
Ensure that equality of service is embedded within all services provided by the Community Safety Team and within the Community Safety Partnership's Agreement 2008/2011 through joint work with the County Community Safety Programme Board Core Group	June 2009				Ron Grantham	ALL
Provide support to the Council's Environment Impact policy by providing additional re-cycling resources and initiatives through the Community House Projects	April 2009 ongoing				Ron Grantham	6.7.2

Improved public perception and engagement and reduced crime and disorder in key intervention area of Barwell by setting up a Community House Project	June 2009				Ron Grantham	6.6.1 6.6.2 6.7.3
Adult Education courses run via Earl Shilton Community House	Continuous				Ron Grantham	6.4.5
Continue to monitor emerging crime & disorder trends based on fortnightly Police tactical assessments and to minimise the threats through agreed joint partnership problem solving actions and tasks.	Continuous				Ron Grantham	6.6.1
Work in Partnership with the County Reducing Re-offending Board in promoting the pathways to reducing re-offending especially in relation to health, employment, education, housing, leisure and access to local authority services.	Continuous				Ron Grantham	6.6.1
Jacqual ( joint ASB team) to increase accessibility and visibility to subsequently increase reassurance for local communities	March 2009 ongoing				Madeline Shellard	6.6.2

SCRUTINY COMMISSION – 7 MAY 2009

REPORT OF HEAD OF CORPORATE AND SCRUTINY SERVICES  
RE: COUNCILLOR CALL FOR ACTION

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1. PURPOSE OF REPORT

To present to the Commission information regarding the new statutory process which has been called Councillor Call for Action and to provide guidance to Members including a Procedure for dealing with requests under this power.

2. RECOMMENDATION

That Scrutiny Commission

- (1) Notes the background information and agree the principles highlighted in bold.
- (2) Approves the Procedure for adoption by the Executive.

3. BACKGROUND TO THE REPORT

- 3.1 The Local Government and Public Involvement Act 2007 has made provisions for Councillor Call For Action (CCfA) which allows Ward Members the opportunity to ask for discussions at scrutiny committees on issues where local problems have arisen and all other methods of resolution have been exhausted. **It must be a local government matter but this must be construed widely**, this includes Partners.
- 3.2 The CCfA is about helping Councillors to resolve issues and problems on behalf of their residents and it is complimentary to the Scrutiny process of reviewing and scrutinising the actions of the Council and external organisations. **It is a means of escalating issues to the Scrutiny Commission for possible onward recommendation to the Executive or other agencies if appropriate.**
- 3.3 The **process is a means of last resort**, where all other avenues have been exhausted. The purpose of this is to ensure that matters are dealt within the most appropriate forum and **enables the Scrutiny process to bring to the top those issues which would benefit from a review.**
- 3.4 **The CCfA must affect all or part of the electoral area for which the member is elected or any person who lives or works there.**
- 3.5 There are statutory regulations which detail matters that can be excluded from the process of CCfA. These include matters which are **vexatious, discriminatory, or not reasonable for inclusion.**
- 3.6 A CCfA will be considered vexatious if in all the circumstances the request is **likely to cause distress, disruption or irritation without any proper or justified cause.**

3.7 A CCfA will be considered Discriminatory if a **person discriminates against another on the grounds of any form of discrimination or where a person is treated less favourably**

3.8 In addition where there **is another course of redress or appeal** such as a Planning or Licensing matter, CCfA should not be used. If there are relevant complaint procedures, they must also have been fully utilised.

3.9 The guidance states that procedures should not be too prescriptive and should concentrate on one aim, to assist in the resolution of local issues. As such the attached process is a broad guideline for the application of this procedure.

4. **FINANCIAL IMPLICATIONS**

None as a direct result of this report,

5. **LEGAL IMPLICATIONS**

None as a direct result of the report,

6. **CORPORATE PLAN IMPLICATIONS**

This report and review contributes directly to the Corporate Aim of Strong and Distinctive Communities and to the corporate value of equality for all.

7. **CONSULTATION**

8. **RISK IMPLICATIONS**

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>

9. **RURAL IMPLICATIONS**

The right to raise a CCfA is applicable across the whole community of Hinckley and Bosworth.

10. **CORPORATE IMPLICATIONS**

- None

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

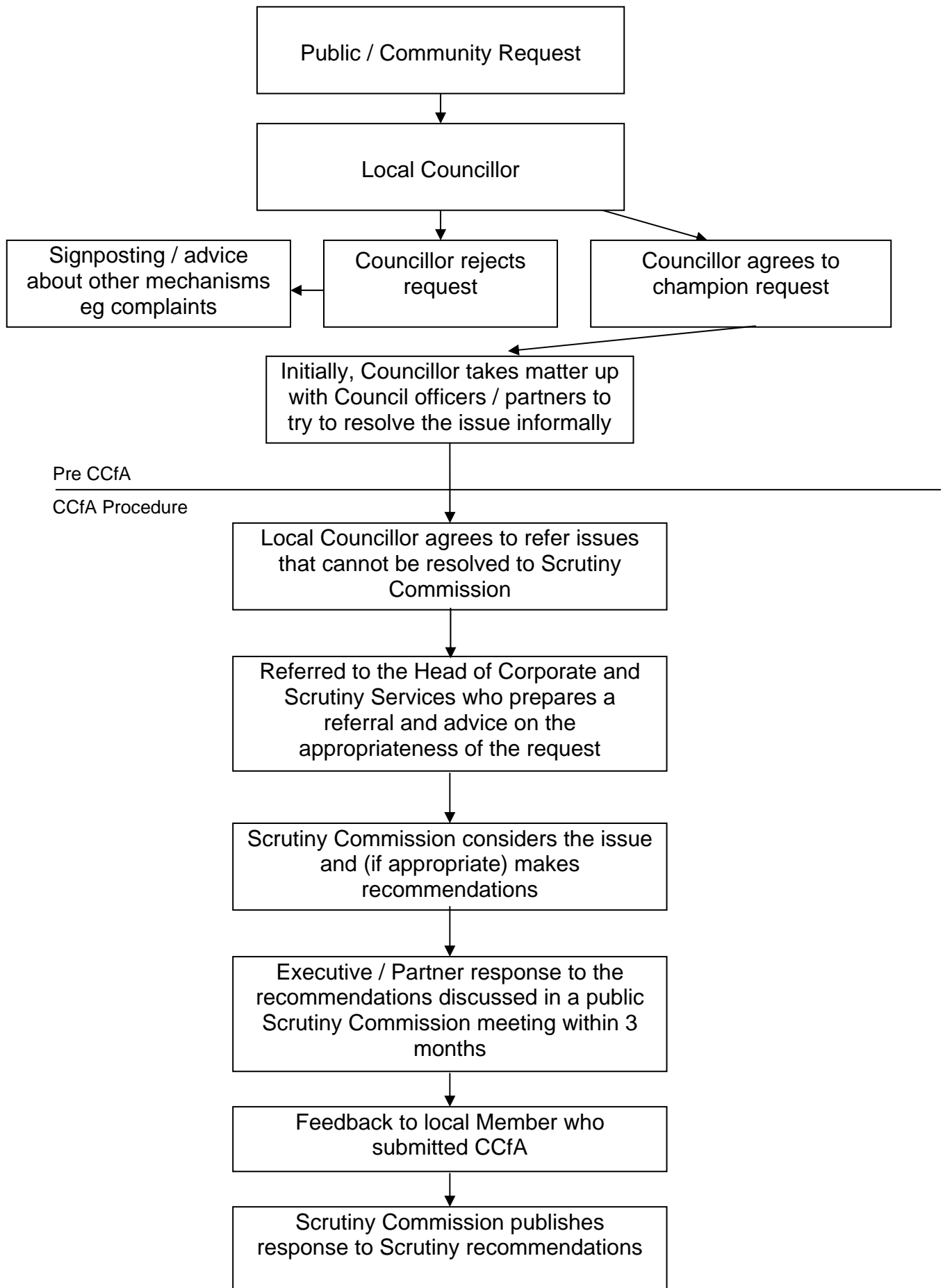
Contact Officer: Louisa Horton x 5859



## **The Procedure for Dealing with a Councillor Call For Action (CCfA)**

1. A local Ward Councillor Champions a local issue
2. The Ward Councillor makes a CCfA in writing to the Head of Corporate and Scrutiny Services
  - The Councillor must demonstrate in writing that all reasonable efforts to resolve the issue have been made
  - The Councillor must demonstrate that it concerns a matter for which the council has a statutory power or duty to deal with or is a local authority issue (wide interpretation to be applied)
  - The Councillor must demonstrate that it has an impact on the whole or part of the Councillors ward.
  - The Councillor must demonstrate that they have made all reasonable attempts at resolving the issue including (but not exhaustive) making service requests, contacting officers and agencies)
3. The Head of Corporate and Scrutiny Services will collate the information into a report for the Scrutiny Commission to consider at its next meeting.
4. The Scrutiny Commission will reject a CCfA if it considers that
  - The matter does not effect part or whole of the Borough
  - Is not a matter for which the local authority or its partners have responsibility
  - Is defamatory frivolous or offensive.
  - Is substantially the same to a previous CCfA within the last 9 months
  - Is a matter relating to a quasi legal function
  - Is a matter which there is a right of recourse or appeal to another body.
5. The Scrutiny Commission will accept a CCfA and determine the appropriate course of action at that meeting. This may include Recommendations to the Councillor, onward referral to the Executive, another Committee or agency and instruct the Head of Corporate and Scrutiny Services to action the recommendation and inform the Councillor.
6. The Scrutiny Commission will review the recommendations and actions which have taken place after three months and determine whether the outcome has been achieved and if not whether all avenues have been exhausted. At this stage the matter will either be closed or referred for further action and a review period set by the Commission.

# PROCEDURE FOR DEALING WITH A COUNCILLOR CALL FOR ACTION (CCfA)





Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# **FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS**

**MAY – AUGUST 2009**

**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](http://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](http://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](mailto: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 MAY 2009 TO 31 AUGUST 2009**

**MAY 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> <i>(Report Author)</i>
Housing Strategy Review	Community & Planning Services	Executive 13 May 2009			Committee Report <i>(Tracy Darke)</i>
Planning Inspector fees / LDF	Community & Planning Services	Executive 13 May 2009			Committee Report <i>(Tracy Darke)</i>
Commercial Property Strategy	Finance	Executive 13 May 2009			Committee Report <i>(Malcolm Evans)</i>

**JUNE 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> <i>(Report Author)</i>
Final Accounts and 2008/09 Outturn	Finance	Executive 17 June 2009			Committee Report <i>(Sanjiv Kohli)</i>
Street Cleansing Review	Street Scene Services	Executive 17 June 2009	Scrutiny Commission 7 May		Committee Report <i>(Michael Brymer)</i>
Designated Public Place Order	Community & Planning Services	Council 23 June 2009			Committee Report <i>(Mark Brymer)</i>

LDF Site Allocations DPD	Community & Planning Services	Council 23 June 2009			Committee Report ( <i>Judith Sturley</i> )
Adoption of Hinckley & Bosworth Locality Extended Services Strategy (for Children & Young People)	Corporate & Scrutiny Services	Council 23 June	Executive 17 June Scrutiny Commission 18 June		Committee Report ( <i>Bill Cullen</i> )

### **JULY 2009**

No decisions to be taken.

### **AUGUST 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )
Adoption of County Physical Activity, Sports and Facilities Audit Strategies	Corporate & Scrutiny Services	Council 11 August	Executive 5 August	County-wide processes undertaken with all key stakeholders	Committee Report ( <i>Bill Cullen</i> )

### **To Be Programmed**

Tenant Satisfaction Survey results	Community & Planning Services				Committee Report ( <i>Sharon Stacey</i> )
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## 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
<b>Strategic Leadership and Direction of Travel</b>	<b>Councillor DC Bill</b> (Leader) <b>Mr S Atkinson</b> (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: <a href="mailto:steve.atkinson@hinckley-bosworth.gov.uk">steve.atkinson@hinckley-bosworth.gov.uk</a>
<b>Community &amp; Planning Services</b> (including Car Parks, Development Services & Policy, Environmental Health (Commercial and Pollution), Housing and Licensing)	<b>Councillor SL Bray</b> (Deputy Leader) (Development Services & Policy) <b>Councillor DS Cope</b> (Housing) <b>Councillor Mrs S Francks</b> (Licensing) <b>Mr T Prowse</b> (Director of Community & Planning Services)	Tel: 01455 255694 Fax: 01455 890229 Email: <a href="mailto:trevor.prowse@hinckley-bosworth.gov.uk">trevor.prowse@hinckley-bosworth.gov.uk</a>
<b>Corporate &amp; Scrutiny Services</b> (including Corporate Services, Community Safety, Cultural Services, Emergency Planning and Green Space, Performance & Scrutiny)	<b>Councillor SL Bray</b> (Deputy Leader) (Community Safety, Cultural Services and Emergency Planning) <b>Councillor Ms Moore</b> (Parks & Open space) <b>Councillor DO Wright</b> (Corporate Services, Performance & Scrutiny) <b>Mr B Cullen</b> (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 635692 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>
<b>Finance</b> (including Accountancy, Customer Services, Estates & Asset Management, ICT, Internal Audit, Procurement and Revenues & Benefits)	<b>Councillor KWP Lynch</b> (Leader) <b>Mr S Kohli</b> (Director of Finance)	Tel: 01455 255607 Fax: 01455 251172 Email: <a href="mailto:sanjiv.kohli@hinckley-bosworth.gov.uk">sanjiv.kohli@hinckley-bosworth.gov.uk</a>
<b>Business Development &amp; Streetscene Services</b> (including Refuse Collection, Street Cleansing, Grounds Maintenance)	<b>Councillor Mrs S Francks</b> <b>Councillor Ms Moore</b> <b>Mr M Brymer</b> (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: <a href="mailto:michael.brymer@hinckley-bosworth.gov.uk">michael.brymer@hinckley-bosworth.gov.uk</a>
<b>Rural Issues (across all portfolios and including Village Centres)</b>	<b>Councillor WJ Crooks</b> <b>Mr B Cullen</b> (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 890229 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>

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](http://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 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 eight Councillors comprising of the Leader, Deputy Leader and six 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](http://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, these committees are Planning Committee, Licensing Committee, Regulatory Committee and the Standards Committee.

Further information about the Council's Decision Making Arrangements can be obtained from Democratic Services on 01455 255770.



**HINCKLEY & BOSWORTH BOROUGH COUNCIL**

**FINANCE & AUDIT SERVICES SELECT COMMITTEE**

**16 MARCH 2009 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 B Witherford.

Officers in attendance: Mr D Bunker, Mr S Curtis, Mrs T Darke, Mr M Evans, Mr S Kohli and Miss R Owen.

1. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

2. **MINUTES (FASC39)**

**RESOLVED** – the minutes of the meeting held on 16 February 2009 be agreed.

3. **HINCKLEY TOWN CENTRE REGENERATION SUPPORT PROJECT (FASC40)**

Members were informed of the progress of the Town Centre Regeneration Support Project. It was stated that partnership working with Coventry City Council was being investigated. Members were supportive of this proposal due to the urban regeneration which had taken place in Coventry.

Concern was expressed with regard to possible delays in regeneration projects in light of the current economic climate, but in response it was confirmed that the projects were part of a 15-year Masterplan and three of the eight projects were already coming forward and no delays with regard to the bus station development were anticipated.

**RESOLVED** – the report be endorsed.

4. **COMMERCIAL ESTATES REVIEW (FASC41)**

The Select Committee was provided with a review and critique of the commercial property portfolio owned by Hinckley & Bosworth Borough Council. It was reported that there was currently 97% occupancy and a demand for smaller units. It was also noted that there was a shortage of large and high-tech accommodation which resulted in the risk of losing business to neighbouring districts. Leicester City was highlighted as a key competitor and a Member asked about their rental yields. Officers agreed to obtain this information.

Mr Gould arrived at 7.00pm.

Members discussed the support provided to businesses to expand. It was explained that a Tenants' Forum was held, and it was suggested that this could be expanded to provide links with other external services, for example training providers.

With regard to the rural areas, the potential to extend Merrylees was highlighted and it was explained that this was a popular industrial site which would benefit from expansion. A Member suggested that there were derelict and brownfield sites which could be utilised and developed.

It was requested that an update on the Council's position be brought to the Select Committee in six months' time.

RESOLVED –

- (i) an update be brought to the Select Committee in six months;
- (ii) the report be noted.

5. MONTHLY OUTTURN REPORT TO 31 DECEMBER (FASC42)

Members were notified of the outturn position at 31 December 2008. It was noted that the estimated overspend was £18,000.

With regard to concessionary travel, it explained that at the end of February the estimated end of year cost for 2008/09 was over £700,000. Finance Officers from the districts had held a meeting with transport officers from the County Council who explained that the costs had increased by a further £100,000 per year since the previous estimation due to an increase in fares and in the number of journeys. This then meant that the costs for 2009/10 would be over £1m. Officers reported that three bus companies had appealed the reimbursement rate and one of these was successful and their reimbursement rate had increased from 51.4 to 57.3. The outcome of the appeal by the other two companies showed that they were being overpaid and should have been receiving 47p, but there was no opportunity to claw the overpayment back. It was noted that all districts had agreed to ask their auditors to look into the matter and PriceWaterhouse Coopers would be carrying out an independent review for all Leicestershire authorities. It was noted that this was a national problem. Members requested regular updates on this issue.

Mr Bessant left the meeting at 7.45pm and returned at 7.47pm.

The high cost of the plastic recycling services was discussed and it was felt that although this was an excellent service, the effect on recycling rates would need to be examined to ensure the service was providing value for money. It was agreed that recycling be reviewed in three months.

RESOLVED –

- (i) regular updates on concessionary travel be provided;
- (ii) the recycling service be reviewed in three months when the plastic recycling rate is known.

6. CAPITAL EXPENDITURE – SETTING OF PRUDENTIAL INDICATORS, TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2009/10 (FASC43)

The Select Committee received a report which outlined the Council's prudential indicators for 2009/10 – 2011/12 and set out the expected treasury operations for this period.

RESOLVED – the Select Committee endorses

- (i) the Prudential Indicators and Limits for 2009/10 to 2100/12 contained within paragraph 3A of the report;
- (ii) the Minimum Revenue Provision (MRP) Statement contained within paragraph 3A of the report;
- (iii) the Treasury Management Strategy 2009/10 to 2011/12 and the treasury Prudential Indicators contained within paragraph 3B of the report;
- (iv) the Authorised Limit Prudential Indicator;
- (v) the Investment Strategy 2009/10 contained in the treasury management strategy (paragraph 3B of the report), and that detailed criteria included in appendix 1 to the report.

7. WORK PROGRAMME 2008/09 (FASC44)

Members gave consideration to the work programme for 2008/09. It was agreed that an additional meeting be scheduled for 29 April 2009.

RESOLVED – the Work Programme be noted with the additions agreed in this meeting.

8. DATE OF NEXT MEETING

It was noted that the next meeting would take place on Wednesday 29 April 2009.

(The meeting closed at 8.15 pm)

**HINCKLEY & BOSWORTH BOROUGH COUNCIL**

**COUNCIL SERVICES SELECT COMMITTEE**

**19 MARCH 2009 AT 6.30 PM**

**PRESENT:** Mrs R Camamile - Chairman

Mr JC Bown, Mr R Mayne, Mr K Nichols, Mrs J Richards and Mr BE Sutton.

Officers in attendance: Mr G Chilvers, Ms K Harris, Mr C Merriman, Mr D Moore and Miss R Owen.

1. **APOLOGIES**

Apologies were submitted on behalf of Mrs A Hall, Mr Inman and Mr Morrell with Mr Mayne substituting for Mrs Hall in accordance with Council Procedure Rule 4.3.

2. **MINUTES (CSSC20)**

**RESOLVED** – the minutes of the meeting held on 29 January 2009 be confirmed.

In confirming the minutes, a Member highlighted that information requested with regard to empty Council properties had not been forthcoming. Officers agreed to ensure the information was available for the next meeting.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **PERFORMANCE MANAGEMENT FRAMEWORK 2008/09 (CSSC21)**

Members were provided with the Council's performance position for the third quarter of 2008/09. The report provided notes the overall summary of performance and those indicators that are not performing well by exception.

Members expressed concern with regard to the level of dissatisfaction with the Council's website and said that they had also experienced problems navigating and had received error messages. It was requested that these concerns be conveyed to the relevant service area. Officers advised that the low satisfaction levels for the website had been noted through officer performance meetings and feedback analysed which was not always conclusive.

The Select Committee was also concerned with the low number of employees recorded as having a disability and it was suggested that this may be higher as some people did not declare disabilities that were not visible. The risk of this in terms of health and safety was highlighted and officers were asked to do as much as possible to ensure disabilities were declared due to health and safety implications of being unaware of someone having a disability.

RESOLVED –

- (i) those indicators achieving high performance be noted;
- (ii) those indicators predicting not to meet their year end target or predicting to be performing below average at year end be noted;
- (iii) concern with regard to the website be recorded;
- (iv) concerns with regard to health and safety of disabled employees be recorded.

5. PROGRAMME FOR KEY FRONTLINE SERVICE: LEISURE CENTRE (CSSC22)

A report was presented to Members which monitored improvements and delivery with regard to the Leisure Centre against stated objectives under the Corporate Plan. It was reported that whilst there had been a decrease in gym memberships, there had been an increase in casual use.

Members were informed that free swimming for under 16s and over 60s would commence on 1 April. Members expressed concern that should there be a higher than expected uptake, there would be a cost to the authority. In response it was confirmed that an agreement was in place with SLM that they would hold the funding and also be responsible for any shortfall.

Usage of the Leisure Centre by those outside of Hinckley was questioned, and in response it was stated that random sampling had been undertaken in January which showed that only 35% of users were from Hinckley. It was requested that the number of members from rural areas be reported to the Select Committee.

RESOLVED –

- (i) officers be asked to bring information to the next meeting regarding the number of Leisure Centre members from rural areas;
- (ii) progress be endorsed.

6. PROGRAMME FOR KEY FRONTLINE SERVICE: DEVELOPMENT CONTROL AND LOCAL DEVELOPMENT FRAMEWORK (CSSC23)

The Select Committee received a report which monitored improvements and delivery of Development Control and the Local Development Framework (LDF) against stated objectives under the Corporate Plan. It was reported that performance was at a high level and the majority of customer complaints were due to the website.

Members acknowledged the improved appeals performance. They asked how much enforcement issues were costing the authority. Officers agreed to bring this information back to Members.

Mr Bown left the meeting at 7.28pm and returned at 7.30pm.

With regard to consultation on the LDF, a Member suggested that some members of the public did not want to comment as they didn't want their names to become public for fear of reprisals. Officers undertook to find out whether names were attributed to consultation responses.

RESOLVED – progress be endorsed.

7. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC24)

Members gave consideration to items for the 2009/10 work programme and listed the following additions:

- Routine Frontline Service reports;
- Commercial Properties;
- Building Control;
- Housing Revenue Account update;
- Paying rates at Post Office.

It was also suggested that the need to reconvene the Housing Task Group be considered.

RESOLVED – the abovementioned items be included in the draft 2009/10 work programme.

(The meeting closed at 7.57 pm)

**DRAFT MINUTES OF THE SCRUTINY ENVIRONMENT GROUP**

**6 APRIL 2009 1800 HRS, COMMITTEE ROOM 2**

Present

Councillors: M C Cartwright, P Hall, D Inman, K Morrell, R Ward

Officers present: Mr R Parkinson (Head of Community Services (Environment))  
Mr M Burns (Senior Building Surveyor)  
Mr P Metcalfe (Planning Officer)

Apologies

Councillor S Francks, Jane Neachell (Environmental Coordinator)

1. Presentation on Energy Reduction within Council Operations Contributing Towards NI 185

Matthew Burns presented a review of the actions already taken and proposed with regards to reducing energy use within the Council's own premises. He reported the recent installation of half hour monitoring of gas, electricity and water at Argents Mead, The Depot and the Leisure Centre. The Leisure Centre is recognised to be the major emitter of CO<sub>2</sub>, as will be shown in the figures of CO<sub>2</sub> emissions required under NI 185. It was reported that a pool cover was to be shortly installed at the Leisure Centre

He also outlined the proposals for the Goddard building and greenfields industrial estates.

He demonstrated the usefulness of the meters in highlighting a baseline usage of water at Argents Mead, which equated to £1400 of expenditure per year and the effect of making controls on the urinals.

Members enquired as to the window treatment for the Goddard building (subsequent information, these windows are single glazed due to restrictions as a listed building) and a request was made for a report in 3 months on building energy consumption.

2. NI 188 Planning to Adapt to Climate Change

P Metcalfe presented the report CC06 and a presentation on the steps taken by the Council to achieve Level 1 of the NI 188, which was the Local Area Agreement II target for 08/09. It was noted that the submission of Level 1 status has been agreed by the Corporate Operations Board and the following details were to be passed to service heads:

- The need for adaptation to Climate Change to be considered in departmental functions in particular those actions with long time horizons.
- During 2009-10 in order to meet Level 2 status, actions will be required by service heads for which guidance will be provided, including recording the impacts of severe weather events at service level in terms of disruption to service and anticipated costs
- In order to meet Level 2 status by March 2010, Adaptation Risks will be included in Service Risk Registers.

3. Climate Change Strategy and Update on Climate Change Action Plan 2008-09, 2009-10

R Parkinson presented the report CC05 detailing the final version of the climate change strategy 2008-2011 which had been subject to consultation through the group and with the public. This was now to pass to Council for 28 April for adoption.

He also presented a review of the actions within the 2008-09 Action Plan and proposed actions for 2009-10, indicating where action was on target or had not commenced. Members commented on the plan, requesting details on partnerships, private industrial estates and how the Council can influence them, the role of the procurement officer, how to influence the Town Centre Action Plan and details of sustainability within the master plan. (Action JN/RP)

The issue of a training workshop for members was again requested.

It was requested that the figures available for NI 186 (CO<sub>2</sub> per capita) be circulated to the group members. (action RP)

A copy of the latest HECA report was requested to be circulated to members. (Action RP)

Councillor Hall presented a folder of information from the Energy Savings Trust for village halls and it was agreed that this would be photocopied and circulated. (Action RP)

4. Date of Next Meeting

Provisionally set for 6 July 2009 at 1730 hours.

Items

- 1 Energy Monitoring update
- 2 NI 185 Feedback