

Date: 22 July 2009

To: Members of the Scrutiny Commission

Mr MR Lay (Chairman)
Mrs R Camamile (Vice-Chairman)
Mr PAS Hall (Vice-Chairman)
Mr PR Batty
Mrs S Francks
Mr DM Gould
Mrs A Hall
Mr DW Inman

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

Copy to all other Members of the Council

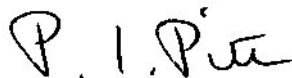
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 30 JULY 2009** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 30 JULY 2009

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 18 June 2009 attached marked 'SC13'.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. DECLARATIONS OF INTEREST

To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. QUESTIONS AND PETITIONS

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

6. PRESENTATION ON CREDIT UNIONS FOR LEICESTER

Presentation by Clockwise.

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

RESOLVED 7. COMMUNITY SAFETY PARTNERSHIP REVIEW

Report of the Deputy Chief Executive attached marked 'SC14' (pages 1 – 4).

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

RESOLVED 8. LOCAL DEVELOPMENT SCHEME REVIEW WORKING GROUP

Report of the Director of Community and Planning Services attached marked 'SC15' (pages 5 - 14).

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

9. PLANNING APPEAL DECISIONS

Verbal update as there have been no planning decisions overturned in the first four months of this year.

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

10. REVIEW OF CONSTITUTION

There will be a presentation on the proposed amendments to the Constitution. The Draft Constitution will be sent to follow for Members of the Scrutiny Commission (marked 'SC16') along with draft Councillor Role Profiles (marked 'SC17') for discussion. Copies of will also be available in the Members' Room and on the Council's website.

A maximum of 60 minutes has been allocated for this item.

RESOLVED 11. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC18' (pages 15 - 41).

12. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for August – November 2009 attached marked 'SC19' (pages 42 - 48).

13. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

- (i) Council Services Select Committee, 21 May and 9 July 2009. Attached marked 'SC20' and 'SC21' (pages 49 - 52);
- (ii) Barwell & Earl Shilton Scrutiny Group, 8 June 2009. Attached marked 'SC22' (pages 53 - 54);
- (iii) Finance & Audit Services Select Committee, 15 June 2009. Attached marked 'SC23' (pages 55 - 57);
- (iv) Scrutiny Environment Group, 6 July 2009. Attached marked 'SC24' (pages 58 - 60).

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 of agenda 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

18 JUNE 2009 AT 6.30 PM

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

Mrs S Francks, Mr DM Gould, Mrs A Hall, Mr C Ladkin, Mr K Morrell and Mrs BM Witherford.

Messrs DC Bill and SL Bray were in attendance as invitees to item 7 on the agenda.

Officers in attendance: Mr S Atkinson, Mr Michael Brymer, Mr B Cullen, Mr M Evans, Miss L Horton, Mr SD Jones, Mr S Kohli, Mr D Moore, Ms M O'Hagan, Miss R Owen and Mr TM Prowse.

38 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mr CG Joyce and Mrs S Sprason.

39 **MINUTES (SC1)**

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

RESOLVED – the minutes of the meeting held on 7 May 2009 be confirmed and signed by the Chairman.

40 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

41 **EXTENDED SERVICES STRATEGY FOR CHILDREN AND YOUNG PEOPLE FOR HINCKLEY & BOSWORTH (SC2)**

The new Locality Extended Services for Children & Young People Strategy for Hinckley & Bosworth was presented to the Commission, which had been developed in liaison with a range of partnership organisations and presented through the Local Strategic Partnership and explained the local approach to improving outcomes and access to services for children and young people up to the age of 19.

Mr Gould arrived at 6.42pm.

Members asked how the service would be monitored and progress measured, and in response it was stated that the locality partnership had set up a performance framework. Members asked for a progress report in early 2010 to look at progress against outcomes.

RESOLVED –

- (i) the report be endorsed;
- (ii) a progress report be provided in March 2009.

42 QUESTION AND ANSWER SESSION WITH THE LEADER AND DEPUTY LEADER

The Leader and Deputy Leader of the Council were in attendance to answer questions posed by Members of the Scrutiny Commission with regard to the strategies and direction of the Administration.

Messrs Bill and Bray left the meeting at 7.35pm.

43 HRA CAPITAL PROGRAMME OVERSPEND 2007/08 COST OF INVESTIGATIONS AND MITIGATING MEASURES (SC7)

This report was prepared to follow up the Scrutiny Commission's review of the HRA overspend. It outlined costs of the investigation and mitigation measures put in place following identification of the overspend. It was explained that 'opportunity costs' referred to time spent on the issue by officers, which was additional work and did not take time away from other projects. The majority of work had been funded from other budgets and savings in the HRA revenue programme.

RESOLVED – the report be noted.

44 UPDATE OF CAPITAL PROJECTS (SC8)

Members were advised of progress made with regard to the Atkins Development, Council Offices relocation, Bus Station Development, Hinckley Club for Young People, the Leisure Centre and the sporting hub.

The Atkins Development

It was noted that the initial repairs had been completed and the building was now weathertight and it was anticipated that work on the car park would be brought forward and the car park would be opened to coincide with the Christmas Lights switch-on.

Council Offices

Officers reported that they hoped to move some staff into the top floor Goddard building as anchor tenants on a temporary basis, with capacity for 145 workstations. A longer term solution would then be needed, particularly when the current lease on Florence House expired.

Bus Station

It was stated that the development agreement for the bus station had been finalised and the design had been worked up in more detail. Pre-application events with residents and businesses would soon be taking place with a completion date for the entire project of 2014. Members felt that progress on plans for the bus station should be publicised more so the public were aware that progress was being made.

Hinckley Club for Young People

Members were reminded that planning permission had been granted on 5 May and after commencing the tender process discussions were now underway with the preferred contractor. It was explained that of the £5.7m budget, £4.5m would come from central government My Place funding with the remainder provided by the Borough Council.

Sporting Hub

Ambitious plans for a possible sporting hub alongside the A47 were shown with a wide range of facilities including an athletics track and velodrome, which were endorsed by Members.

Leisure Centre

Due to the re-assessment of the capital programme, it was explained that the decision had been taken to allocate a sum of £560,000 to maintaining and improving the current Leisure Centre, particularly to improve the customer facing areas. It was anticipated that works would commence in September/October 2009 and that the facility would remain open throughout.

RESOLVED – the report and progress made on projects be noted.

45 PERFORMANCE MANAGEMENT AND CORPORATE PLANNING FRAMEWORK (SC3)

Members were provided with the Council's end of year performance position for 2008/09. Members asked if the figures could be compared to the best performing authority in the country and look in more detail at their processes.

Mr Gould left the meeting at 8.26pm and returned at 8.29pm.

RESOLVED – the report be noted.

46 RISK MANAGEMENT FRAMEWORK – END OF YEAR REPORT 2008/09 (SC4)

The Scrutiny Commission was advised of progress made to manage strategic and operational risks and the development of the Council's risk management arrangements.

RESOLVED –

- (i) the Strategic Risk Register be endorsed as an accurate account of the current strategic risks facing the authority;
- (ii) the Risk Management Implementation Plan 2008/09 be endorsed.

47 STREET CLEANSING REVIEW (SC5)

Members were provided with the final report and proposals to improve the Street Cleansing Service. Members were informed that officers would engage with parishes to identify problem areas and to share rotas so they knew when streets in the parish were being cleaned.

A Member expressed concern with regard to the lack of cleanliness in some unadopted roads and asked if anything could be done about this. In response it was stated that the contract only covered public adopted roads. Members were supportive of the review's conclusions and proposals.

Mrs Francks left the meeting at 8.39pm and returned at 8.42pm.

RESOLVED – the findings of the review be endorsed.

48 EXTERNAL FUNDING FOR THE APPOINTMENT OF MASTERPLANNING CONSULTANTS (SC6)

Members were informed of the successful bids for funding towards the sustainable urban extensions for Barwell and Earl Shilton and the Masterplanning Consultant selection. It was explained that the Local Strategic Partnership maintained ownership of the project and key agencies were engaged. In response to a Member's concerns it was stated that the Barwell and Earl Shilton Scrutiny Group would monitor the project.

RESOLVED – the report be noted and recommendations be endorsed.

49 NHS INFORMATION PAPER (SC9)

Further to the Scrutiny Commission's input into the PCT's Community Healthcare review, Members were reminded that the NHS had agreed to now use the Scrutiny Commission as a consultee. An information paper was therefore presented to the Commission to spread awareness of a change to the continence product supply arrangements taking effect in October 2009.

50 OVERVIEW AND SCRUTINY ANNUAL REPORT 2008/09 AND WORK PROGRAMME 2009/10 (SC10)

Members received the draft Annual Report for 2008/09.

RESOLVED – the Annual Report be agreed.

With regard to the draft work programme for 2009/10, it was suggested that LAA2 targets for sport, review of Council Procedure Rules (Constitution), and equalities be included in the work programme. Possible reviews for the year were discussed, including older people, public transport, the GP referral scheme and parking. It was recommended that the topics of Older People and Public Transport should be the two priority areas for review.

RESOLVED – the work programme be agreed and the areas of Older People and Public Transport be reviewed.

51 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC11)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

52 MINUTES OF SELECT COMMITTEES

Minutes of the Finance & Audit Services Select Committee held on 29 April 2009 (SC12) were received.

(The meeting closed at 9.05 pm)

SCRUTINY COMMISSION – 30 JULY

REPORT OF DEPUTY CHIEF EXECUTIVE

RE: HINCKLEY AND BOSWORTH COMMUNITY SAFETY PARTNERSHIP

1. PURPOSE OF REPORT

To update Scrutiny on current performance, challenges and successes in relation to the Hinckley and Bosworth Community Safety Partnership.

2. RECOMMENDATIONS

- (i) That the Scrutiny Commission notes the content of this report;
- (ii) That the Community Safety Manager continues to provide the Scrutiny Commission with six monthly Community Safety Partnership performance update reports.

3. BACKGROUND TO THE REPORT

3.1 The Hinckley and Bosworth Community Safety Partnership's three year crime and disorder reduction plan was agreed and published on 1st April 2008 and is available for viewing at www.hinckley-bosworth.gov.uk under Community Safety.

3.2 The Partnership has completed a refresh of the above plan and has agreed revised priorities and action plans to meet emerging performance challenges outlined in this report. The refreshed plan has been published on the above mentioned web site. The refreshed priorities for the Partnership are:

- 1. Tackling Anti-Social Behaviour including criminal damage, criminal damage by fire and anti-social driving.
- 2. Reducing Violent Crime including all categories, domestic violence, hate crime and alcohol related violent crime within the night-time economy (Hinckley Town Centre).
- 3. Reducing Serious Acquisitive Crime especially theft from vehicle and burglary other than dwelling also including the priority crime reduction area of Earl Shilton and Barwell.
- 4. Substance Misuse Harm Reduction including drug and alcohol awareness and providing support services.

3.3 The following remain as "golden threads" that run through all the above priorities and supporting action plans:

- 1. Reducing re-offending and providing diversionary opportunities to those most vulnerable to re-offending a first time offending
- 2. Improving the confidence of the public
- 3. Ensuring Equality of Service

4. **PERFORMANCE**

4.1 As well as fortnightly Delivery group tactical assessments the Partnership now uses a new quarterly assessment that provides all partners with an overview of performance in relation to crime and disorder in the Borough. A copy of the assessment is shown at Appendix A and can be provided to members on a quarterly basis in future if required.

4.2 Performance Overview Quarter to end of May 2009

- The total recorded crime trend is still decreasing however, as predicted in previous reports, there is an increasing upward trend linked to the economic downturn. This trend is similar to that experienced across the County and nationally.
- Overall Violent Crime compared to the previous year is above target. Domestic violence now accounts for 38% of violent crime a substantial increase.
- Serious Violent Crime is on target
- Serious Acquisitive Crime (burglary, vehicle crime and robbery) is above target especially in relation to domestic burglary though a number of persons have recently been arrested and this trend has since reduced.
- Criminal damage is above target. In order to combat this growing trend the Partnership has identified 8 “hot spot locations” in the Borough on which it will focus its attention.
- Anti-Social Behaviour has decreased though continuing to tackle anti-social behaviour remains a priority concern for the public.

4.3 Despite increasing trends the Partnership is generally performing inline with its Crime and Disorder Reduction Partnership family group. The Partnership is now ranked 9th out of 15 compared to 11th in the first quarter of the year. The Partnership is performing better than its peers in relation to robbery and its position has improved in relation to vehicle crime.

4.4 Improving Public Confidence

4.4.1 The Partnership has implemented an Improving Public Confidence Action plan aimed at improving public confidence and reassurance that the Police, Council and Partnership are dealing effectively with anti-social behaviour.

4.4.2 Although satisfaction in dealing with racist incidents has improved from 64.3% in 2008 to 84.6% in 2009 public satisfaction levels in relation to dealing anti-social behaviour has fallen from 66.7% to 62.6%.

4.4.3 The Partnership has adopted both National Indicators NI 21 and NI24 to measure public confidence and supports the County Improving Public Confidence Board’s objectives in raising public confidence and reassurance levels.

4.4.4 The Partnership is currently using a number of surveys to fully understand and respond to public perceptions including a new monthly CRAVE surveys and other public surveys including the County Places Survey, Leicestershire Constabulary User Satisfaction Survey and the British Crime Survey.

5. CHALLENGES

5.1 In summary the Partnership faces the following challenges over the coming year:

- Increase in levels of serious acquisitive crime due to economic downturn especially burglary and vehicle crime
- Increase in assault with less serious injury especially in relation to domestic violence increases and a particular hot spot within the Hinckley Town Centre's night time economy
- The need to increase public satisfaction levels in relation to anti-social behaviour and thus improve public confidence and reassurance
- The need to tackle increasing trends in criminal damage especially in identified hot spot locations.

5.2 Partnership priority action plans are in place to tackle the above

6. SUCSESSES

6.1 There remains a decreasing trend in all crime across the Borough and the Partnership is performing in line with its family group peers.

6.2 Satisfaction levels in dealing with racial or religiously aggravated offenses has improved significantly

6.3 There has been only one distraction burglary in the Borough since March 2009. This particular type of crime has been a focus for the Partnership.

6.4 The new Community House in Barwell is now open and will provide agency opportunities to tackle crime and disorder and other social issues in this priority neighbourhood location

6.5 The Council with its partners has embarked on a Beacon Round 10 Year "After Dark" aimed at tackling alcohol related crime and disorder in the night time economy and promoting safe, sensible and sociable drinking.

7. FINANCIAL IMPLICATIONS [AB]

None relating directly to the report.

8. LEGAL IMPLICATIONS [AB]

None raised directly by this report

9. CORPORATE PLAN IMPLICATIONS **COUNCIL VISION**

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

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

10 CONSULTATION

This report has been compiled through consultation with the Hinckley and Bosworth Community Safety Partnership's Executive Board that includes statutory representatives of Leicestershire Constabulary, Leicestershire Police Authority, Leicestershire County Council, Leicestershire Fire and Rescue, Leicestershire DAAT and Voluntary Action Hinckley and Bosworth

11 RISK IMPLICATIONS

Management of significant (Net Red) Risks		
Risk Description	Mitigating Actions	Owner
Performance Risks identified as challenges under section 5 of this report	Partnership Plan refreshed and priorities reviewed and action plans in place to tackle emerging challenges	Ron Grantham

12. RURAL IMPLICATIONS

The impact on rural areas of the Borough have been addressed within the Partnership's Refreshed Crime and Disorder Reduction Plan 2009/2010.

13. CORPORATE IMPLICATIONS

The following implications have been taken into account:

- Community Safety – throughout the report
- Rural Implications – within Partnership Plan 2008/2011
- Environmental Implications – None Directly arising from the repo
- ICT Implications – None directly arising from the report
- Asset Management – None directly arising from the report
- Human Resources – None directly arising from this report
- Voluntary Sector – VAHB is member of Partnership's Executive Board

Background papers: Hinckley and Bosworth CDRP Current Crime and Disorder Performance Assessment

Contact Officer: Ron Grantham, Community Safety Manager ext 5832

HINCKLEY CDRP CURRENT CRIME & DISORDER PERFORMANCE



Period – April to May, 2009

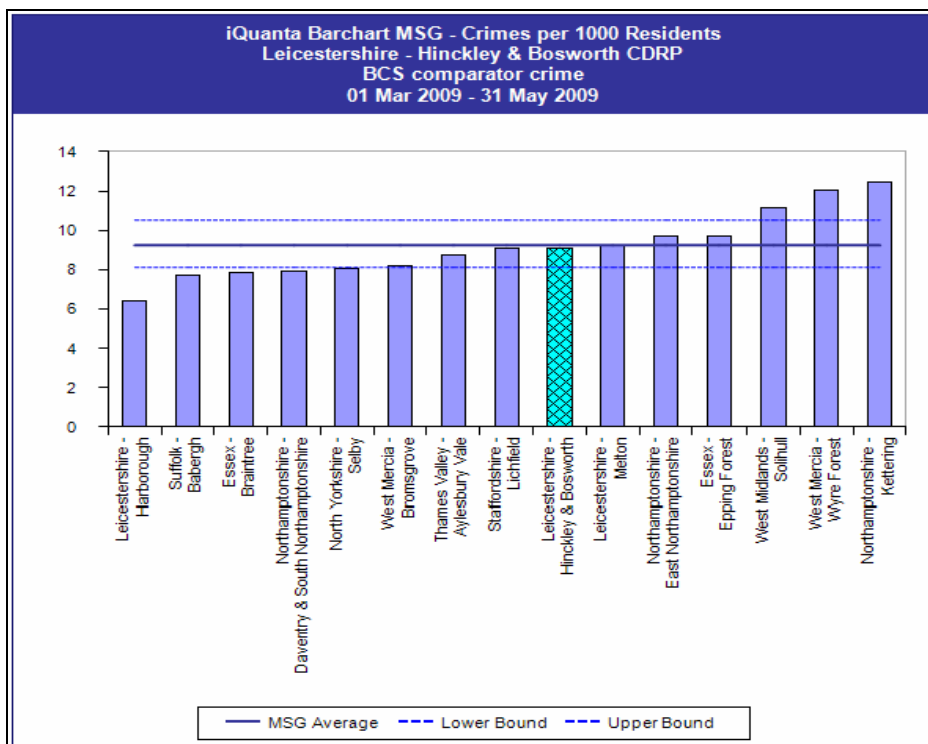
Prepared by – Karen Earp, Partnership Analyst

PERFORMANCE OVERVIEW

- **Total recorded crime** at the end of May is 117 crimes. The trend based on twelve months of data is decreasing, however the last 3 months shows an increasing trend (*trends from iquanta projection data – May 09*).
- **Violent Crime** is above its Year to date target by 34 crimes for violent crime.
- **Serious Violent crime** (NI15) is on target with 5 crimes in total.
- **Assault with less serious injury** (NI20) is 22 crimes above target with 92 crimes year to date.
- **Serious acquisitive crime** is above target by 27 offences mainly due to a spate of burglaries. Offences have decreased significantly since the arrest of several nominals.
- **Criminal damage** is 54 crimes above target
(*Figures taken from crime reduction dashboard 2008/09: May 2009*).
- **Anti- Social Behaviour** has 34 incidents less incidents in April and May than for the same period last year.
(*Figures taken from Anti-Social Behaviour Dashboard: May 2009*)
- There were 12 **Racial or Religious Aggravated Crimes** during the last 3 months (April to June).
(*Figures taken from Leicester Constabulary MIG*)

HINCKLEY CDRP CURRENT CRIME & DISORDER PERFORMANCE

- The CRAVE survey** is being conducted monthly from April 2009. However the current sample size is small and therefore is **not** statistically reliable, particularly a LPU level. The data is not likely to be statistically reliable until March 2010 and therefore no inferences or conclusions are made in this document.
- User Satisfaction Surveys** conducted by Leicestershire constabulary show Hinckley and Bosworth's satisfaction in dealing with racist incidents (July08-June09) has risen from 64.3% in 2008 to 84.6% in 2009. Hinckley and Bosworth CDRP is performing in line with all other districts in Leicestershire. Hinckley and Bosworth's satisfaction in dealing with ASB incidents (July08-June09) has fallen from 66.7 in 2008 to 62.6% in 2009. Hinckley and Bosworth CDRP is performing worse than all other districts in Leicestershire including the city for ASB user satisfaction levels.
- The iQuanta** overview report for Leicestershire CDRP's shows that Hinckley & Bosworth CDRP is generally performing inline with its peers for 'All Crime'. The CDRP is performing better than its peers for Robbery and is showing improvements in Vehicle Crime. The CDRP is now performing in line with peers for Racially or Religiously Aggravated offences which is an improvement since March 09. Distraction Burglaries have shown a significant improvement with only one recorded offence since March 09. The chart below shows Hinckley's position in relation to its family groups for BCS Comparator Crime. Hinckley is just below the average with 9.1 crimes per 1000 residents an improvement since March09. The CDRP is now ranked 9/15 compared with 11/15 in March09.



PRIORITY ONE – VIOLENT CRIME REDUCTION

Violent Crime

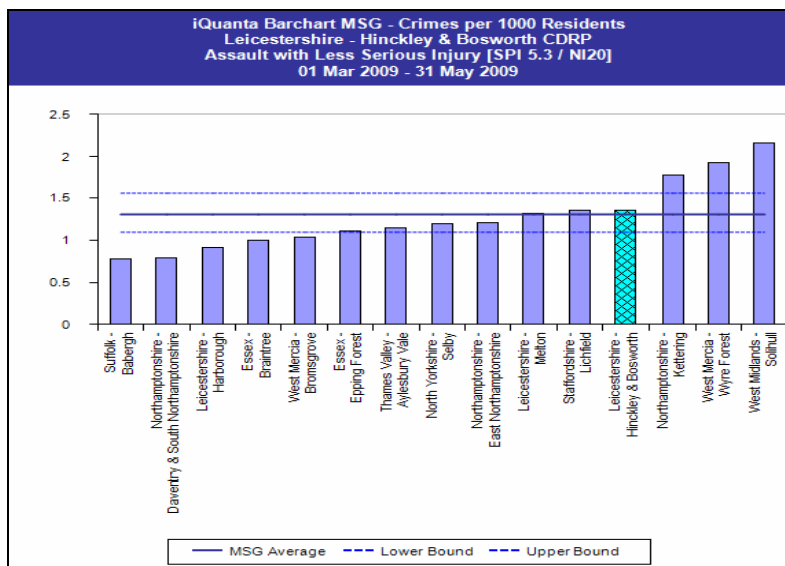
The crime reduction dashboard 2008/09 for May 2009 shows that the CDRP is above its Year to date target by 34 crimes for violent crime.

Serious Violent crime (NI15) is on target with 5 crimes in total. 2 of the offences were in Hinckley Town Centre and were linked to the night time economy. There were no domestic or racially or religiously aggravated serious violent crimes.

iQuanta data shows Hinckley and Bosworth CDRP performing significantly better than average against their peers and is ranked 3/15.

Assault with less serious injury (NI20) is 22 crimes above target with 92 crimes year to date. There are two hotspots of note Barwell Town with 18 incidents and Hinckley Town Centre with 20 incidents. Analysis of the incidents shows that 38% (35) are domestic incidents. There were no were racially or religiously aggravated offences.

iQuanta data for assault with less serious injury shows an improvement since March09 with CDRP now below the upper boundary level and performing inline with its peers. (see chart below).



Domestic Abuse

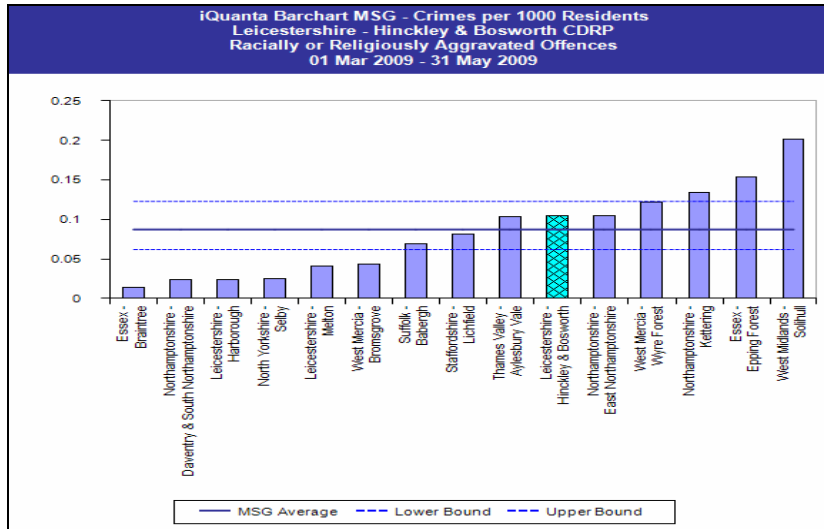
Performance targets for 2009 onwards are currently being decided.

Hate Crime

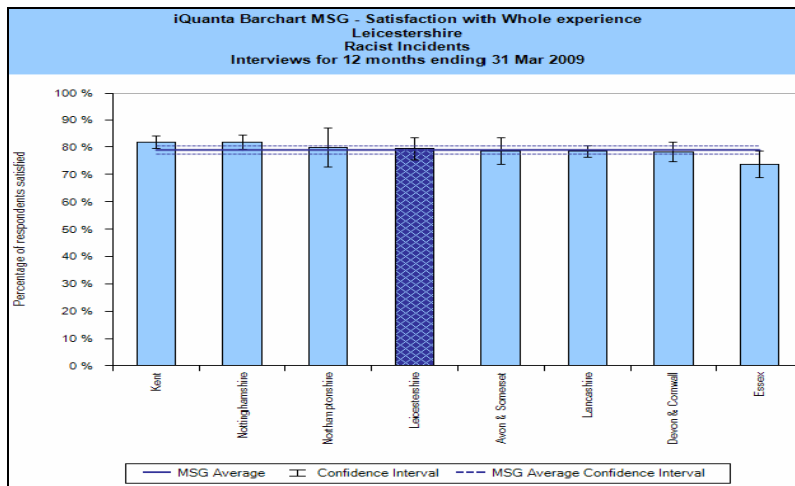
Police performance figures show there have been 12 racial or religious aggravated crimes during the last 3 months (April to June). None of the crimes have been detected as yet.

iQuanta data shows that Hinckley is now below the upper boundary for racially or religiously aggravated crime and is now in line with peers ranked 10/15 (see chart below) an improvement from 13/15 in March 09.

HINCKLEY CDRP CURRENT CRIME & DISORDER PERFORMANCE



iQuanta crime type rankings of overall satisfaction in dealing with racist incidents shows Leicestershire as having a 75.4% - 83.3% satisfaction rate an improvement on Satisfaction levels 31 Dec 2008 (73.2% - 81.2%).



User Satisfaction; Leicestershire Constabulary conducts its own user satisfaction survey. Victims of crime and ASB are contacted by the call back bureau. (Currently these results are not reported to the Home Office and are used for internal use to improve performance).

Hinckley and Bosworth Satisfaction in dealing with racist incidents (July08-June09) has risen from 64.3% in 2008 to 84.6% in 2009. The target is 82%.

The breakdown of components for ASB User Satisfaction are as follows

	Hinckley & Bosworth	South Area Average
Contact	90.9%	93.6%
Action	69.2%	76.4%
Follow Up	76.9%	79.6%
Treatment	92.3%	90.9%

Hinckley & Bosworth are performing in line with other districts in Leicestershire although Actions are lower than the average for the south.

PRIORITY – AQUISITIVE CRIME

NI18 Reduction in offending rates by Adults under probation supervision
 NI19 Reduction rate of re-offending by young people

Serious Acquisitive crime

Serious acquisitive crime (NI16) is above target by 27 crimes. Burglary dwelling is the main cause of this which is also 27 crimes over target (*Crime reduction dashboard: May 2009*)

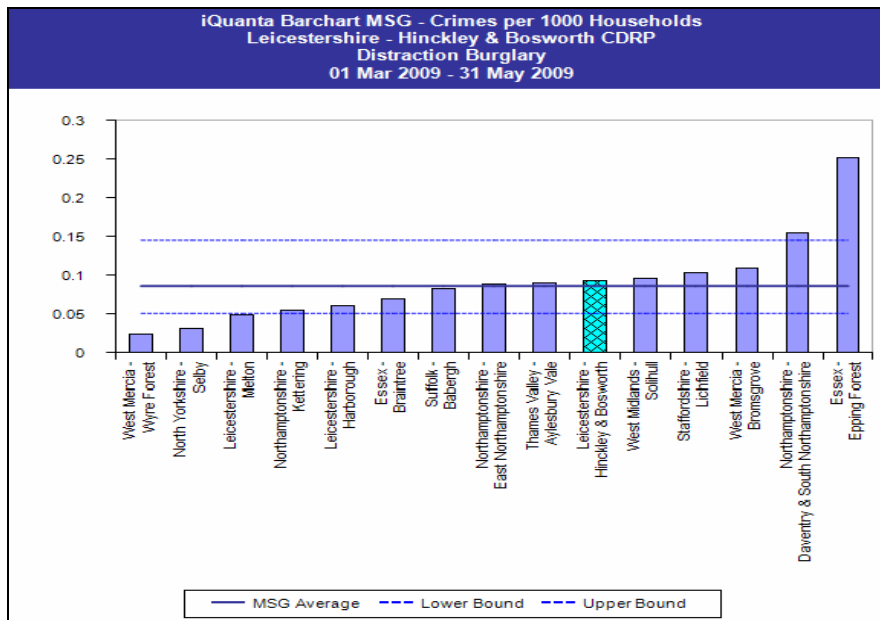
The main cause of this increase was the activity of several nominals offending in the Hinckley and Bosworth area. A recent burglary operation has seen several arrests which include cross boarder nominals from Warwickshire who were responsible for several car key breaks and a prolific burglar. Also two nominals were arrested who were responsible for a flurry of shed breaks. Burglaries and OTD's have been significantly lower over the last few weeks suggesting these were the main people responsible.

IQuanta data for serious acquisitive crime shows that Hinckley and Bosworth is generally performing in line with peers and significantly better than its peers for Robbery.

Distraction Burglary

There has only been one recorded distraction burglary in Hinckley over the past three months. This suggests the Distraction Burglary problem Profile has had some success.

IQuanta data Hinckley is now performing inline with peers and is ranked 10/15 as the chart below shows.

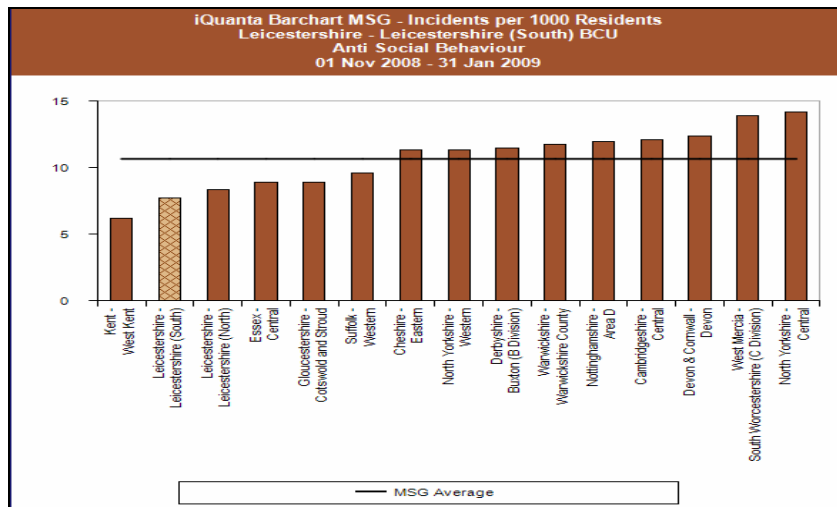


PRIORITY – Anti-Social Behaviour

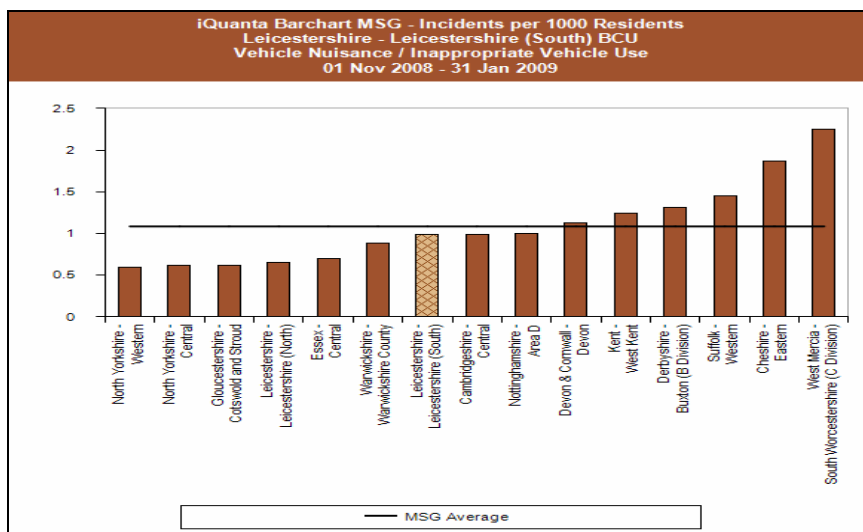
Anti-Social Behaviour

The Anti-Social Behaviour Dashboard May 2009 shows that Hinckley & Bosworth has had 134 less ASB incidents in April and May than for the same period last year. The largest category of ASB is Nuisance and Rowdy behaviour (ARR) which makes up 60% of all ASB (385 incidents). The second largest category is Vehicle nuisance and inappropriate behaviour (AVN) which makes up 12% of all ASB in Hinckley and Bosworth (80 incidents).

iQuanta data shows that South Leicestershire has the second lowest level of reported ASB when compared against its family members (see below). The category for nuisance and rowdy behaviour (ARR) shows a similar picture.



Nuisance vehicles and inappropriate vehicle use is still below average but ranked seventh (see chart below). Over the last few years mini- motos have increased in popularity and the number of calls relating to the noise and dangerous driving of these vehicles has increased. The amount of Abandoned vehicles on the South area is higher than average. This likely to be due to large rural area that South Leicestershire covers



HINCKLEY CDRP CURRENT CRIME & DISORDER PERFORMANCE

User Satisfaction: Leicestershire Constabulary conducts its own user satisfaction survey. Victims of crime and ASB are contacted by the call back bureau. *(Currently these results are not reported to the Home Office and are used for internal use to improve performance).* Hinckley and Bosworth Satisfaction in dealing with ASB incidents has fallen from 66.7 in 2008 to 62.6% in 2009.

The breakdown of components for ASB User Satisfaction are as follows

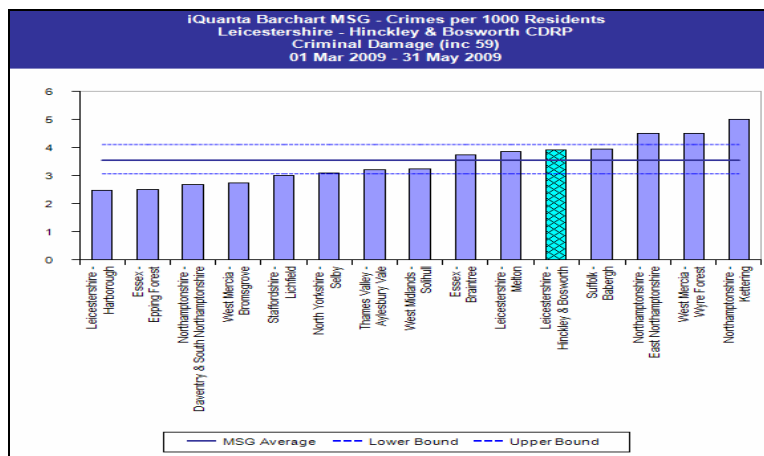
	Hinckley	South Area Average
Contact	89.3%	92.2%
Action	54.5%	64.5%
Follow Up	35.1%	44.9%
Treatment	77.2%	80.8%

Hinckley and Bosworth CDRP is performing worse than all other districts in Leicestershire including the city for ASB user satisfaction levels. Action and follow up satisfaction levels are particularly low with all other districts scoring between 57% and 85% for Action and between 42.4% and 85% for follow up.

N.B. These results are not statistically significant at LPU level but are a strong indication of strengths and weaknesses.

Criminal Damage

Criminal damage is another indicator of ASB. The crime reduction dashboard shows that criminal damage is 54 crimes above target. iQuanta data shows that Hinckley and Bosworth is improving and is now performing inline with its peers (see chart below).



As criminal damage is a high volume crime it is often difficult to focus resources. The pyramids of criminal damage give some focus showing that 12.3% of criminal damage occurs on 8 streets. These top streets and number of incidents are shown in the table below. Also criminal damage linked to ASB is now reported on in the fortnightly CDRP Tactical Assessment.

Analysis of the last three months shows the main hotspot location as the town centre. The most common damage is to windows of small business and shops usually caused by thrown stones or bricks. There are a small number of arson incidents and climbing on the roofs of properties.

Other smaller hotspots are Tudor Road and Ferness Road, Hinckley and Dragon Lane and Main Street in Newbold Verdon.

Street	Town	Number of Incidents
HIGH ST	BARWELL	19
RUGBY RD	BURBAGE	14
TUDOR RD	HINCKLEY	14
WOOD ST	EARL SHILTON	13
ALMEYS LA	EARL SHILTON	12
CASTLE ST	HINCKLEY	11
MAIN ST	NEWBOLD VERDON	10
STATION RD	HINCKLEY	10

PRIORITY – SUBSTANCE ABUSE HARM REDUCTION

Assault with less serious injury (NI20) is 22 crimes above target with 92 crimes year to date. One of the main hotspots is Hinckley Town Centre with 20 incidents. The majority of incidents in this location are related to the local pubs and clubs and are therefore alcohol related offences.

NI115 - Outcomes relating to young people and substance abuse - DAAT to set targets.

NI40 - Drug users in effective treatment – Reporting by DAAT

CROSS CUTTING THEME - IMPROVING PUBLIC CONFIDENCE

Hinckley & Bosworth CDRP use two national indicators to measure public confidence.

These are:

- NI21 Dealing with local concerns about anti-social behaviour and crime issues by the council and police.
- NI24 Increased satisfaction with the way that the police and councils are dealing with ASB and Crime.

Targets/Baselines around improving public confidence are currently being set. There are several surveys in place to measure public confidence and user satisfaction.

- The CRAVE survey - perceptions based survey measuring **C**onfidence, **R**eassurance, **A**ccessibility and **V**isibility. These surveys will be conducted monthly from April 2009.
- The Place Survey conducted by local authorities.
- Leicestershire Constabulary User Satisfaction Survey. Victims of crime and ASB are contacted by the call back bureau. (*These results are not reported to the Home Office and are used for internal use to improve performance*)
- British Crime Survey.

These results will be looked at in more detail when available.

The CRAVE survey, May 2009 Analysis

In April 2009 Leicestershire Police began conducting surveys with local residents in South Leicestershire. Question 18b of the survey asks:

“It is the responsibility of police and local councils working in partnership to deal with antisocial behaviour and crime in your local area. So how much would you agree or disagree that the police and local councils are dealing with antisocial behaviour and crime issues that matter in your area?”

During May as in April 2009 244 surveys were conducted in the South area of Leicestershire. The samples are chosen to be representative of the local population within each CDRP and LPU by age, gender and ethnicity. The responses to date provide an indication of the areas where respondents are satisfied and unsatisfied with the police and local authorities' responses to crime and ASB issues. However it is important to note that the current sample size is small and as such at the moment is **not** statistically reliable, particularly at a LPU level. It is not anticipated that this data will be reliable until at least March 2010 dependent upon the number of responses. Inferences and hypothesis about emerging locations of low confidence can be made but this will currently not be supported by statistical data.

Although it must be remembered that the data is not yet statistically reliable the data showed of the respondents surveyed throughout May 2009 155 (64%) strongly agreed or tended to agree that the police and local councils on the South Area are dealing with ASB and crime issues that matter in their area. This is a decrease of 3% of respondents in comparison to the survey conducted in April. 14% of respondents (33 respondents) either strongly disagreed or tended to disagree that we are addressing the important issues. This is also a decrease of 1% in comparison to the survey conducted in April. 23% of respondents neither agreed or disagreed or did not know if the police and local councils were tackling the issues that mattered. This is an increase of 5% of respondents who do not know whether the Police and local councils are tackling the issue that matter.

SUMMARY

Areas we are performing well in.

- **BCS Comparator Crime/ All Crime** There is a decreasing trend in 'All Crime' across Hinckley and Bosworth and the CDRP is generally performing in line with peers.
- **Racial and Religiously Aggravated Offences**, iQuanta shows H&B performing in line with peers. Hinckley and Bosworth Satisfaction in dealing with racist incidents (July08-June09) has risen from 64.3% in 2008 to 84.6% in 2009. The target is 82%.
- **Distraction Burglaries**: there has only been one recorded distraction burglary since March 09.

Threats!

- **All Acquisitive Crime** may show an increase in the future due to the economic climate. This would include Burglary dwelling, Burglary other than dwelling, Theft from motor vehicles and Theft of Motor Vehicles.
- **Assaults with less Serious injury** is above target. 38% of all offences since March 09 are domestic and there is a hotspot in the town centre related to the night time economy.
- **ASB User Satisfaction Levels** – June08 – July 09 figures are the lowest when compared against all other districts in the force particularly for Action and Follow Up of ASB Incidents.
- **Criminal Damage** is above target. Due to its links with ASB it could have a detrimental effect on ASB user satisfaction levels.

SCRUTINY COMMISSION – 30 JULY 2009

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES

RE: LOCAL DEVELOPMENT SCHEME REVIEW WORKING GROUP

1.0 PURPOSE OF REPORT

- 1.1. To advise Members of the Scrutiny Commission of the work undertaken by the Local Development Scheme (LDS) Review Working Group.
- 1.2 To advise Members of the Scrutiny commission of the conclusions reached by the LDS Review Working Group and of the way forward for this authority, taking into account these conclusions and the Public Examination of the Council's Core Strategy, which took place between 19 and 29 May 2009.

2.0 RECOMMENDATIONS

- 2.1 That the Director of Community and Planning Services presents a report to Council, making appropriate recommendations for revisions to the Local Development Scheme, in particular recommending an extension to the timescale for submission of the Site Allocations and Generic Development Control Policies Development Plan Document to the Secretary of State;
- 2.2 That arrangements be made for Member training sessions/briefing note on the Local Development Framework process, to emphasise the reasons (other than financial) for proceeding to the current timetable;
- 2.3.1 That the Scrutiny Commission recommends the need, wherever possible, for joint working across the county on strategic planning matters, particularly the identification and provision of sites for Gypsies and Travellers;
- 2.4 That Scrutiny Commission recognises the value of joint commissioning of evidence bases and the role of the county wide Housing, Planning and Infrastructure Group;
- 2.5 That the LDF Working Group be reconvened to reconsider the Council's position on Gypsy and Traveller sites.

3.0 BACKGROUND

- 3.1 Members will recall that, at Scrutiny Commission on 2 April 2009, the Director of Community and Planning Services presented a report entitled 'Local Development Scheme'. Following consideration of that report, Members decided that:-
 - (i) a Working Group be set up, chaired by Mr Bessant, along with four other Members;
 - (ii) the LDF Working Group be RECOMMENDED to re-form.

- 3.2 Accordingly, the LDS Review Working Group was established. The membership comprised Councilors' Bessant (Chair), P Hall, M Lay, K Nichols and R Ward. The Group met on two occasions, these being 21 April and 18 May 2009. Copies of the minutes of these meetings are attached as Appendix 1 to this report for Members' information.
- 3.3 At the meeting on 21 April 2009, the Group established its purpose and discussed the current timetable of the LDS. The Director of Community and Planning Services briefed the Group on his discussions with the Government Office East Midlands on several matters relating to the LDS, particularly:-
- The timetable for the LDS and extension of time for the publication of the Site Allocations Development Plan Document (DPD);
 - Inclusion of an Earl Shilton and Barwell Area Action Plan (AAP) DPD in the LDS;
 - Impact of the Regional Spatial Strategy on Housing and Gypsy and Travellers numbers.

Members raised some key questions which it was agreed would provide the focus of a further meeting before coming to conclusions on the way forward.

- 3.4 At its meeting on 18 May 2009, Officers presented answers to Members' questions from their previous meeting, particularly:-
- Development of original timetable for LDS;
 - Timetable for LDS – other Leicestershire authorities;
 - Development of proposals for Earl Shilton and Barwell Sustainable Urban Extensions (SUE's);
 - Implications of further delay on LDS.

- 3.5 At the conclusion of the meeting on 18 May 2009, it was decided that there was no need for a further meeting of the LDS Review Working Group, pending consideration of this report by Scrutiny Commission.

4.0 **FINANCIAL IMPLICATIONS (AB)**

- 4.1 Any amendment to the LDS will have financial implications in respect of the future Housing and Planning Delivery Grant awards. It is impossible to predict the amount at this stage and focus on the financial implications needs to be balanced against the need to ensure that the amended Local Development Scheme supports all of the development and regeneration objectives of this authority over the coming years.

5.0 **LEGAL IMPLICATIONS (AB)**

None raised directly by this report.

6.0 **CORPORATE PLAN IMPLICATIONS**

6.1 This report and its recommendations directly support all five of the Council's Aims:-

- Cleaner and Greener Neighbourhoods
- Thriving Economy
- Safer and Healthier Borough
- Strong and Distinctive Communities
- Decent, Well Managed and Affordable Housing

7.0 **CONSULTATION**

7.1 Discussions have taken place between the Director of Community and Planning Services and GOEM in respect of the proposals to amend the LDS timetable and include an Area Action Plan for Earl Shilton and Barwell SUE's.

8.0 **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Reputation Site Allocations DPD not produced to timetable.	Ensure that LDF Working Group fully considers Site Allocations DPD prior to its presentation at Council.	Director of Community and Planning Services/SLB

9.0 **RURAL IMPLICATIONS**

9.1 There are no additional specific implications for rural areas contained within this report.

10. **CORPORATE IMPLICATIONS**

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

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

Background papers: Local Development Scheme 2007 - 2010

Contact Officer: Trevor Prowse, Director of Community and Planning Services
Ext: 5694

HINCKLEY & BOSWORTH BOROUGH COUNCIL

LOCAL DEVELOPMENT SCHEME REVIEW
WORKING GROUP MEETING

MINUTES OF MEETING HELD ON TUESDAY 21 APRIL 2009 AT 6.30 PM
IN COMMITTEE ROOM 2

PRESENT

Councillor P Bessant (Chair), P Hall, M Lay, K Nichols, R Ward.

OFFICERS IN ATTENDANCE

T M Prowse.

1. PURPOSE OF WORKING GROUP

Councillor Bessant explained that the Group was a Working Group of the Scrutiny Commission once it has completed its work.

It will critically examine the Local Development Scheme, particularly in respect of process and specific timescales. It will recommend any agreed changes and evaluate the implications of any other options for change.

2. CURRENT LDS TIMETABLE

The Director of Community and Planning Services outlined the current timetable and indicated officers' views that the timetable for publication of the Site Allocations should be extended to January/February 2010.

He also indicated the need to include an Earl Shilton and Barwell AAP DPD into the LDS, probably in 2010/11.

It was AGREED that -

- (a) this group endorses current timetable for Core Strategy and Hinckley Town Centre AAP DPDs
- (b) this group endorses extension of timetable for publication of Site Allocations DPD to January/February 2010
- (c) this group endorses the inclusion of an Earl Shilton and Barwell SUE AAP DPD into the LDS during 2010/11

3. DISCUSSIONS WITH GOEM

The Director of Community and Planning Services briefed the group on his discussions with GOEM on several matters relating to the LDS. In particular:-

- LDS timetable – endorsed three months extension of time for publication of Site Allocations DPD
- Inclusion of Earl Shilton and Barwell AAP DPD in the LDS – endorsed proposal and suggested that this be timetabled for 2010/11
- Impact of Regional Spatial Strategy on Housing and Gypsy and Travellers numbers – agreed that the recently published RSS has no impact on housing numbers or pitches for gypsy and travellers to 2026 and that the Council are advised to continue to promote the numbers within its Core Strategy

4. **DRAFT OFFICER REPORT**

The Director of Community and Planning Services outlined the content of an officer report which was in the process of development. Essentially, it contains the proposals contained in Item 2 above, together with other minor proposed amendments to the LDS.

It was AGREED that officers progress their report as outlined above through the decision-making process.

5. **DISCUSSION AND DEVELOPMENT OF ACTION PLAN**

Following a wide ranging discussion on the Local Development Framework and Local Development Scheme, the following actions were AGREED:-

- that officers respond to the question “Why did we set the timetable as we did?” – Director of Community and Planning Services to arrange for the attendance of appropriate officers at the next meeting
- that officers explain why and when the decision was made to move major housing development from Hinckley to SUEs at Earl Shilton and Barwell
- that officers provide copies of LDS timetables for other Districts in Leicestershire
- that officers consider the implications (financial, procedural and reputational) of delaying the timetable further than the three-month period and report back to the meeting
- that the LDF Working Group be reconvened (meeting agreed for Tuesday 9 June 2009 at 6.30 pm)

6. **DATE AND TIME OF NEXT MEETING**

Monday 18 May 2009, 6.00 pm

HINCKLEY & BOSWORTH BOROUGH COUNCIL

LOCAL DEVELOPMENT SCHEME REVIEW

WORKING GROUP MEETING

**Minutes of Meeting Held on Monday 18 May 2009
6.30pm in Committee Room 1**

Present: Councillor Paul Bessant (Chair)
Councillor Peter Hall
Councillor Matthew Lay
Councillor Keith Nicholls
Councillor Reg Ward

Officers in Attendance: Bill Cullen – Deputy Chief Executive
Trevor Prowse – Director of Community & Planning
Services
Mike Brymer – Head of Business Development &
Streetscene
Tracy Darke – Development Services and Policy
Manager
Richard Palmer – Regeneration & Strategy Manager

1. **Welcome**

Councillor Bessant welcomed everyone to the meeting.
The Director of Community and Planning Services reminded everyone that this meeting is an internal Working Group and the documents circulated should be regarded as confidential to this Group.

2. **Apologies for Absence**

None.

3. **Minutes of Meeting Held on 21 April 2009**

Agreed as an accurate record of the meeting.

4. **Matters Arising**

4.1 The Director of Community and Planning clarified the following:-

Minute 2(b) – That any extension of 3 months to produce the Site Allocations DPD is dependent upon no major issues arising as a

result of the Public Examination into the Core strategy, which is due to commence on 19 May 2009.

Minute 2(c) – Following further discussion with the Consultants, the production of the Earl Shilton and Barwell SUE Area Action Plan DPD may be towards the end of 2010/11 or the beginning of 2011/12.

4.2 Councillor Lay enquired about why the timetable for production of the Site Allocations DPD followed so closely after the Core Strategy DPD. The Development Services and Planning Manager explained that the primary reason was that, until the Site Allocations DPD is at an advanced stage, the Council would be in a weakened position to resist applications from developers, particularly given, that currently, we have not got a 5 year supply of housing land. Examples were given where this situation has arisen:-

- Applications for housing in an adjoining authority;
- Application recently approved for employment land in Ratby in advance of approval of Site Allocations DPD;
- Councillor Lay cited housing development in the Markfield area in 1970's which had been developer led in the absence of robust planning policies.
- The financial reward offered through Housing and Planning Delivery Grant was secondary to this.

5. **Development of Timetable for LDS**

5.1 The Director of Community and Planning Services tabled a chronology of the development of this authority's LDS. Clarification was given by Officers in respect of the drivers for producing the challenging timetable, these being:-

- The need for the LDS to support the major growth and development in the area, both in respect of the policies themselves and the time of their production;
- The authority's desire to position itself in a lead position to secure developer contributions and community infrastructure arising from new developments;
- Encouragement and endorsement by GOEM to set a challenging timetable.

It was noted that opportunities had been taken to identify joint working with other Districts and that a number of joint commissioning exercises for support work to the LDF had delivered efficiencies for the council.

5.2 Following a lengthy discussion, Members **agreed** to the current timetable, subject to a three month extension on the production of the Site Allocations and inclusion of the Earl Shilton and Barwell SUE Area Action Plan.

5.3 In reaching their decision, Members noted the risks associated with the pioneering approach taken by this authority, these being:-

- Leading a new area of work;
- Working to different timelines across the County;
- Risk of reputation of the Council;
- Perception of the public in respect of the motives for following the course of action.

6. **Timetable for LDS – Leicestershire Authorities**

6.1 The Director of Community and Planning Services tabled a document which outlined the LDS timetable for all Leicestershire authorities and pointed out that, in essence, all except Melton had produced a timetable which is longer than ours, in most cases running to 2012.

The report was **noted** but Members concluded that the document introduced no new evidence to change our programme. In fact, Melton's original timetable showed it positioned in advance of HBBC's.

7. **Development of Proposals for Earl Shilton and Barwell SUE's**

7.1 The Deputy Chief Executive answered Members questions as to why the major development of housing was switched from Hinckley to the Earl Shilton and Barwell SUEs, which are now proposed (totalling 4500 homes).

He explained that, prior to the election in 2007, discussions had taken place with all main political groups to get a view on direction. At the same time, a county wide assessment of transport implications of development was being undertaken. This looked at five different options, including Barwell and Earl Shilton SUE. The Barwell and Earl Shilton SUEs scored well. It was also recognised that these would provide regeneration opportunities for those communities. The proposal received early cross party support through the LDF Working Group.

The Deputy Chief Executive, in answering a question from Councillor Lay, clarified that the amendment to the location of the SUE's had had no impact on the number of houses proposed for the rural areas.

7.2 Members **endorsed** the need for production of the Area Action

Plan as soon as possible and **recommended** that the LDF Working Group oversee this.

8. **Implications of Further Delay on LDS**

8.1 These had been identified at various points during the meeting as being:-

- Lack of robust policies exposes the Council to greater challenge from developers;
- Reputation of Council if it does not meet targets;
- Financial implications for external funding to support development.

9. **The Way Forward**

9.1 Director of Community Services and Chair of the LDS Review Working Group **agreed** to draft a report for Scrutiny Commission outlining the work of the Group and the conclusions reached. This is to include reference to the following:-

**TP/Cllr
Bessant**

- Need for Member training sessions/briefing note on LDF process, to emphasise the reasons (other than financial) for proceeding to current timetable;
- The need, where possible, for joint working across the county on strategic planning matters;
- Encouragement for cross county working on Gypsy and Traveller issues, in particular;
- Explanation of the need for the extension to the timetable for the Site Allocations DPD;
- The value of joint commissioning of evidence bases and the role of HPIG;
- Recognition of the balance of being a driver/pioneer in new areas of work against the risks of such an approach;
- The robustness of cross party groups, particularly where difficult decisions are required;
- The need to learn from others;
- The LDF Working Group to reconsider the Council's position on Gypsy and Travellers sites, including the number to be proposed – 26 initially and challenge future review of Gypsy and Traveller Needs Assessment.

9.2 The Chair closed the meeting and **agreed** that no date needed to be set for a further meeting at this stage.

ALL



A Borough to be proud of

Hinckley & Bosworth
Borough Council

REPORT NO SC18

Overview and Scrutiny Work Programme 2009/2010

ISSUE 2009/02: JULY 2009

Welcome to Hinckley and Bosworth Borough Council's Overview and Scrutiny Work Programme, which sets out the work to be carried out by the Council's Scrutiny Commission during 2009/2010.

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

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

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

The Work Programme ensures that Scrutiny's work is:

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

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

Councillor Matthew Lay
Chairman of Scrutiny Commission

SCRUTINY COMMISSION WORK PROGRAMME 2009/2010

1. Citizens' Panel Consultation Results

- Use the results of the survey improving Your Area as a Place to Live and Work to inform priorities and policy.
- Report on issues identified in the 2008 results of Council Priorities & Budget Spend.

2. Performance Improvement

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

3. Implementation of Rural Areas Review

- Annual progress report on implementation of outcomes.

4. Review of the Local Development Scheme Process

-

5. Joint Scrutiny Review – Concessionary Travel

6. Review of...

7. Community Safety Partnership

- Six-monthly report on progress of Partnership

8. Equalities Standard

- Scrutinise progress on Equalities

SCRUTINY COMMISSION

TIMETABLE

Scrutiny Commission - Thursday 30 July 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Review of Constitution (Procedure Rules)	Request of Commission	Ensure rules of debate are appropriate	All Corporate Aims	Head of Corporate & Scrutiny Services / Standards Committee	
	Report of LDS Review Working Group	Look at progress of review	Satisfaction that LDS process is effective	All Corporate Aims	Director of Community & Planning Services / Executive Member for Planning	
Performance Management Information	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee	All Corporate Aims	Director of Community & Planning Services	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6 monthly update	Reduction in crime and improved partnership working	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims	Head of Corporate & Scrutiny Services	

Scrutiny Commission - Thursday 10 September 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Review of Member Development	Scrutiny of activities	Ensure value for money training and development and assess progress towards achieving Member Development Charter	All Corporate Aims	Head of Corporate & Scrutiny Services / Member Development Champion	
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Developer Contributions update	Update progress since previous report (January 09)	Monitoring of section 106 contributions	Strong and distinctive communities	Executive Member for Planning / Director of Community and Planning Services	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 29 October 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Achieving Targets for Sport – LAA2	Review progress against targets	Increased physical activity and health promotion	Safer & Healthier Borough	Executive Member for Leisure / Deputy Chief Executive	Leicestershire Authorities / LSP
Performance Management Information	Citizens Panel Budget Priorities Consultation	Review and identify issues raised	Contribute to agreement of budget and Medium Term Financial Strategy	All Corporate Aims	Leader of the Council / Director of Finance	Citizens Panel
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive Member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 3 December 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate & Scrutiny Services / Head of Corporate & Scrutiny Services	
	Flexible working scheme – update	To update on progress made with flexible working	Monitor progress of scheme, costs and savings	All Corporate Aims	Executive Member for Corporate & Scrutiny Services / Director of Finance	
	Equalities Policy	To review implementation of policy	Improve equality and against equalities standard	Equality and fair treatment for all	Executive Member for Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 14 January 2010						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Director of Community & Planning Services	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	Quarterly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
	Developer Contributions update	Update progress since previous report (July 09)	Monitoring of section 106 contributions	Strong and distinctive communities	Executive Member for Planning / Director of Community and Planning Services	
Committee Management issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 4 March 2010						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 8 April 2010						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services Head of Corporate & Scrutiny Services	
	Parish & Community Initiative Fund	Consider proposed distribution of funding	Recommendations to Executive	Strong & Distinctive Communities	Executive Member for Rural Areas / Deputy Chief Executive	
	Housing & Planning Delivery Grant	Review of allocation and unsuccessful projects	Improved service delivery resulting from grant	All Corporate Aims	Executive Member for Planning / Director of Community & Planning Services	
Tracking of implementation with previous recommendations	Rural areas review	Review progress against previous recommendations		Strong and distinctive communities	Executive Member for Rural Affairs	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010

1. Programme for each key frontline service

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

2. Performance Management information – Performance indicators

- Scrutinise performance
- Data Quality
- Attendance Management

3. Other

- Commercial Properties: Council tax lost on vacant properties
- Council house voids: Council tax lost
- Payment of rates at Post Offices
- Housing Revenue Account

Council Services Select Committee – Thursday 13 August 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Green Space, Groundcare & Neighbourhood Wardens	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Cleaner & Greener Neighbourhoods	Executive Member for Green Space Deputy Chief Executive
	Annual Review of Children & Young People's Strategy	Monitor implementation of the Strategy	Ensure strategy is operating effectively	All Corporate Aims	Executive Member for Culture Cultural Services Manager
Performance Management Information	Performance Data 1 st quarter performance results	Scrutinise performance and Investigate how under-performance can be remedied and how all key measures of performance can be improved to top quartile	Ensure that the Executive delivers improvement to Council Services and addresses underperformance appropriately	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 1 October 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Environmental Health (inc Pest Control)	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Safer & Healthier Borough / Cleaner & Greener Neighbourhoods	Executive Member for Environmental Health Head of Community Services (Environment)
	Council tax lost on Council House voids	Request of Committee	Ensure income is not lost, make recommendations for reducing lost income	Thriving economy / Decent, well-managed and affordable housing	Executive Members for Housing and Finance Head of Community Services (Housing)/ Head of Revenues and Benefits
	Options for paying rates at Post Offices	Request of Committee	Better quality services and more community focused services	All Corporate Aims	Executive Member for Finance Head of Revenues and Benefits
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 19 November 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Revenues and Benefits	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Thriving Economy	Executive Member for Finance Head of Revenues and Benefits
	Commercial Properties – Council tax lost on empty properties	Request of Committee	Ensure income is not lost, make recommendations for reducing lost income	Thriving economy	Executive Member for Finance Estates and Asset Manager / Head of Revenues & Benefits
Performance Management Information	Performance Improvement – 6 monthly status	Monitor the quarterly Performance Reports to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately.	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 7 January 2010					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Housing	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Decent, well managed and affordable housing	Executive Member for Housing Head of Community Services (Housing)
Performance Management Information	Attendance Management	To monitor staff sickness absence	Reduction of sickness absence / continuation of good performance	All Corporate Aims	Executive Member for Corporate & Scrutiny Services Head of Corporate & Scrutiny Services
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 18 February 2010					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Performance Improvement – 3 rd quarter review	Monitor the quarterly Performance Reports to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately.	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 1 April 2010					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Development Control, Building Control & Local Development Framework	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	All Corporate Aims	Executive Member for Planning Development Services and Policy Manager
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

Council Services Select Committee – Thursday 13 May 2010					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Leisure Centre	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Safer & Healthier	Executive Member for Culture Cultural Services Manager
Performance Management Information					
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

FINANCE AND AUDIT SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010

1. Internal Audit Work Programme

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

2. Financial and Budget Monitoring

- Final Accounts 2007/08 (June 2009)
- Budget Strategy 2010/11 (August 2009)
- Quarterly Budget Monitoring (August & October 2009, February & June 2010)
- Capital Programme 2009/10 to 2012/13 (December 2009)
- Budget Proposals (February 2010)
- Final Council Tax Report (February 2010)
- Prudential Indicator Report (March 2010)
- Treasury management Report (March 2010)

3. Corporate Management

- Risk Management (June & December 2009)
- Annual Audit Plan (June 2009)
- ISA260 Annual Audit Letter (September 2009)
- Annual Audit and Inspection Letter (April 2010)

FINANCE AND AUDIT SERVICES SELECT COMMITTEE

Timetable

Finance and Audit Services Select Committee – Monday 3 August 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Budget Strategy 2010/11	Ensure value for money and transparency in the process	Ensure the Executive delivers good value and services	All Corporate Aims	Director of Finance / Executive Member
	Quarterly monitoring of Medium Term Financial Strategy	Request of Select Committee	Ensure Members are aware of current issues with regard to the budget	Thriving Economy	Director of Finance/ Accountancy Manager
Performance Management Information	Budget Monitoring 1 st Quarter 2009/10	Ensure Value for Money	Ensure Executive delivers good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
	Audit Block 1	Ensure that findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance / Internal Audit
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 14 September 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Commercial Estates Review – 6-monthly update	Request of Select Committee	To ensure performance of the Council's Commercial Estates Portfolio	Thriving Economy	Director of Finance/ Estates & Asset Manager
Performance Management Information	Audit Block 2	Ensure that findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	ISA 260 Report	Review work of External Auditors	Ensure matters raised by External Auditors are considered by Members	All Corporate Aims	Director of Finance
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 26 October 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 3	Ensure that findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Quarterly monitoring of Medium Term Financial Strategy	Request of Select Committee	Ensure Members are aware of current issues with regard to the budget	Thriving Economy	Director of Finance/ Accountancy Manager
	Budget Monitoring 2 nd Quarter 2009/10	Ensure Value for Money	Ensure the Executive delivers good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 7 December 2009					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 4	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Capital Programme 2009/10 to 2012/13	Backbench input to Capital Programme	Ensure the Executive provides good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
	Risk management progress report	To provide update on Risk management activities in the Council	To ensure Risk management stays embedded in the Council	All Corporate Aims	Principal Performance and Risk Management Officer
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 1 February 2010					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 5	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Revenue Budget and Council Tax Proposals 20010/11	Ensure Value for Money and allow backbench input into the Budget and Council Tax setting process	Ensure the Executive delivers good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
	Quarterly monitoring of Medium Term Financial Strategy	Request of Select Committee	Ensure Members are aware of current issues with regard to the budget	Thriving Economy	Director of Finance/ Accountancy Manager
	Budget Monitoring 3 rd quarter 2009/10	Ensure Value for Money	Ensure the Executive Delivers good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 1 March 2010					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 6	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Prudential Indicators and Treasury management Report	Ensure value for Money	Ensure the Executive delivers good value improving Services	All Corporate Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman

Finance and Audit Services Select Committee – Monday 12 April 2010					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 7	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Internal Audit Annual Report	To provide assessment of internal control	Assurance of internal control and risk management	All Corporate Aims	Director of Finance/ Internal Audit
	Annual Audit and Inspection Letter	Review work of External Auditors	Matters reported by External Auditors are considered by Elected members	All Corporate Aims	Director of Finance
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

AUGUST – NOVEMBER 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) or alternatively at:

The Main Reception, Council Offices, Argents Mead, Hinckley

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

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

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

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

RESPONSIBILITY FOR DECISIONS

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

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 AUGUST 2009 TO 30 NOVEMBER 2009

AUGUST 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
Memorial Safety Policy	Corporate & Scrutiny Services	Executive 5 August 2009		Funeral Directors & residents in Hinckley	Committee Report <i>(Caroline Roffey)</i>
Playbuilder Funding	Corporate & Scrutiny Services	Executive 5 August 2009			Committee Report <i>(Paul Scragg)</i>
Affordable Housing Policy and Core Strategy	Community & Planning Services	Council 11 August 2009			Committee Report <i>(Richard Palmer)</i>
LDF Amendments	Community & Planning Services	Council 11 August 2009	Scrutiny Commission 30 July		Committee Report <i>(Tracy Darke)</i>
Town Centre Area Action Plan	Community & Planning Services	Council 11 August 2009	Scrutiny Commission 30 July		Committee Report <i>(Tracy Darke)</i>
Monitoring Officer Annual Report	Corporate & Scrutiny Services	Council 11 August 2009			Committee Report <i>(Louisa Horton)</i>
Overview & Scrutiny Annual Report	Corporate & Scrutiny Services	Council 11 August 2009	Scrutiny Commission 18 June		Committee Report <i>(Louisa Horton)</i>

SEPTEMBER 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted (<i>Report Author</i>)
Environmental Health Commercial Service Plan	Community & Planning Services	Executive 16 September 2009			Committee Report (<i>Steve Merry</i>)
Housing Strategy	Community & Planning Services	Executive 16 September 2009			Committee Report (<i>Sharon Stacey</i>)
Adoption of open space at Waterside park, Ferndale grove and Netherley Court	Corporate & Scrutiny services	Executive 16 September 2009		Asset management, Legal	Committee report (<i>Caroline Roffey</i>)
Asset Management Plan 2009 & Commercial Estate Review Update. (Single Report)	Finance	Executive 16 September 2009			Committee report and Asset Management Plan (<i>Malcolm Evans</i>)
Constitution Update	Corporate & Scrutiny Services	Council 22 September 2009	Scrutiny Commission 30 July, Standards Committee 14 August		Committee Report (<i>Louisa Horton</i>)
Value for Money Report – Street Scene Services	Street Scene Services	Council 22 September 2009	Council Services		Committee report (<i>Mike Brymer</i>)

OCTOBER 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted (<i>Report Author</i>)
Adoption of County Physical Activity, Sports and Facilities Audit Strategies	Corporate & Scrutiny Services	Executive 28 October 2009		County-wide processes undertaken with all key stakeholders	Committee Report (<i>Bill Cullen</i>)

NOVEMBER 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted (<i>Report Author</i>)
Air Quality Management Area Order for Copt Oak	Community and Planning Services	Council 3 November 2009	Executive 28 October	Consultation with residents within order area	<i>Committee Report with Order</i> (<i>Robert Parkinson</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
Strategic Leadership and Direction of Travel	Councillor DC Bill (Leader) Mr S Atkinson (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: steve.atkinson@hinckley-bosworth.gov.uk
Community & Planning Services (including Car Parks, Development Services & Policy, Environmental Health (Commercial and Pollution), Housing and Licensing)	Councillor SL Bray (Deputy Leader) (Culture, Regeneration and Planning) Councillor DS Cope (Housing) Councillor Ms Moore (Licensing & Environmental Health) Mr T Prowse (Director of Community & Planning Services)	Tel: 01455 255694 Fax: 01455 890229 Email: trevor.prowse@hinckley-bosworth.gov.uk
Corporate & Scrutiny Services (including Corporate Services, Community Safety, Cultural Services, Emergency Planning, Green Space and Grounds Maintenance, Performance & Scrutiny)	Councillor SL Bray (Deputy Leader) (Community Safety, Cultural Services and Emergency Planning) Councillor DS Cope (Community Safety) Councillor Ms Moore (Green Spaces, Grounds Maintenance) Councillor DO Wright (Corporate Services, Performance & Scrutiny) Mr B Cullen (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 635692 Email: bill.cullen@hinckley-bosworth.gov.uk
Finance (including Accountancy, Customer Services, Estates & Asset Management, ICT, Internal Audit, Procurement and Revenues & Benefits)	Councillor KWP Lynch (Leader) Mr S Kohli (Director of Finance)	Tel: 01455 255607 Fax: 01455 251172 Email: sanjiv.kohli@hinckley-bosworth.gov.uk
Business Development & Streetscene Services (including Refuse Collection, Street Cleansing)	Councillor WJ Crooks (Refuse and Recycling) Councillor Ms Moore (Street Cleansing & Neighbourhood Wardens) Mr M Brymer (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: michael.brymer@hinckley-bosworth.gov.uk
Rural Issues (across all portfolios and including Village Centres)	Councillor WJ Crooks Mr B Cullen (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk

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

DECISION MAKING ARRANGEMENTS

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

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

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

The Council

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

Executive Functions

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

Overview and Scrutiny Functions

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

Regulatory Functions

In addition the Council has established committees to deal with regulatory issues, 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

COUNCIL SERVICES SELECT COMMITTEE

21 MAY 2009 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JC Bown, Mr DW Inman, Mr R Mayne, Mr K Morrell, Mrs J Richards, Mr BE Sutton and Mrs BM Witherford.

Officers in attendance: Mr Michael Brymer and Miss R Owen.

1. **APOLOGIES**

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

2. **MINUTES (CSSC1)**

RESOLVED – the minutes of the meeting held on 19 March 2009 be confirmed.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **PERFORMANCE MANAGEMENT FRAMEWORK (CSSC2)**

Members were provided with the Council's end of year performance position for 2008/09. It was noted that 65% of performance indicators had met their target, and 65% of indicators had improved on the previous year. With regard to the graph in paragraph 5.8 of the report which appeared to be in decline, it was explained that this did not indicate a decline in performance but due to the accelerated performance in the previous year which could not be improved upon or would be very difficult to improve upon.

Some issues around refuse and recycling collections were discussed including the public health implications of people leaving bags of rubbish in their gardens for prolonged periods and the refuse collectors leaving bins on the pavement after emptying. It was noted that the latter had been addressed as part of staff' appraisals. With regard to public health it was suggested that people leaving rubbish on their property could be dealt with by Environmental Health.

This Council's cost to waste ratio was highlighted as it was better than almost every other Council. It was also noted that the 08/09 outturn for cost of household waste had reduced further to £42.73 since the report had been

produced. Possibilities for the future of recycling were discussed, including types of vehicle available, and it was noted that these issues were being researched.

A Member asked why there were so many empty Council-owned residential properties, particularly in Earl Shilton, when there was a waiting list for such properties, and how many void council-owned commercial properties there were. It was agreed that a response would be sought from the relevant officers.

With regard to BV009 relating to the percentage of Council Tax collected, it was noted that this had not achieved the target and was worse than the previous year. Members asked that this be referred to the Finance & Audit Services Select Committee for review.

It was stated that two Leicestershire authorities had introduced a scheme to enable people to pay their Council Tax at the Post Office. Members felt that this would be advantageous in rural areas. It was suggested that the possibility of paying them at council outposts throughout the Borough should also be investigated.

RESOLVED –

- (i) those indicators achieving high performance be noted;
- (ii) information on empty council houses and commercial properties be reported to the next meeting;
- (iii) a review of BV009 be referred to the Finance & Audit Services Select Committee.

5. DRAFT COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010 (CSSC3)

Members were presented with the draft 2009/10 work programme. The following requests were made:

- Reports on Council tax on void residential properties and number of voids be brought to the next meeting;
- The report on commercial voids and NNDR lost be brought to the next meeting.

It was also agreed that responses to questions asked at the previous meeting be followed up.

RESOLVED – the 2009/10 work programme be agreed subject to the above amendments.

(The meeting closed at 7.37 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

9 JULY 2009 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JG Bannister, Mr JC Bown, Mrs A Hall, Mr DW Inman, Mr K Morrell, Mrs J Richards, Mr BE Sutton and Mrs BM Witherford.

Officers in attendance: Mr S Curtis, Mr M Evans, Miss L Horton, Mr J McGovern and Miss R Owen.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr AJ Smith.

2. **MINUTES (CSSC4)**

RESOLVED – the minutes of the meeting held on 21 May 2009 be confirmed.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **STREET SCENE SERVICES – VALUE FOR MONEY REPORT (CSSC5)**

Members were provided with an annual report on the value for money of Street Scene Services.

Mr Morrell arrived at 6.45pm.

Concern was expressed with regard to educating people on issues such as keeping their bins clean, advising people to revise their shopping habits in order to reduce wastage and encouraging home composting. In response it was stated that the Waste Education Officer was available to provide advice and could be contacted via the main Council telephone number. Members were also informed that Leicestershire County Council was running a food digester campaign and had paid to advertise this on the side of our refuse vehicles.

With regard to the new system for recycling cardboard, it was confirmed that larger items of cardboard could now be put out separately to the bags. It was also confirmed that recycling of Tetrapaks was being investigated.

A Member highlighted a problem with occasionally not having received a new bag for recycling paper after collection, and in response officers reported that they were aware of such issues and had regular meetings with the contractor

to ensure issues were addressed. Another Member asked why there appeared to have been a change in service and there was no longer co-ordination between refuse collection and the street cleansers operating in the area following this and suggested that it would be useful if residents and businesses were aware of the street cleaning rota. Officers agreed to investigate and respond to the Member.

The Select Committee asked that the staff in Street Scene Services be thanked for their hard work.

RESOLVED – the value for money services provided be endorsed.

5. ATTENDANCE MANAGEMENT 2008/09 (CSSC6)

The Select Committee received a report which detailed the Council's absence levels for 2008/09, outlining the types and causes of absence and a summary of actions taken. It was reported that there had been a dramatic decrease in sickness since 2006 which was due to the Attendance Management Framework and that active management of sickness.

Attendance was drawn to paragraph 3.6 and the comparison with other districts in Leicestershire, and Members asked that the 2008/09 figures for the remaining authorities be reported when known.

Officers were congratulated on the success of the framework.

RESOLVED – the report be noted.

6. NUMBER OF VOID COMMERCIAL PROPERTIES (CSSC7)

Members received a briefing note in response to a request at a previous meeting. It was reported that only one commercial property was vacant. A Member suggested that rent could be reduced in the current economic climate, but it was noted that this may lead to complaints from current tenants. However it was explained that new businesses could have a six-month license rather than taking out a longer lease.

Mrs Richards left at 7.50pm.

RESOLVED – the report be noted.

7. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010 (CSSC8)

Members were presented with the 2009/10 work programme. The Chairman stated that she would be unable to attend the next meeting, and it was agreed that a Chairman for that meeting would need to be elected at that time.

RESOLVED – the 2009/10 work programme be agreed.

(The meeting closed at 7.55 pm)

**Minutes for Barwell and Earl Shilton Scrutiny Working Group Meeting
Monday 8 June**

In Attendance

Councillor David Gould (HBBC), Councillor Chris Ladkin (Earl Shilton TC & HBBC), Councillor Janice Richards (HBBC), Councillor John Bown (HBBC), Roger Lomas (Earl Shilton Town Council), Andre Wheeler (Barwell Parish Council), Helen Harris (Leics C.C), Simon Jones (HBBC), Tracy Darke (HBBC), Richard Palmer (HBBC), Judith Sturley (HBBC).

Apologies

Councillor Moore, Councillor Franks

Minutes of the Meeting of 26 January 2009

These were accepted and endorsed

Larnaca report

There was a detailed discussion on the funding amounts incurred by this report and Tracy explained the breakdown of costs and how some extra costs arose through additional meetings, leaflets etc. However overall it was agreed that the report is a good comprehensive document.

Update on the Masterplan Exercise for the Sustainable Urban Extensions

A number of people expressed concern that not enough was happening on the Masterplanning since the Larnaca report had been completed. It was explained that this will change with the official appointment of the consultants later this month. At this point an inception event will be set up and key players will be invited. The consultants will need to engage with the findings of the Lanarca report in order to allow a robust scheme. Richard stated that the LDF Working Party will look at the process in detail. The need and desire to regenerate the 2 town centres through the actions put forward in the Masterplanning exercise was discussed.

Sporting Hub

Simon updated the Group concerning the proposal for a sporting hub adjacent to the football ground on the A47. In May 2008 a cross party working group looked at the proposal and said financially the proposal could 'stack up'. However since then, with the recession, the Council's budget has been reduced and there are insufficient resources in the capital programme so the project could be said to be 'on hold'. Simon stated that nevertheless Government Office for the East Midlands and Sport England are supportive of the scheme so the scheme is now 'a long-term vision'. Currently there has been a political decision to invest some money in the Hinckley town centre leisure centre that will enable new toilets,

changing and disabled facilities, a new boiler etc. This should extend the life of the leisure centre for another 5 years.

In terms of the sporting hub there will be a consultation exercise on the vision that the Council, plus the sporting bodies both nationally and locally, have devised.

Town Centre Manager

As a result of the item on the previous meetings agenda it was reported that, in May, Mark Hryniw wrote to Earl Shilton Town Council to offer advice on markets, CCTV, events, bus shelters, street furniture etc although he would not have the capacity to help to implement schemes. He also offered to send them any relevant information or leaflets.

Earl Shilton Bypass

It was agreed that the bypass had made a vast difference to the quality of life of the town. Helen said that she would find out when the vehicle weight restrictions will come into operation.

Action: Helen

The situation has been improving now that satellite navigation is being updated so more lorries are avoiding the town centre.

A concern was expressed over the amount of overnight parking that is taking place adjacent to the roundabout in Barwell.

Neighbourhood Action Teams

It was reported that Neighbourhood Watch in Earl Shilton is going well. There has been a downturn in crime over the last 2 years.

A refreshed plan is to be prepared for Earl Shilton using the template for Barwell's Neighbourhood Action Plan.

The Neighbourhood Action Plan in Barwell is incorporating the Parish Plan issues. Particular areas are sports and leisure and cleaner/greener matters.

Community House in Barwell is now seeking more revenue funding.

AOB

Earl Shilton Town Council is doing work on marketing and would like to link with the Masterplan consultants on promoting a better quality of image. As a place marketing issue they are to speak with Bill Cullen.

Judith reported on the application that had been made to the County's Place Shaping grant scheme in April for shop front/upper floor and environmental improvements in Barwell. Unfortunately this application had not been successful but this is still an aspiration for the area and if any other funding becomes available this will be looked at.

Date of Next Meeting

Monday 14th September at 6pm

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

15 JUNE 2009 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

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

Officers in attendance: Mr Michael Brymer, Mr D Bunker, Mr S Kohli, Mr D Moore and Miss R Owen.

Mr R Barnett from Bentley-Jennison was also in attendance.

1. **APOLOGIES**

No apologies were submitted however an error on the agenda was highlighted in that Mr Gould should be listed as a member of the Select Committee instead of Mr Inman.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **MINUTES (FASC1)**

It was noted that the final paragraph of minute no 5 should read ‘... at present only a commercial recycling service could be provided...’.

RESOLVED – the minutes of the meeting held on 29 April 2009 be agreed subject to the above amendment.

4. **RISK MANAGEMENT (FASC6)**

Members were advised on progress to manage strategic and operational risks and the development of the Council’s risk management arrangements. During presentation of the report it was noted that the Business Continuity Plan had been revised in light of new standards and risk 17 (Benefits subsidy overspend impacts on Medium Term Financial Strategy) had become a red risk due to the current economic climate.

RESOLVED –

- (i) the Strategic Risk Register be endorsed as an accurate account of the current strategic risks facing the authority;

- (ii) progress to develop action plans for the net red and amber risks be endorsed;
- (iii) the Risk Management Implementation Plan 2008/09 be endorsed.

5. PLASTIC & CARDBOARD KERBSIDE COLLECTION SERVICE (FASC7)

Further to a request at a previous meeting of the Select Committee, additional information was provided on the plastic and cardboard kerbside collection service.

In response to a Member's question about whether the authority could continue to increase recycling and remain cost effective, it was explained that we were in the top five in the country for cost/performance ratio so it was cost effective and also cheaper than landfill. It was also noted that the price for plastics had increased but that the tonnage collected in the blue recycling boxes had decreased, perhaps due to the current economic climate and people purchasing fewer bottled beverages. As such the new service was allowing the Council to achieve its agreed recycling targets.

RESOLVED – the report be noted and the value for money of the service be endorsed.

6. STRATEGY FOR INTERNAL AUDIT (FASC2)

Mr Barnett from Bentley Jennison presented the Internal Audit Strategy. He drew attention to page 10 of the agenda which set out considerations for the Select Committee. It was noted that five days' contingency was built into the strategy but that this was low compared to some authorities and wouldn't cover a lot of work. It was noted that if the Select Committee wished to request that work be undertaken in a particular area, the Director of Finance would look to see if days could be taken from another area.

RESOLVED – the strategy be noted.

7. FINAL OUTTURN 2008/09 (FASC3)

Members received a report which presented the final outturn for 2008/09. The Committee was reminded that a revised budget had been devised in January and savings had since been identified. It was noted that the Housing Revenue Account had recovered from the overspend.

With regard to the apparent overspend on the Goddard building and Atkins site, it was explained that this related to accelerated works and not extra costs, and that funding had been drawn down quicker than originally expected.

RESOLVED – the report be noted and recommendations be endorsed.

8. STATEMENT OF ACCOUNTS 2008/09 (FASC4)

The Statement of Accounts for 2008/09 was presented to the Committee before Council's approval being sought. It was noted that market value impairments on properties had had an impact. It was suggested that accounting practices caused the figures to appear unclear and worse than the actual situation.

RESOLVED – the report be endorsed.

9. ANNUAL CORPORATE GOVERNANCE STATEMENT (FASC5)

Members gave consideration to the Annual Corporate Governance Statement. It was highlighted that the statement showed sound systems of internal control.

RESOLVED – the report be endorsed.

10. CONCESSIONARY TRAVEL

The Director of Finance gave a verbal update on concessionary travel.

11. WORK PROGRAMME 2009/10 (FASC8)

Members gave consideration to the Select Committee's work programme for 2009/10.

RESOLVED – the work programme be agreed.

12. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 15 June 2009.

(The meeting closed at 7.45 pm)

MINUTES OF SCRUTINY ENVIRONMENT GROUP MEETING

Monday, 6 July 2009

Present: P Hall (Chair)
M Cartwright (Vice Chair)
D Inman
K Morrell
R Ward

Officers: M Burns, J Neachell, R Parkinson

1. Election of new Chairman

P Hall was elected chairman of the group and M Cartwright as vice-chair for the next year.

2. Apologies

G Bannister, M Lay

3. Minutes of last meeting 6 April 2009

Councillor Lay to be added to those present. MB Cartwright name amended.

4. Matters Arising

RP advised that the declaration of level one on NI 188 had been submitted to the DCLG hub via the County Council.

RP advised that regional funding was likely to provide additional support through the districts and County Councils CLIMA Group. This would assist in identifying the likely risks and future actions to adapt to the impact of climate change on council services.

The issue of member training is again being addressed at a county wide level – **JN** to action.

NI 186 CO₂ emissions per capita figures for 2005-2006 circulated showing no change in the CO₂ per capita but overall emissions are up but population also increased.

RP advised that he had a copy of the HECA report and would circulate it shortly. **RP** to Action

5.

Presentation on energy monitoring and measures taken.

A presentation was given by M Burns (Senior Building Surveyor) reporting on the full installation of the automatic monitoring devices installed on the Leisure Centre, Argents Mead and depot. It was confirmed that the system, once full training had been received, would enable typical profiles for energy and water use at the buildings to be established. Where exceeded due to unusual circumstances it could be configured to trigger alarm warnings to enable investigations to be carried out. M Burns identified some practical examples of savings already achieved, e.g. installation of Cistermiser controls on the urinals at Argents Mead had reduced the baseload by approximately half, giving an annual saving of approximately £800. Profiles were also shown for electricity use at Argents Mead, again identifying a baseload at Argents Mead of approximately £20,000 per year. This it was thought would be made up mainly of servers which require 24/7 operation and air conditioning. It was identified that work was being undertaken on the servers and this would assist in reducing their energy consumption. Gas and electric consumption at the leisure centre was also displayed, with a high baseload of electricity of approximately £60,000 per year. Both the SLM energy manager and the asset team were looking into measures to reduce consumption. An action plan has been drawn up highlighting simple low cost issues such as user controls over lighting through to longer term, larger investment items such as boilers etc. Discussions were continuing with SLM over the new contract. M Burns highlighted the cost savings to using variable speed pumps which indicate a payback period of just over one year (1.27 on average) and considerable CO₂ and energy savings. Issues such as reducing the water temperature by 1°C gives an energy saving of 5 to 7% on the heating costs. Members were very interested in the figures and suggested that usage figures for the leisure centre should be included in any monitoring. Members also expressed the desire that the Council share in the benefits of any energy saving assessments made in the leisure centre. Members requested a visit to see the equipment in place and measures taken. **Action MB**

5. Update on NI185 CO₂ Emissions from Council Activities

Jane Neachell, Environmental Co-ordinator, presented the results from the collation of energy usage and transport emissions arising from Council activity. The total emissions of CO₂ from Council activities were shown as 2,712 tonnes CO₂ for 2008/2009. This is the baseline figure and requires 4% savings per year, equating to 108 tonnes carbon, CO₂ in this year and a further 104 tonnes savings for 2010/2011. The figures had highlighted some areas of concern with very high usage in particular housing buildings. It was reported that officers were already seeking to identify whether this was actual correct usage or arising from data collection errors, either through estimated bills or inaccurate meters. Members were concerned that these apparent high usages should be investigated and savings made wherever possible.

A further report on usage was requested to this group and it was suggested that Finance and Audit Sub Committee might wish to look into energy consumption and cost. **PH to action.**

6. Any Other Business

A progress Report on EMAS was requested for the next meeting. **Action JN.**

Details in the reduction of hours for Jane Neachell was requested to be circulated and also identification of resources available for climate change work to be reported to the next meeting. **Action RP**

The current situation for Geoff Davenport, Energy Efficiency Officer, was requested to be confirmed. **Action RP**

Details of any initiatives for service areas addressing transport issues was requested for the next meeting. **Action RP.**

Update on actions within the Climate Change Action Plan was requested for the next meeting. **Action JN**

The issue of recent flooding was raised and RP advised that a meeting was being held between the Highway Authority (LCC), Severn Trent Water and the Borough Council the next day to address hotspots of flooding around the area. Such actions form part of adapting to climate change with the prospect of increased torrential downpours during the summer months.

7. Date of Next Meeting

Provisionally 23 September 2009, 1800 hours.