

Date: 2 September 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

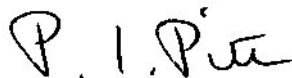
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 10 SEPTEMBER 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 distinct "I" and "Pitt".

Pat Pitt  
Corporate Governance Officer

## SCRUTINY COMMISSION - 10 SEPTEMBER 2009

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 30 July 2009 attached marked 'SC26'.

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. PROPOSED CHANGES AT HINCKLEY FIRE STATION

Presentation by Peter Roffey (Chairman of the Combined Fire Services Authority) and Ian Scarrott (Deputy Chief Fire Officer).

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

RESOLVED 7. DEVELOPER CONTRIBUTIONS

Report of the Director of Community & Planning Services attached marked 'SC27' (pages 1 – 3).

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

8. HOUSING STRATEGY 2009-12 CONSULTATION

Report of the Director of Community and Planning Services attached marked 'SC28' (pages 4 - 7).

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

9. PROGRESS ON MOTION SUPPORTED AT COUNCIL RE LOCAL AUTHORITIES BIDDING FOR SOCIAL HOUSING GRANTS

Verbal update of the Head of Community Services (Housing).

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

RESOLVED 10. THE INTRODUCTION OF AN OLDER PERSONS STRATEGY FOR HINCKLEY & BOSWORTH

Report of the Member Champion for Older People attached marked 'SC29' (pages 8 - 15).

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

RESOLVED 11. CREDIT UNION

Report of the Director of Finance attached marked 'SC30' (pages 16 – 19).

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

12. CAPITAL PROGRAMME 2009/10 – 2011/12

Report of the Director of Finance attached marked 'SC31' (pages 20 - 26).

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

RESOLVED 13. CONCESSIONARY TRAVEL UPDATE

Verbal update.

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

RESOLVED 14. MEMBER DEVELOPMENT

Report of the Head of Corporate & Scrutiny Services marked 'SC32' (pages 27 - 50).

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

RESOLVED 15. OUT OF HOURS EMERGENCY COVER

Verbal report.

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

RESOLVED 16. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC33' (pages 51 - 75).

17. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for September – December 2009 attached marked 'SC34' (pages 76 - 82).

18. 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**

**30 JULY 2009 AT 6.30 PM**

**PRESENT:** Mr MR Lay - Chairman  
Mr P Hall - Joint Vice-Chairman

Mr PR Batty, Mr PS Bessant, Mrs S Francks, Mr DM Gould, Mrs A Hall, MR DW Inman, Mr CG Joyce, Dr JR Moore, Mr K Morrell, Mrs S Sprason, Mr BE Sutton and Mrs BM Witherford.

In accordance with Council Procedure Rule 4.4, Mr R Ward also attended the meeting. Mr MB Cartwright attended on the invitation of the Chairman to present the report of the ICT Scrutiny Panel.

Officers in attendance: Mr S Atkinson, Mr D Bunker, Miss L Horton, Mr S Kohli, Miss R Owen and Mr TM Prowse.

113 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mrs Camamile and Mr Ladkin with the substitution of Mr Bessant for Mrs Camamile authorised in accordance with Council Procedure Rule 4.3.

114 **MINUTES (SC13)**

It was noted that Mr Inman had submitted an apology for the previous meeting which had been omitted from the minutes. On the motion of Mrs Hall, seconded by Mrs Francks, it was

**RESOLVED** – the minutes of the meeting held on 18 June 2009 be confirmed and signed by the Chairman subject to the above amendment.

115 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

116 **PRESENTATION ON CREDIT UNIONS FOR LEICESTER**

George Puszczynski, General Manager of Clockwise Credit Union, gave a presentation on how Credit Unions operate and the benefits to customers and the community.

Mr Bessant arrived at 6.42pm.

Members questioned and discussed the Credit Union's criteria for approving customers and the level of debt write-off, and it was noted that since Clockwise had been set up in 2006 £1.5m had been lent and only £50,000 had been written off. Mr Puszczynski felt that this was firstly due to stringent checks on people's ability to repay loans before agreeing them and also because debtors were contacted as soon as their payment was missed.

Mr Gould arrived at 6.47pm.

Mr Puszczynski reported that despite using volunteers, they were still reliant on funding to be able to continue operating. He advised that £750,000 would be required to set up a Credit Union.

Members were keen to further examine the possibility of a Credit Union serving Hinckley & Bosworth and asked the Strategic Leadership Board to prepare a report for the next meeting of the Scrutiny Commission with regard to this. It was felt that it would be more advantageous to work with a Credit Union already in existence rather than setting up a new one locally. Mr Puszczynski was thanked for his attendance and presentation.

RESOLVED – a report be prepared by SLB for the next meeting of the Scrutiny Commission to examine the possibility of having a Credit Union in Hinckley & Bosworth.

#### 117 ICT SCRUTINY PANEL AND MEMBERS' IT PROJECT (SC25)

Councillor Cartwright as Chairman of the ICT Scrutiny Panel updated the Scrutiny Commission on the work of the Panel particularly with regard to the Members' laptop project. It was explained that the objective of the project was to minimise paper usage and postage and printing costs, but that paper copies of reports and other important documents would still be available on request and that at this stage no Member would be forced to access information only by electronic means. Some Members commented that it was easier to read and refer to lengthy documents on paper rather than on a VDU.

It was noted that there were still two vacancies on the Panel and Members were asked to take the request for nominations back to their groups.

Whilst some Members had reservations about certain aspects of the scheme, for example the need to print out some documents and the difficulty of reading lengthy documents on screen, they supported the report and recommendations contained therein.

RESOLVED –

- (i) Membership of the ICT Scrutiny Panel be noted and the request for nominations to fill the two vacancies be taken back to the groups;
- (ii) Progress on the laptop project be noted;
- (iii) The project be rolled out to Group Leaders and Deputies;

- (iv) Council be RECOMMENDED to give cross-party commitment for electronic delivery of information to Members following the next Borough Council elections in 2011.

Mr Cartwright left at 7.50pm.

118 COMMUNITY SAFETY PARTNERSHIP REVIEW (SC14)

The Scrutiny Commission was updated on current performance, challenges and successes in relation to the Hinckley and Bosworth Community Safety Partnership. It was reported that Barwell Community House had opened and also that volunteers from Wykin Community House had been given the Queen's Jubilee Award.

Members asked that Martin Ball's successor be invited to the next meeting of the Scrutiny Commission. It was confirmed that he had been informed of the work of the Commission and had said he would be happy to attend. It was also noted that a letter of thanks had been sent to Martin Ball.

Concern was expressed with regard to the increase in crime in rural areas and the affects on businesses and the problem of Leicestershire and Warwickshire Police not communicating which caused problems for those living near the border. It was also suggested that the number plate recognition cameras may have pushed crime out into the rural areas. The Chief Executive was asked to take these concerns back to the Community Safety Partnership.

RESOLVED – the report be noted and a further update be received in six months'.

119 LOCAL DEVELOPMENT SCHEME REVIEW WORKING GROUP (SC15)

Members were advised of the work undertaken by the Local Development Scheme Review Working Group and of the conclusions reached by that group. The Scrutiny Commission was reminded of its original recommendations which included setting up the group but also included a request that the LDF Working Group reconvene to further consider issues relating to the Site Allocations DPD, which had been commenced.

With regard to the timetable for the LDF process, a Member expressed concern with regard to delaying the process further, but in response it was stated that allowing extra time to consider responses would be essential due to the unprecedented number of responses and to allow time to consider the Planning Inspector's report into the Core Strategy.

Mr Ward left at 8.28pm.

RESOLVED

- (i) 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;

- (ii) 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;
- (iii) 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;
- (iv) Scrutiny Commission recognises the value of joint commissioning of evidence bases and the role of the county wide Housing, Planning and Infrastructure Group;
- (v) The LDF Working Group be reconvened to reconsider the Council's position on Gypsy and Traveller sites.

## 120 PLANNING APPEAL DECISIONS

Members were informed that there had been no appeal decisions against the Council in the first four months of the year.

At 8.35pm the meeting adjourned and reconvened at 8.40pm. Mrs Francks and Mr Gould left the meeting at 8.35pm.

## 121 REVIEW OF CONSTITUTION (SC16 & SC17)

Members were presented with the changes to the Council's Constitution as part of the annual review. It was noted that the document was considerably shorter as some elements had been removed as they were available separately anyway, but in these cases reference to the relevant documents was included.

During discussion the following points were raised:

- Motions without notice: Concern was raised regarding the way motions were dealt with, particularly moving to the vote or next item without discussion with only the agreement of the Chairman. It was noted that this had now been amended in the Constitution to require the consent of the majority;
- 9.30pm guillotine: it was felt that this may limit debate but should be applied from the start of the meeting proper if this was after 6.30pm or that presentations should take place before 6.30pm;
- Amendments to motions: It was noted that the section with regard to the definition of an amendment had been clarified in the Constitution in 15.6(a). It was also suggested that if amendments to motions on notice were substantial, they should be submitted in writing by no later than 5.30pm on the day of the meeting;
- Scope of motions: Members felt that this was limited and that the scope for



topics of motions should be wider as many things affect residents of the Borough indirectly. It was noted that this could be included in 13.3 ('Scope') as a "wellbeing" duty;

- Public questions: A Member asked why there was no provision for public questions at Council, and that this should be allowed on the same terms as Member questions. In response it was explained that operational questions could be asked at other committees and strategic questions could be asked of the Executive, or members of the public could ask a question via their Councillor. In addition to this the petitions power had recently been expanded;
- It was suggested that a Leaders Question Time be included on the Council agenda to give Members opportunity to ask questions of the Leader. It was noted that although there is an opportunity to ask questions of the Leader at Council in response to his position statement, the topics were clearly defined by the Leader. There was however some concern that this may lead to confrontation.
- It was felt that meetings should be recorded or if possible transmitted via webcast.

Further to this discussion, it was agreed that with regard to the first point above, there should be agreement of two thirds of the Council to move to the vote or to the next item of business.

It was suggested that any of the above could be trialled for a limited period, but that a working group of interested Scrutiny Commission members be held to look in more detail at the Constitution and role profiles before making a recommendation to the Standards Committee and to Council. This meeting was agreed for 2 September at 6.30pm.

#### RESOLVED –

- (i) a Scrutiny working group be held on 2 September to look at the Constitution and Councillor Role Profiles and give further consideration to the points raised and noted above;
- (ii) it be RECOMMENDED that
  - (a) motions to move to the vote or to the next item require the consent of two thirds of the Council;
  - (b) the Scope of motions in 13.3 be amended to include wellbeing of residents;
  - (c) substantial amendments to motions be submitted in writing by no later than 5.30pm on the day of the meeting;

#### 122 OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 (SC18)

Members received the work programme for 2009/10. It was requested that the Fire Service be invited to the next meeting. Mr Inman stated that he was in the process of drafting the Older Persons Services Strategy and it was agreed that this be brought to the Scrutiny Commission on 10 September. The LAA2

report would be moved to the December meeting in light of the addition to the agenda for the next meeting.

The Chairman requested that the meeting in October be moved to 29 October. This received the agreement of the Scrutiny Commission.

RESOLVED – the work programme be agreed with the abovementioned additions and amendments and change to the date of the meeting in October.

#### 123 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC19)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

#### 124 MINUTES OF SELECT COMMITTEES

The minutes of the following meetings were received:

- (i) Council Services Select Committee, 21 May and 9 July 2009 (SC20 and SC21);
- (ii) Barwell and Earl Shilton Scrutiny Group, 8 June 2009 (SC22);
- (iii) Finance & Audit Services Select Committee, 15 June 2009 (SC23);
- (iv) Scrutiny Environment Group, 6 July 2009 (SC24).

Although these minutes were included for noting only, it was stated that the Barwell and Earl Shilton Scrutiny Group had expressed support for an officer to assist with creating a strategy. Representatives of this group were asked to prepare a report for the Scrutiny Commission with clear recommendations.

(The meeting closed at 9.30 pm)

**SCRUTINY COMMISSION - 10 SEPTEMBER 2009**

**REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES**

**RE: DEVELOPER CONTRIBUTIONS**

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1. **PURPOSE OF REPORT**

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

2. **RECOMMENDATION**

That the report be noted

3. **BACKGROUND TO THE REPORT**

Developers/applicants can be requested to make financial contributions to enable planning permission to be granted, where it would otherwise be refused, to pay towards infrastructure needed as a consequence of their development, i.e. towards play and open space, libraries, education facilities etc. The contribution request has to be in accordance with Circular 05/2005 Planning Obligations.

This can be done in several ways. A Section 106 agreement can be prepared which identifies the amount of contribution and when the contributions need to be paid, i.e. on the commencement of development or first occupation.

There are legal costs in drafting and preparing the agreement, and to avoid this on smaller developments, the applicant can pay a contribution up front for the amount of contribution required without the cost of preparing an agreement.

The latter option has no claw-back period. However, the money must be used for the purposes identified otherwise the developer may be entitled to claw the money back.

Section 106 agreements have a claw-back period normally of 5 years, on the basis that if the infrastructure improvements are not in place by then, there is clearly no need for the facility.

The contributions are closely monitored through a database set-up on a parish basis and is available to the parish councils and on the Council's website. This enables parish councils to clearly see what funds may come forward, to help them plan for improvements in their area. Open invitations have been sent to all parish council clerks with regard to receiving a presentation on understanding the full S106 process. Meetings have so far been held with 7 parish councils.

Whilst the database is complex, owing to the amount of information held, it helps to identify what money the development may bring in, when development has commenced, and monies outstanding. It also indicates where money has been committed through the Green Space Strategy.

When analysing the database, there are no monies containing a clawback that are greater than 5 years old and there is only one agreement between 4 or 5 years which contains a claw-back totalling £298.75 – Barlestone PC to be used by 20 Oct 2009.

The Section 106 Forum was set up 3-4 years ago and also monitors the database. There have been cases in the past where the group has contacted the developer about using the monies on projects within the near vicinity where it is close to the 5 year period rather than lose the money.

#### 4. **FINANCIAL IMPLICATIONS (DB)**

- 4.1 The Section 106 contributions received from developers helps finance some of the projects within the Council's Capital Programme. Any loss of income due to the claw-back terms could impact on the future financing of the programme.

#### 5. **LEGAL IMPLICATIONS (MR)**

Contained in the report

#### 6. **CORPORATE PLAN IMPLICATIONS**

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

#### 7. **CONSULTATION**

None.

#### 8. **RISK IMPLICATIONS**

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

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

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

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

9. **RURAL IMPLICATIONS**

None.

10. **CORPORATE IMPLICATIONS**

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

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

Background Papers: S106 Database & Circular 05/5

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

**SCRUTINY COMMISSION – 10 SEPTEMBER 2009**

**REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES**

**RE: HOUSING STRATEGY 2009-12 CONSULTATION**

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**1. PURPOSE OF THE REPORT**

To present the revised Housing Strategy for the period 2009 to 2012. This document will replace the previous Housing Strategy which expired in 2008, and will set the priorities for all types of housing in the Borough during the Strategy period. A copy of the Housing Strategy is available on the Council's website and in the Members room.

**2. RECOMMENDATIONS**

That Scrutiny notes:

- (i) The consultation period on the Housing Strategy is currently underway, and runs from 31<sup>st</sup> August 2009 to 28<sup>th</sup> September 2009 inclusive.
- (ii) That the results of the consultation be reported to a future Council meeting, together with any amendments proposed to the Housing Strategy for approval and adoption of the new Strategy.

**3. BACKGROUND**

The Local Government Act 2003 required Local Authorities to produce a 'fit for purpose' housing strategy. To attain the 'fit for purpose' criteria the Council must set out its housing objectives and establish local priorities for action both by the local authority and by other service providers and stakeholders, and to set a clear action plan to achieve those objectives. Hinckley and Bosworth Borough Council has produced a fit for purpose Housing Strategy for the years 2005 to 2008.

The statutory guidance "Creating Strong, Safe and Prosperous Communities" stated that where possible housing strategies and homelessness strategies should be incorporated within Sustainable Communities Strategies. It allows local authorities discretion on when, how and in what format the housing strategy is documented, and removes the assessment by Government Offices on the fit for purpose criteria.

The guidance also states:

**"whatever format is chosen refreshed strategies are expected to:**

- **fully reflect the wider vision of the authority and its partners;**
- **reflect a clear and evidenced approach;**
- **provide a strong focus on how partners will deliver their commitments."**

Despite strong indications to the contrary, no further guidance has yet been issued by CLG on the production or format of Housing Strategies.

#### **4. THE HOUSING STRATEGY 2009 – 2012**

It has been decided to carry out a refresh of the Housing Strategy for the following reasons:

- the existing Housing Strategy is out of date, with most targets being set to 2008.
- There have been significant changes in policy since the adoption of the original Housing Strategy, for example Planning Policy Statement 3 (PPS3) issued in 2006, which is concerned with the provision of affordable housing;
- Policy which was emerging at the time of the original Housing Strategy is now becoming embedded and is not in sympathy with the aims outlined in the Housing Strategy – for example, work on the LDF and the SHMA have updated the needs assessment for housing provision in the Borough;
- The Housing Strategy 2005-8 was very focussed on operational issues and actions. To be in accord with the new guidance, the strategy should reflect higher level place shaping objectives;
- In view of the points raised above, it was considered that work to refresh the strategy should be undertaken. Should sub regional housing strategies be considered in the future, an up to date local housing strategy could be used to help inform this process.

The refreshed Housing Strategy therefore, follows the same general chapter headings as the previous Housing Strategy, but the focus is much more on its links with sub regional and regional strategies and priorities. Operational actions will be encapsulated within departmental plans rather than the Housing Strategy, with performance measured against local and regional targets.

The consultation will involve residents and tenants, partners, stakeholders and staff and the final Strategy will reflect the priorities which the consultees feel are the most important for achieving those objectives. The final draft of the Housing Strategy will be available on the Council's website and in the member's room. Hard copies are available on request.

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

None arising directly from this report

#### **6. LEGAL IMPLICATIONS (AB)**

None raised directly by this report

#### **7. CORPORATE PLAN IMPLICATIONS**

The Housing Strategy supports the following aims of the Corporate Plan 2008- 2013

- Safer and healthier borough
- Strong and distinctive communities
- Decent, well managed & affordable housing.

#### **8. CONSULTATION**

The draft for consultation for the Housing Strategy 2009-12 has been circulated to the Head of Community Services (Housing); senior officers in the Community

Housing Department, and with the Development Services and Policy Manager and Principal Planning Policy Officer.

The consultation currently taking place follows the Corporate Consultation Strategy and will ensure that hard to reach groups, through their representative organisations, are consulted. Key stakeholders such as RSLs, private landlords and third sector organisations are also being consulted.

## **9. 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.

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
New CLG guidance is issued for sub regional housing strategies	The Housing Strategy conforms with priorities set out in the Leicestershire Sustainable Communities Strategy	Valerie Bunting
The Strategy fails to deliver the priorities set out for affordable housing provision	The supply of affordable housing will be monitored on an ongoing basis and negotiations with developers /RSLs will ensure the thresholds are adhered to as far as viable.	Valerie Bunting
Changes to Local Government Finance lead to a reduction in funding for planned work	Work prioritised and carried out in tranches. Contingency plans for reduction in budget.	Finance

## **10. RURAL IMPLICATIONS**

The Strategic Housing Market Assessment identified a shortage of affordable housing in rural areas, and the Housing Strategy identifies initiatives, such as Rural Exception Sites, to increase the provision of affordable housing in rural areas. Chapter five identifies projects to increase the use of outreach services in rural areas to increase advice and support for people who cannot access centralised services.



## **11. CORPORATE IMPLICATIONS**

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

- Community Safety Implications – None Identified.
- Environmental Implications – None Identified.
- ICT Implications – None identified.
- Asset Management Implications – initiatives in the Housing Strategy will comply with the priorities set out in the Asset Management Strategy.
- Human Resources Implications – None identified.
- Planning Implications – The Principal Planning Policy Officer has commented on the revised draft.

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Background Papers: The Housing Strategy 2009 - 12

Contact Officer: Valerie Bunting, Housing Strategy and Enabling Officer x 5612

**SCRUTINY COMMISSION – 10 SEPTEMBER 2009**

**REPORT OF THE MEMBER CHAMPION FOR OLDER PEOPLE**

**RE: THE INTRODUCTION OF AN OLDER PERSONS STRATEGY FOR HINCKLEY AND BOSWORTH**

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**1. PURPOSE OF THE REPORT**

- 1.1. To gain support of Scrutiny members, to endorse and engage with the development of a Member led Older Persons Strategy for Hinckley and Bosworth.

**2. RECOMMENDATION**

That the Scrutiny Commission supports the development of a Member led Older Persons Strategy for Hinckley and Bosworth and that Members give their preliminary views on the contents of the strategy.

**3. BACKGROUND TO THE REPORT**

- 3.1. In my capacity as Champion for Older People for Hinckley and Bosworth, I represent the Borough at the County wide Member Champions Forum aimed at raising the profile and provision of services for older people. The focus of the work of the Forum is within the context of the County's 'Ageing Well' Strategy 2008 -2011.
- 3.2. Through this Forum, a key role for Member Champions has been defined, as follows:
- To assist the Council Leader and all Members of the Council, by advising on service issues which support and encourage active, independent and healthy lives for older people, and
  - To raise the profile of older people and their needs in the development of policy across all areas of the Council
- 3.3. Therefore, in undertaking this responsibility, I am proposing that Hinckley and Bosworth Borough Council adopts a local strategy for older people.
- 3.4. It is proposed that this is a member led strategy, and therefore I am seeking the support of all members to both inform and support the delivery of this strategy. I do however want the strategy to be based on practical action that the Council can take, and for it to make a real difference in the lives of older people within the Borough.
- 3.5. Clearly it is recognised that the authority, together with its partners deliver many quality services for older people However the purpose of the strategy is to ensure that the council and its partners pursue policies and shape service delivery to take account of, and respond to, the changing needs of older people.

#### **4. PROPOSALS**

Appendix 1 sets out, as a draft the Officers' suggestions as to the overall purpose and key aims of the strategy. To enable members to appreciate the issues involved and to initiate a debate on these, I have prepared a preliminary draft strategy for members to consider and this is attached as appendix 2. Members are requested to put their views on the contents of this initial draft in writing or e-mail and forward it to the officers and/or myself by the end of September. I will then discuss with officers the best way to proceed. If a number of members express a wish to be further involved in the drafting of the strategy, I would be happy to join in a task group to deal with this.

#### **5. FINANCIAL IMPLICATIONS**

5.1. None arising directly from this report

#### **6. LEGAL IMPLICATIONS**

6.1. None arising directly from this report

#### **7. CORPORATE PLAN IMPLICATIONS**

7.1. The contents of the report relate to and support the following strategic aims:

- Thriving economy
- Safer and Healthier Borough
- Strong and distinctive communities
- Decent, well managed and affordable housing

#### **8. CONSULTATION**

8.1. To date a range of appropriate members have contributed information to this report. However, as indicated above, the intention is to consult widely in informing this strategy.

#### **9. RISK IMPLICATIONS**

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

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

The following significant risks associated with this report were identified from this assessment.

No Net Red Risks

## **10. RURAL IMPLICATIONS**

10.1. The delivery of this strategy will focus on improving accessibility of services in rural areas.

## **11. CORPORATE IMPLICATIONS**

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

- Community Safety – None
- Environmental - None
- ICT - None
- Asset management None
- Human Resources – The delivery of the priority areas identified within this report, will require a commitment from the local authority to identify appropriate officers, to support in the scoping, development and delivery of the strategy and supporting actions plan.

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Contact Officer: Edwina Grant, Strategic and Community Planning Officer, Ext 5629

## **Draft Strategy for Older People living in the Borough of Hinckley and Bosworth**

### **Introduction**

Older people have a right to live independently and with dignity. The aim of this strategy is to set out a vision to ensure services are provided in a timely and appropriate way, in order to promote the health and well-being of older people and enable them to maximise their independence, potential and participation. Clearly this is not a beginning, as we already deliver many quality services for older people, but does represent an important shift in ensuring services respond to the changing needs of older people.

The strategy is based upon principal areas of need identified in consultation with older people living in the Borough. Our aim is to eliminate ageism, reduce isolation, and improve the quality of life for older people.

### **Why is this Strategy so important?**

As a long term plan it aims to:

- Remove discrimination against older people
- Involve older people in planning the services that affect their lives
- Deliver 'customer informed' integrated services
- Enable older people maintain their independence, dignity, health and well-being

### **Key aims**

- To ensure older people are treated with respect and dignity, and have equal access to services
- To involve older people effectively in the planning of services
- To enable older people to have access to a range of information in order to exercise choice and control over their lives
- To promote and support the active engagement of older people within the community
- To develop a range of services that promote and enable independence
- To support older people to enjoy a safe, active and healthy life style

**Strategy for Older People living in Hinckley and Bosworth**

**1. Introduction**

Older people are living longer and are a vital part of our society. By 2028 it is estimated that a quarter of the population will be over 65. They are sometimes seen as a burden in terms of the resources they require the younger population to provide, but this strategy is based on the potential of older people in terms of choices and opportunity in addition to meeting their needs in care and welfare. Older people must be seen as an integral part of the community, not a separate group of frail and dependant geriatrics. Hinckley and Bosworth does not have responsibility for many of the services vital for the continued well-being of older people, but it is responsible for community housing, it is a major employer, and it can influence its partners in the voluntary, public, and private sectors.

This strategy therefore looks at helping older people in their management of money and time, in giving support when needed and increasing their educational opportunities in a world that is constantly changing. Even the concept of old age is frequently changing with different ages used for its onset in different situations. This strategy recognises that, and some proposals are aimed at everyone over 50, while some actions are directed at residents who are older than that. Separate sections deal with employment, discrimination, financial problems, information, training, transport, housing, advice, community involvement, health and support. The strategy supports that adopted by Leicestershire County Council, but develops that policy in line with local needs. It is intended as a springboard for action rather than a document designed to be looked at once and then forgotten.

Initially more information is needed as to the needs of older people within the Borough as a coherent strategy should be a response to the actual needs of this age-group within the Borough

Action To conduct a survey to ascertain the demography of older people within the Borough, and to ascertain their needs and views to make this strategy effective.

**2. Discrimination and employment**

It is now recognised nationally that individuals should not be treated differently because of their age. The main area where this principle is important is in the field of employment. Longer life expectancy and reductions in the value of pensions make a longer working life desirable in some cases and essential in others. Traditionally retirement has been compulsory for men at 65 and women at 60. This structure is being swept away and the Council will continue its policy of encouraging older people to remain in its employ where they remain capable of performing the role contained in their job description. Issues of capacity will be sympathetically dealt with, and where a change to part-time working is sensible, this will be highlighted and investigated with the individual if appropriate. While setting a good example with its own employees, the Council will expect similar commitments from its partners and will seek to influence all employers in the Borough to follow this practice.

Action To review employees' terms and conditions of employment to ensure that they comply with this policy. To publish details of good practice in this field. To consider whether an appeal panel of Members could assist in connection with capacity problems.

### **3. Financial problems, information and advice**

Although more help and advice for older people is now available than ever before, many of them are failing to take advantage of things that would vastly improve their quality of life. For example it is estimated that nationally there are unclaimed benefits for older people totalling £5 billion. Where Council employees are made aware of failures to claim, they will encourage and help older people to apply for benefits to which they are entitled. The Council will fund agencies specifically tasked with providing advice and assistance. Too many older people are unable to deal with the variety of agencies that can provide help, and the Council will take all reasonable steps to co-ordinate action between different agencies to ensure that where hardship is identified, the fullest possible help is given. The Council will provide or support publications giving advice and information relevant to older people, and will ensure that they are widely distributed, and are kept up-to-date.

Action To set aside funding for benefits advice for older people, to be awarded to the organisation considered best placed to maximise the uptake of benefits and provide other information.

### **4. The place of older people within the community**

Once employment has ceased, older people have more time than their younger contemporaries for involvement in community activities. Many volunteer to help in a variety of organisations, or take advantage of the social opportunities offered by groups run by churches and other agencies. On the whole these deserve more publicity so that their viability is increased. The Council should use its own publicity to make people aware of the various activities open to them. The council provides a meeting space and administrative support for an Older Voices' Forum to meet quarterly and assists in the running of an activities day annually in the Leisure Centre. One problem is that there is not in the Borough a dedicated centre for older people where individuals would instinctively go to get information or informal social activity. Plans for such a centre should be pursued with enthusiasm to give impetus to improving facilities generally. Isolation is another problem affecting older people and the Council should actively encourage their inclusion in social activities.

A major concern with many older people is their vulnerability to criminal and anti-social behaviour.

Statistics tend to show that it is the fear of crime rather than crime itself which is increasing.

The Council will continue through the Safer Communities' Partnership to reduce this fear, and to increase the involvement of older people in keeping their area free of crime

Action To continue to support the Older Voices' Forum and the annual event at the Leisure Centre and to participate in the search for property and funding for an Older Peoples Centre in Hinckley.

To identify isolated older people and supply them with regular up-dates as to social activities within their area. To work with the police and other agencies to promote Neighbourhood Watch schemes and Cold Calling Zones.

## **5. Education and Training**

It has been frequently stated that education is a life-long process. Older people should therefore have easy access to learning opportunities. Encouragement should be given to organisations like the North Warwickshire and Hinckley College and U3A to provide courses and activities that are interesting and accessible for Older People. The increased use and availability of IT is a challenge to many older people and specific courses for this should be run or encouraged by the authority.

Action To identify funding that can be used to start a 'Silver Surfers' scheme within the Borough

## **6. Transport and access to buildings**

After reaching the age of 50, the number of individuals having their own transport starts to reduce, in line with financial viability and state of health. Access to public transport becomes more important, and this is recognised by the provision of free travel for the over 60s, a scheme which the Council supports financially. There is however little point in providing free travel if buses are not available to the locations used by older people and with sufficient frequency. Timetables need to be analysed to ensure that an effective service is provided. The Council should also promote schemes which benefit older people such as Dial-a-ride which provides cheaper transport for medical appointments and similar journeys. One concern about public transport is to ensure that older persons can gain access easily to the hospital site at Sunnyside, Ashby Road following the decision of the PCT to locate more services there.

The Council is currently organising a survey of access for the disabled to business premises in Hinckley, with a view to providing information to disabled people, and to encourage shopkeepers and other businesses to improve access for the disabled.

Action To press the PCT and County Council to ensure that public transport can be accessed on site at the Hinckley and Bosworth Community Hospital Ashby Road Hinckley. To review bus routes and timetables to ensure that these meet the needs of older people.

To extend the disabled access survey to centres outside Hinckley.

## **7. Accommodation and support**

For most people over 50, at some point in their lives, housing needs will change. The change may be brought on by a traumatic event such as the loss of a spouse or the onset of a serious illness, or it may be more gradual after children leave home. The Borough Council needs to provide two kinds of assistance to deal with this. The first is to provide accommodation and support suitable for those who require it. The second is to provide help and advice for those who prefer to live in private accommodation. There has been a significant trend recently for older people to seek to avoid moving into care or residential homes, and the principle of independent living is vital to a large proportion of the ageing population.

The Council has recognised this in the past by building sheltered housing schemes, involving a group of bungalows and/or flats with a resident warden and some community facilities. Recently the rationale for such schemes has been revisited, and the Council has decided to change the scheme for warden provision, so that wardens will no longer have to reside on the site where they work. The Council is also improving its telephone cover so that all tenants and the occupiers of private



houses can access warden help at all times. Community facilities require upgrading and their use extended to neighbours. The County Council and other providers can provide care for an individual in their own home. Both the Borough and County Councils have the power to install or make grants for adaptations to assist person with a disability, although in the case of the Borough Council, demand exceeds the financial help available. All these policies seek to retain independent living for older people but there may come a point where something more is required. Traditionally this has led to a person going into residential care, but in recent times a form of accommodation called 'very sheltered' housing has been developed. In a very sheltered scheme, continuous on-site warden provision is available as are cooked meals and a greater degree of support. In this Borough, the only schemes currently available are in the private sector, and a scheme operated by the Borough Council is urgently required.

Another problem that occurs as people age, is a reduction in the ability to carry out house and garden maintenance. There is an organisation called 'Care and Repair' which can assist with this, and a handyman scheme for Council tenants to carry out work above the normal maintenance programme should also be investigated.

Action To urgently promote a scheme for very sheltered housing. To investigate ways of providing assistance in improvements to property and also general maintenance. To improve the service for providing facilities for disabled people

## **8. Health**

The Council has a major part to play in helping residents to maintain and improve their mental and physical health through the opportunities it provides for exercise recreation and leisure. Where it is possible to provide incentives for older people to increase physical activity, i.e. through abolishing or reducing charges at the leisure centre this should be done. Where older people are found to be at risk, the Council should make them aware of facilities available in the County to deal with falls prevention, depression stroke prevention and the onset of other illnesses.

Action The Council will continue to monitor the provision of services in the Borough, will actively promote good practice in all health issues and will seek to co-ordinate the work of the various agencies. The Council will actively seek ways to improve leisure facilities for older people and to make these more accessible for them.

**SCRUTINY COMMISSION – 10 SEPTEMBER 2009**

**REPORT OF DIRECTOR OF FINANCE RE: CREDIT UNIONS**

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1. **PURPOSE OF REPORT**

To inform Members of the progress made in setting up credit union arrangements for the Borough Council, as directed by the Scrutiny Commission on 30 July 2009.

2. **RECOMMENDATION**

- Members to note progress.
- Members to give consideration to options for Hinckley and Bosworth Borough Council as set out in paragraph 4 below.

3. **BACKGROUND TO THE REPORT**

The Council has for some time been considering setting up Credit Union arrangements and received a presentation from an existing Credit Union, Clockwise, at the last meeting of Scrutiny on 30 July 2009. To recap, the benefits of a credit union in tackling financial exclusion, is by providing;

- access to banking
- access to affordable credit,
- access to free face to face money advice.

People who do not have a bank account are at a disadvantage. They have limited access to credit, they face high charges when cashing cheques and they are unable to take advantage of the discounts that are available to people who can pay regular bills by direct debits. More particularly, they are excluded from a range of financial services – this can contribute to a broader sense of financial exclusion.

Nationally, the Financial Services Authority (FSA) estimates that 17% of the population do not have a bank account.

Households with no bank account are concentrated at the lower end of the income distribution, with over 65 per cent of households with no account in the bottom three income deciles, meaning an annual household income of under £14,500.

According to HM Treasury figures, the majority of households with no bank account are in receipt of some form of state support or benefit payment.

- 64 per cent receive council tax benefit;
- 62 per cent receive housing benefit;
- 48 per cent receive Income Support or the Minimum Income Guarantee; and
- 8 per cent receive Jobseeker's allowance

Research on affordable credit, from the Personal Finance Research Centre, indicates that the financially excluded value credit arrangements that offer:

- small cash loans, typically under £500, repayable over short periods;

- easy access to credit, without having to engage in lengthy application procedures or interrogative processes,
- affordable weekly repayments;
- a method of repaying that fits with a household's method of financial management;
- a flexible approach to repayments and rescheduling; and
- credit from a reputable and trusted provider.

People on low incomes frequently use small, short-term cash loans as a way of managing day-to-day expenditure. Banks and Building Societies do not offer loans on this basis, many people on low incomes turn to alternative lenders for their credit needs.

Reliance on alternative forms of credit, doorstep lenders for example, means that the most vulnerable, those on low incomes, end up paying considerably more for credit.

Community-based organisations, such as credit unions, are active in providing money advice, affordable credit and repayment schedules to those on the lowest incomes. Due to the geographical concentration of financial exclusion, credit unions make a difference to credit provision in financial exclusion hotspots, increasing the supply of more affordable credit, and developing more innovative and suitable methods of loan delivery.

Credit unions are mutual financial organisations offering savings and loans facilities to their members. In 2003, there were 665 credit unions in Britain serving over 410,000 members. Credit unions are legally obliged to define a group of people who share a 'common bond' from whom they can recruit their membership and to whom they can provide services. This is often the workplace and/or the local community.

Loans offered are at affordable rates of interest and reasonable repayment schedules. Credit Unions are restricted by law to providing loans at an interest of 2% a month (26.8% APR). Where credit unions serve members in particularly deprived areas, they can be vital in targeting the poorest communities and connecting people to more mainstream financial opportunity, but may find it difficult to become sustainable.

#### 4. **OPTIONS FOR HINCKLEY & BOSWORTH BOROUGH COUNCIL**

4.1 Setting up a Credit Union. This option has been considered by officers and (as was confirmed by Clockwise on 30 July) the cost to the Council of setting up a credit union itself would be substantial and prohibitive.

4.2 Working with an already established credit union, Clockwise, to provide credit and financial advice on similar arrangements as those operating elsewhere in Leicestershire. Some of these options will require a financial outlay from the council and all of the options will require the services of volunteers.

4.2.1 The Clockwise Credit Union currently offers the following services:

- Safe and ethical saving
- Tax Free Saving with a Mini Cash ISA

- Child Trust Account
- Benefit Accounts
- Saving through Payroll Deduction
- Young Savers Account
- Christmas/Special Event Savings Account
- Low cost loans

4.2.2 Staff – some Councils in the area provide facilities for Credit Union savings and loan repayments to be paid by deduction of pay. Officers are exploring whether this would be useful for Council employees and are looking to arrange a presentation to staff from Clockwise on the benefits of belonging to a Credit Union.

4.2.3 Residents - Officers are exploring the possibility of making available some of our outstations for a few hours a week for Clockwise to use as a collection point e.g. Barwell Community House, Peggs Close, Markfield Community Centre.

Clockwise currently operate similar arrangements for Braunstone Community Association. This is a one-stop-shop for information, advice and guidance in jobs, training and business and is also an outpost of Jobcentre Plus (JCP) – Clockwise have established an outreach post at the Braunstone Working offices, which has an average footcount of 180 residents per week. It also allows Clockwise staff to directly refer members for benefits advice from JCP. Clockwise has also developed good relationships with local Faith Groups and Churches. The Clockwise Credit Union for Braunstone has a steering group made up of Braunstone Community representatives and is chaired by a Braunstone Community Association Director.

The General Manager of Clockwise Credit Union also heads the General Management of the Braunstone Branch. The Braunstone team is made up of:

One Development Officer  
Eight Volunteers

It should also be noted that Clockwise, in total, employs only five people and has 23 trained volunteers from local communities.

Therefore, there is a heavy dependency on volunteers to support the services of the Credit Union and further work is needed to establish how their volunteers are recruited, trained and monitored. Officers will be having discussions with Voluntary Action Hinckley and Bosworth

4.2.4 At the presentation to Scrutiny on 30 July, Clockwise intimated that they have arrangements in Melton Borough Council. Having made further inquiries the arrangement is with Voluntary Action Melton. The Council's role was more about identifying potential premises in the High Street and assisting with Planning advice.

4.2.5 Officers also intend to have discussions with the Citizens Advice Bureau (CAB) in Hinckley to explore whether the CAB offices can be used as a collection point. This can also facilitate referrals from the CAB for people in financial difficulties to an organisation where they can save and get suitable loans in a controlled environment at reasonable rates.

4.2.6 Members should note that the essence of a credit union is the fact that it is a mutual organisation and is run by volunteers. Thought needs to be given to how people

from the community can be encouraged to take an active part in running and promoting the benefits of the credit union.

5. **FINANCIAL IMPLICATIONS**

The financial implications will depend on the extent of involvement of the Borough Council and will be determined for the next meeting of the Scrutiny Commission.

6. **LEGAL IMPLICATIONS**

The legal implications will be fully considered for the next meeting of the Scrutiny Commission.

7. **CONSULTATION**

8. **RISK IMPLICATIONS**

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

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

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

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

9. **CORPORATE IMPLICATIONS**

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

- Community Safety implications (Ron Grantham, ext 5832)
- Environmental implications (Jane Neachel, ext 5968)
- ICT implications (Paul Langham, ext 5995)
- Asset Management implications (Malcolm Evans, ext 5614)
- Human Resources implications (Julie Stay, ext 5688)
- Voluntary Sector (VAHB)

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Background papers: none

Contact Officer; Sanjiv Kohli, Director of Finance, Ext 5607

**SCRUTINY COMMISSION – 10 SEPTEMBER 2009****REPORT OF THE DIRECTOR OF FINANCE RE: CAPITAL PROGRAMME  
2009/10 TO 2011/12**

## 1. Purpose of Report

To provide members with an analysis of the Capital Programme (excluding Housing Projects) 2009/10 to 2011/12.

## 2. Recommendation

That the report be noted

## 3. Background

An updated Capital Programme was presented to Council on 11 August 2009 and the total proposed spend for the three years can be analysed as follows

	Special Expenses £	Parishes £	Borough wide schemes £	Total £
Gross Expenditure	737,683	298,120	15,552,536	16,588,339
External Grants and Contributions	153,240	0	6,346,991	6,500,231
Net Spend Financed by HBBC	584,443	298,120	9,205,545	10,088,108

Included with in the Borough wide schemes are the following major projects with an estimated cost in excess of £500,000 (gross cost).

	Gross Expenditure £	External Grants and Contributions £	Net Spend Financed by HBBC £
Hinckley Club for Young People	1,091,747	0	1,091,747
Goddard Building Development	5,503,940	3,203,510	2,300,430
Flexible Working	1,000,000	0	1,000,000
Greenfields Development	5,500,000	2,750,000	2,750,000
Asset Enhancement Programme	707,080	0	707,080

Special Expenses Area Schemes relate to the Parks and Open Spaces in the Hinckley Urban Area and Ashby Road Cemetery. The schemes relate to plans approved by the Council in the Green Space Strategy 2005 – 2011 approved by the Council in 2005. External Contributions relate to s106 monies and grants from bodies such as the Big Lottery Fund. It should be noted that within the Parished areas the responsibility for Parks and Open Spaces rests with the Parish Council who may have plans to enhance the Open Spaces under their control but this does not form part of the Borough Council's Capital Programme.

Parish Council expenditure relates to the Parish and Communities Initiative Fund, where schemes are undertaken by Parish Councils and Community groups and supported by the Borough Council by way of Grants

Borough-wide Schemes are those schemes that impact on the whole of the Borough area even though they may be located in a single location.

4. Financial Implications

There are none arising from this report

5. Legal Implications

There are none arising from this report.

6. Corporate Plan Implications

The Capital Programme supports all Corporate Aims

7. Consultation

None

8. Risk Implications

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

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

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

<b>Management of Significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
None		

## 9. Rural Implications

Schemes with in Capital Programme cover both urban and rural areas.

## 10. Corporate Implications

By submitting the report the author has taken the following into account

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

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Background Papers – Revised Capital Programme 2009/10 to 2011/12 as presented to Council 11 August 2009.

Author – David Bunker, Accountancy Manager ext 5609



## Special Expenses

PROJECT	REGEN- ERATION	TOTAL COST	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012
<b>LE2 Parks Major works (incl project officer)</b> Total Annual Expenditure(ALL HBBC)	R	<b>164,141</b>	<b>64,141</b>	<b>50,000</b>	<b>50,000</b>
<b>LE3 Swallows Green</b> Total Annual Expenditure Less Contributions HBBC Element	R	9,525 (9,525) <b>0</b>	9,525 (9,525) <b>0</b>	<b>0</b>	<b>0</b>
<b>LE4 Richmond Park Play Area</b> Total Annual Expenditure(ALL HBBC)	R	<b>168,386</b>	<b>168,386</b>	<b>0</b>	<b>0</b>
<b>LE5 Langdale Rec</b> Total Annual Expenditure Less Big Lottery Total Annual Expenditure(ALL HBBC)	R	34,265 (8,055) <b>26,210</b>	34,265 (8,055) <b>26,210</b>	<b>0</b>	<b>0</b>
<b>LE7 Ashby Road Cemetery Extension</b> Total Annual Expenditure Less Section 106 Total Annual Expenditure(ALL HBBC)	R	131,738 (59,860) <b>71,878</b>	131,738 (59,860) <b>71,878</b>	<b>0</b>	<b>0</b>
<b>LE9 Memorial Safety Programme</b> Total Annual Expenditure(ALL HBBC)	R	<b>14,468</b>	<b>9,468</b>	<b>5,000</b>	<b>0</b>
<b>LE10 Clarendon Park</b> Total Annual Expenditure	R	<b>9,100</b>	<b>9,100</b>	<b>0</b>	<b>0</b>
<b>LE11 ST Marys Chuch Yard wall</b> Total Annual Expenditure(ALL HBBC)		<b>10,395</b>	<b>10,395</b>	<b>0</b>	<b>0</b>

## Special Expenses

PROJECT	REGEN- ERATION	TOTAL COST	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012
<b>LE13 Cemeteries Booking System</b>					
Total Annual Expenditure(ALL HBBC)		<b>6,344</b>	<b>6,344</b>	<b>0</b>	<b>0</b>
<b>LE14 Churchyard Repairs</b>					
Total Annual Expenditure(ALL HBBC)		<b>8,521</b>	<b>8,521</b>	<b>0</b>	<b>0</b>
<b>LE16 Queens Park</b>					
Total Annual Expenditure		130,800	5,000	125,800	
Less contribution		(25,800)		(25,800)	
HBBC Element		<b>105,000</b>	<b>5,000</b>	<b>100,000</b>	<b>0</b>
<b>LE19 Queens Park Play Area</b>					
Total Annual Expenditure		50,000	50,000		
Less contribution (Playbuilder Grant)		(50,000)	(50,000)		
HBBC Element		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>		737,683	506,883	180,800	50,000
<b>LESS TOTAL CONTRIBUTIONS</b>		(153,240)	(127,440)	(25,800)	0
<b>TOTAL HBBC ELEMENT</b>		<b>584,443</b>	<b>379,443</b>	<b>155,000</b>	<b>50,000</b>
<b>POTENTIAL REGENERATION</b>		454,183	349,183	55,000	50,000
<b>NON REGENERATION</b>		130,260	30,260	100,000	0
<b>HBBC TOTAL</b>		<b>584,443</b>	<b>379,443</b>	<b>155,000</b>	<b>50,000</b>

## SECTION 1

PROJECT	REGEN- ERATION	TOTAL COST	ESTIMATE 2009-2010	ESTIMATE 2010-2011	ESTIMATE 2011-2012
<b>LE6 Hollycroft Park</b>	R				
Total Annual Expenditure		52,189	52,189		
Less Breathing Spaces Grant		(181)	(181)		
Total Annual Expenditure(ALL HBBC)		<b>52,008</b>	<b>52,008</b>	<b>0</b>	<b>0</b>
<b>LE8 Burbage Common</b>	R				
Total Annual Expenditure(ALL HBBC)		<b>292,000</b>		<b>15,000</b>	<b>277,000</b>
<b>LE12 Recycling Development (Containers)</b>					
Total Annual Expenditure(ALL HBBC)		<b>61,086</b>	<b>61,086</b>	<b>0</b>	<b>0</b>
<b>LE15 Hinckley Club for Young People</b>	R				
Total Annual Expenditure(ALL HBBC)		<b>1,091,747</b>	<b>635,000</b>	<b>431,347</b>	<b>25,400</b>
<b>LE17 Recycling containers for kitchen waste</b>					
Total Annual Expenditure(ALL HBBC)		<b>60,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>
<b>LE18 Waste Management Vehicle (Multi-occupancy)</b>					
Total Annual Expenditure		70,000	70,000		
Less contribution		(70,000)	(70,000)		
HBBC Element		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GROSS EXPENDITURE</b>		1,627,022	878,275	446,347	302,400
<b>LESS TOTAL CONTRIBUTIONS</b>		(70,181)	(70,181)	0	0
<b>TOTAL HBBC ELEMENT</b>		<b>1,556,841</b>	<b>808,094</b>	<b>446,347</b>	<b>302,400</b>
<b>POTENTIAL REGENERATION</b>		1,435,755	687,008	446,347	302,400
<b>NON REGENERATION</b>		121,086	121,086	0	0
<b>HBBC TOTAL</b>		<b>1,556,841</b>	<b>808,094</b>	<b>446,347</b>	<b>302,400</b>

**Parishes**

**PROJECT**

**LE1 Parish & Community Initiatives Grants**

Total Annual Expenditure(ALL HBBC)

**REGEN-  
ERATION**  
R

<b>TOTAL COST</b>	<b>ESTIMATE 2009-2010</b>	<b>ESTIMATE 2010-2011</b>	<b>ESTIMATE 2011-2012</b>
<b>298,120</b>	<b>98,120</b>	<b>100,000</b>	<b>100,000</b>

**SCRUTINY COMMISSION – 10 SEPTEMBER 2009**

**REPORT OF HEAD OF CORPORATE AND SCRUTINY SERVICES**  
**RE: MEMBER DEVELOPMENT**

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**1. PURPOSE OF REPORT**

- 1.1 This report is produced on the request of members of the Scrutiny Commission at the workshop in April. It will also provide evidence of progress towards the Councillor Development Charter.

**2. RECOMMENDATION**

- 2.1 The report be noted and progress be endorsed.

**3. BACKGROUND TO THE REPORT**

- 3.1 This report responds to the requirement for effectiveness of the Member Development Strategy to be reviewed by Members. It also examines progress towards achieving the East Midlands Councillor Development Charter and provides information on Member Development activities within the authority, the County and the region as part of the previous Leicestershire & Rutland Improvement Partnership (LRIP) programme and under the current RIEP arrangements.

**3.2 Member Development Strategy**

- 3.3 The Member Development Strategy was completed by the LRIP Member Development Strand in April 2008 and endorsed by the HBBC Member Development Group on 17 June 2008. It outlines the LRIP's objectives in supporting Councillors in their roles, ensuring that the appropriate learning and development opportunities are identified, realised and made accessible and how these objectives will be achieved.

- 3.4 Hinckley & Bosworth Borough Council has actively supported the principles of the Strategy in several ways:

- Two HBBC Members sit on the LRIP Member Champions Group;
- An HBBC Member Development Group was established to implement and review the LRIP Member Development Programme and to assist in the development and delivery of Member Development plans within the authority;
- The Deputy Chief Executive has led the Member Development Strand since it began in 2005, and co-ordination of the LRIP Member Development Programme is now provided by HBBC;
- HBBC Members have recorded a comparatively high level of attendance at LRIP training events;
- The majority of Members have undertaken Development Needs Assessments, the results of which were used to create the 2008/09 LRIP Member Development Programme;

- HBBC signed up to the Member Development Charter and has shown commitment to achieving the Charter.
- The HBBC Workforce and People Strategy supports the LRIP Strategy and outlines development activities locally.

### 3.5 The East Midlands Regional Councillor Development Charter

3.6 The authorities within the LRIP signed up to the Councillor Development Charter in 2006, and in doing so made a commitment to work towards the Charter. Further work has been undertaken within the LRIP and this authority towards achieving the Charter. The table below show some notable achievements to date under each 'element' of the Charter, and areas where further work is required:

ELEMENTS	KEY ACHIEVEMENTS	ACTION REQUIRED
1. Commitment to councillor development	<ul style="list-style-type: none"> <li>➤ Signing up to the Charter;</li> <li>➤ Two spokespersons on LRIP Member Champions Group;</li> <li>➤ HBBC Member Development Group;</li> <li>➤ Corporate support and named officer supporting Member Development.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Publicise commitment to Member Development / raise awareness of policy;</li> <li>➤ Increased attendance at training events.</li> </ul>
2. Strategic approach to Councillor development	<ul style="list-style-type: none"> <li>➤ Development is Member-led;</li> <li>➤ Councillor Role profiles adopted;</li> <li>➤ Training based on individual needs;</li> <li>➤ Scrutiny reviewing effectiveness of strategy.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Link learning to Corporate objectives;</li> <li>➤ Learning events with external organisations;</li> <li>➤ Improved induction process including arrangements for mentoring.</li> </ul>
3. Learning and development is effective in building capacity	<ul style="list-style-type: none"> <li>➤ Changes made to development programmes in response to Councillor feedback;</li> <li>➤ Development of Member Champions.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improved evaluation processes, creation of evaluation strategy;</li> <li>➤ Sharing learning;</li> <li>➤ Cost/benefit analysis of training.</li> </ul>
4. Councillor development promotes work life balance and citizenship	<ul style="list-style-type: none"> <li>➤ Reviews of the number of meetings;</li> <li>➤ Work with Youth Council;</li> <li>➤ Prospective Councillor events.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Support for Members with caring responsibilities;</li> <li>➤ Local Democracy Week activities.</li> </ul>

### 3.7 The future of Member Development in Leicestershire and Rutland

3.8 Evaluation of the most recent LRIP Member Development Programme is attached. There are still three outstanding sessions which will be held during September.

3.9 Funding for the LRIP has now ended but the Member Development Strand has agreed to continue under the new title of 'The Leicestershire, Leicester and Rutland Member Development Network'. The Network has bid for and been allocated funding by the Regional Improvement and Efficiency Partnership (RIEP) for Development Needs Assessments for all Members in the ten authorities and an extensive Development Programme based on these needs, with an emphasis on community leadership. This project is part of a wider programme of improvement and efficiency projects throughout Leicestershire.

3.10 This project is now underway with the majority of authorities undertaking their Development Needs Assessments, to be completed by the end of September. The procurement process for a training provider is running concurrent with this so a training programme can commence with minimal delay after needs have been identified.

3.11 HBBC will be undertaking Development Needs Assessments during September using internal resources which will be funded by RIEP via the Leicestershire, Leicester & Rutland Improvement & Efficiency Partnership as the accountable body.

## 4. **FINANCIAL IMPLICATIONS [DB]**

4.1 There are none arising directly from this report. It should be noted that the costs of producing the Development Needs Assessment will be met by RIEP funding.

## 5. **LEGAL IMPLICATIONS [AB]**

5.1 None arising from this report.

## 6. **CORPORATE PLAN IMPLICATIONS**

6.1 This report and initiatives contained within support all of the Council's aims in supporting Members' in their role as community leaders and encouraging community cohesion and ensuring strong leadership within the authority.

## 7. **RISK IMPLICATIONS**

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

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

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

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
No significant risks		

8. **RURAL IMPLICATIONS**

This will have an equal impact on rural and urban areas.

9. **CORPORATE IMPLICATIONS**

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

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

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Background papers:None

Contact Officer: Becky Owen, ext 5879



## LRIP Member Development Programme 2008/9

In 2008 -2009 the LRIP authorities carried out a total of 18 Member development training sessions. The member training session covered 13 different modules during running from November 2008 – May 2009.

<b>Overview of programme</b>	
Total number of sessions held:	18
Number of delegates across all sessions:	139
Number of people who booked but did not attend:	29
Number of participating authorities:	7
Cost per delegate per session: (This is based on per delegate, not per Councillor, as a number of Councillors attended more than one session).	£102.87
Cost per delegate if all those booked on the programmes attended:	£85.11
Cost per delegate if 15 people attended each session. (15 people being the maximum number for sessions)	£52.96

If the LRIP authorities worked independently there would have been 44 sessions, with a total cost of £34,500.

### **Remaining modules**

There is one module outstanding, and LRIP have asked to repeat the Art of Being Brilliant and Presentations and public speaking sessions.

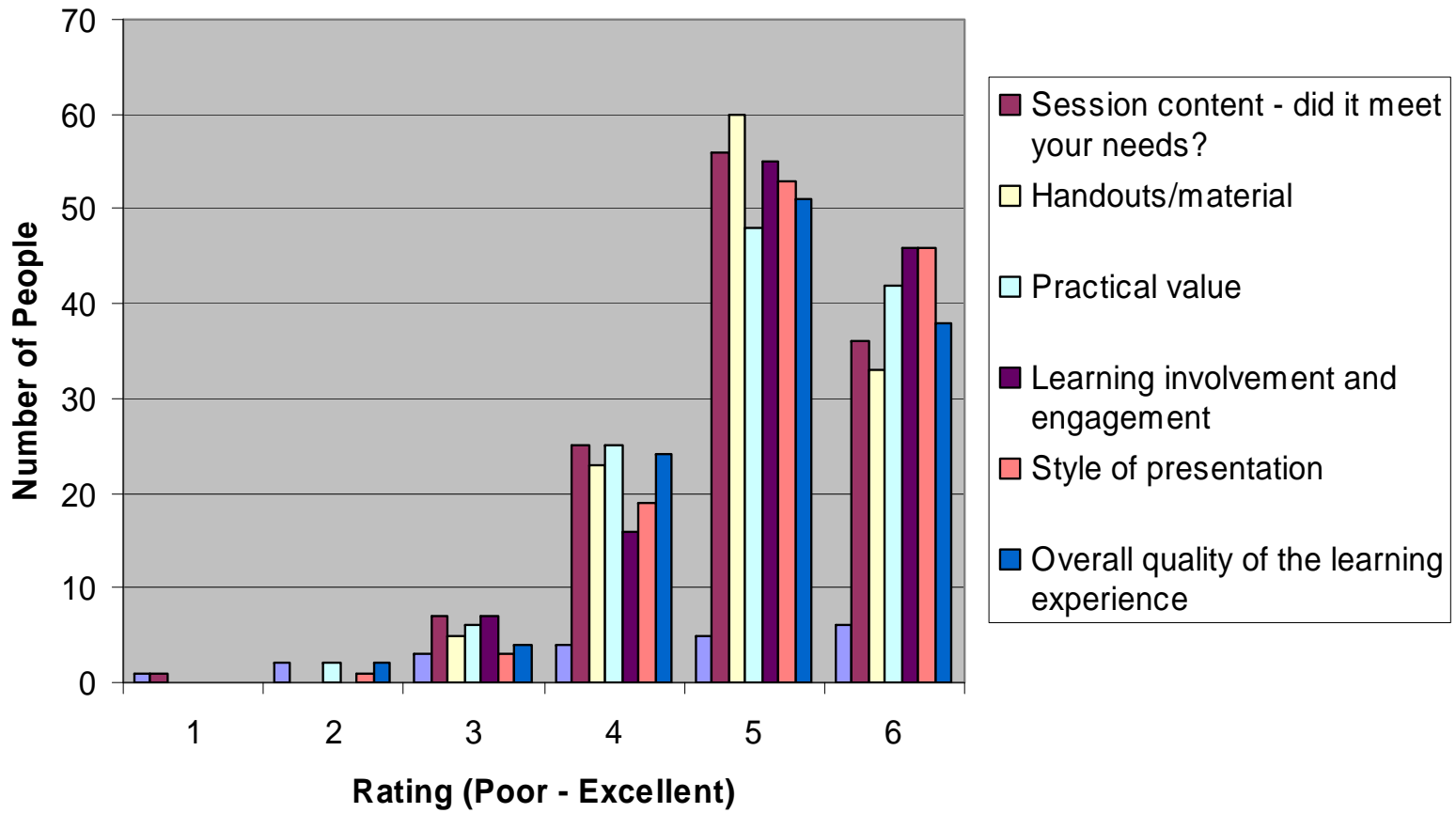
<b>Date</b>	<b>Title</b>	<b>Numbers booked on</b>
10 Sept 09	Working effectively in partnership	9
14 Sept 09	Presentation skills and public speaking	10
24 Sept 09	Art of Being Brilliant	10

## Programme figures

<b>Module</b>	<b>Number booked to attend</b>	<b>Number actually attended</b>
LAA / CAA Event - 10 Nov 08	10	10
Strategic Thinking - 18 Nov 08	7	7
Performance Management - 26 Nov 08	8	5
O&S, basics, - 4 Dec 08	13	12
Chairing Skills, - 9 Dec 08	17 (8 LRIP, 9 other EM authorities)	12 (4 LRIP, 8 other EM authorities)
Working effectively in partnership - 17 Dec 08	9	9 (7 LRIP + 2 EM authorities)
Effective Scrutiny – 14 Jan 09	11	11
Ward Work, casework and surgeries, 20 Jan 09	8 (3 LRIP + 5 other EM authorities)	11 (5 LRIP + 5 other EM authorities)
LAA/CAA, 29 Jan 09	7	6
Presentation skills and public speaking, 10 Feb 09	11	5
Strategic thinking, 24 Feb 09	8	5
Art of Being Brilliant, 4 March 09	13	7
Leading & Championing Change, 10 March 09	9	9
O&S – effective scrutiny, 17 Mar 09	10	9
Performance management, 24 Mar 09	10	6
Read faster with greater understanding, 27 Apr 09	13	11
Negotiating and Influencing, 6 May 09	8	7
Leading and championing change, 7 May 09	13	13
<b><u>Total</u></b>	<b><u>LRIP - 171</u></b> <b><u>Other - 14</u></b>	<b><u>LRIP – 139</u></b> <b><u>Other - 15</u></b>

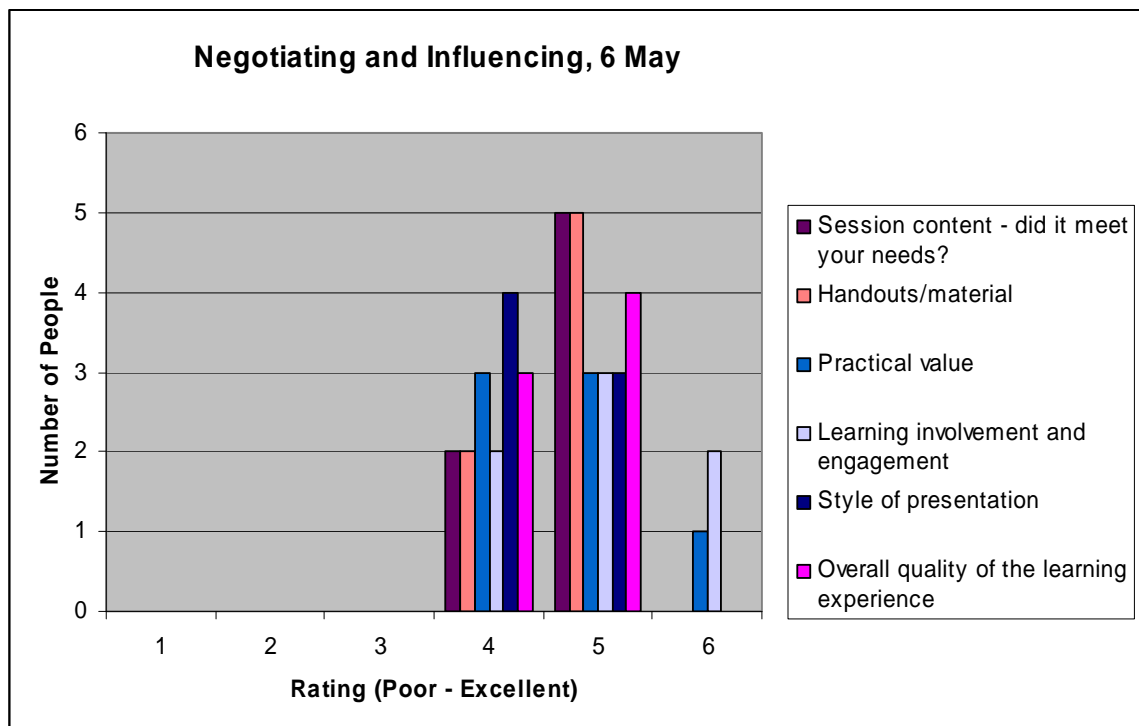
Session	LAA & CAA -10/11/08	Strategic Thinking - 18/11/08	Performance Management - 26 /11/08	Overview & Scrutiny4/12/08	Chairing Skills - 09/12/08	Working Effectively in Partnership - 17/12/08	Overview & Scrutiny- 144/01/09	Wardwork, Casework & Surgeries - 20/01/09	LAA & CAA - 29/01/9	Presentation Skills & Public Speaking - 10/02/09	Strategic Thinking - 24/02/09	The Art of Being Brilliant - 4/03/09	Leading & Championing Change - 10/03/09	Overview & Scrutiny - 17/03/09	Performance Management - 24/03/09	Read Faster - 27/04/09	Negotiating and Influencing - 6/05/09	Leading Change - 7/05/09	Total
Host Authority	HBBC	Blaby DC	Oadby & Wigston BC	HBBC	LGEM, Melton	NWLDC	Oadby & Wigston BC	Harborough DC	NWLDC	Harborough DC	LGEM, Melton	Blaby DC	Blaby DC	HBBC	Blaby DC	HBBC	NWLDC	Charnwood	
Blaby D C		6		1			2	1	3	1	1	2	5	2	5	3	1	1	34
Charnwood B C			1															8	9
Harborough D C		1		1				2				1		1		0			6
Hinckley and Bosworth B C	9			9								1	1	4	1	5	1		31
Melton B C					4						4								8
North West Leicestershire D C				1		6		2		2		2	2	2		3	4	2	26
Oadby and Wigston B C	1		4			1	9		3	2		1	1				1	2	25
Rutland County Council																			0
<b>TOTAL</b>	<b>10</b>	<b>7</b>	<b>5</b>	<b>12</b>	<b>4</b>	<b>7</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>11</b>	<b>7</b>	<b>13</b>	<b>139</b>

### Overview Analysis - LRIP Member Development 2008 - 2009



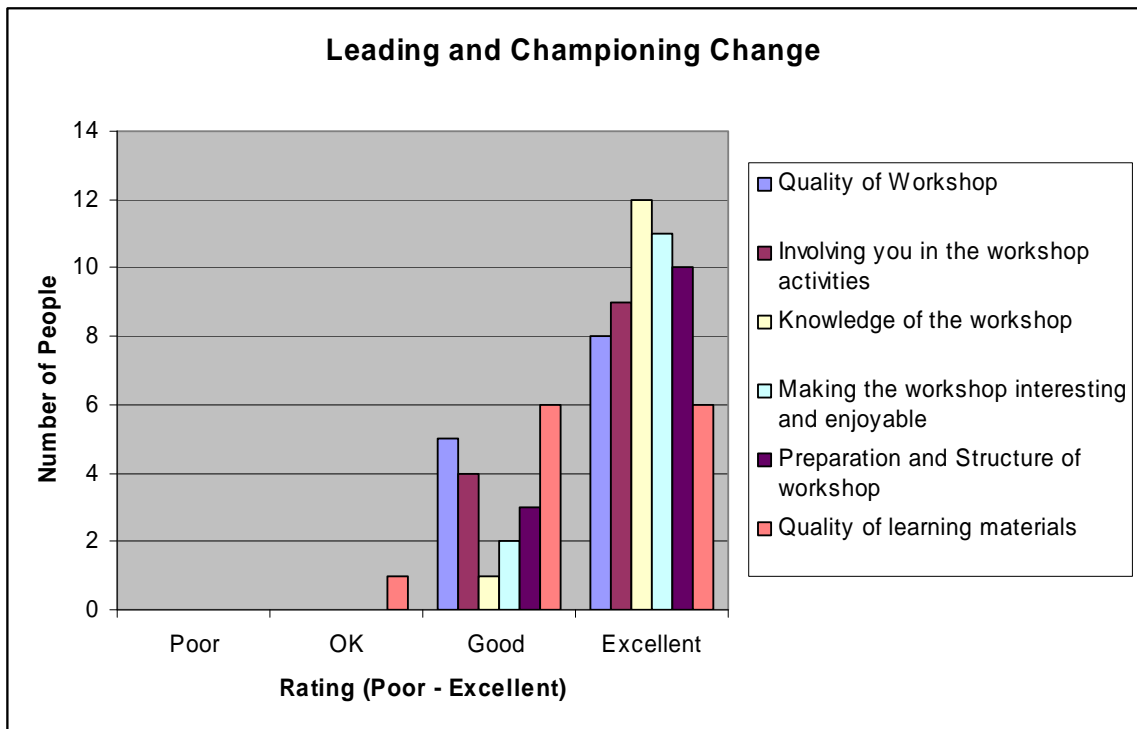
## Evaluation form responses – by individual workshop

### WORKSHOP CONTENT



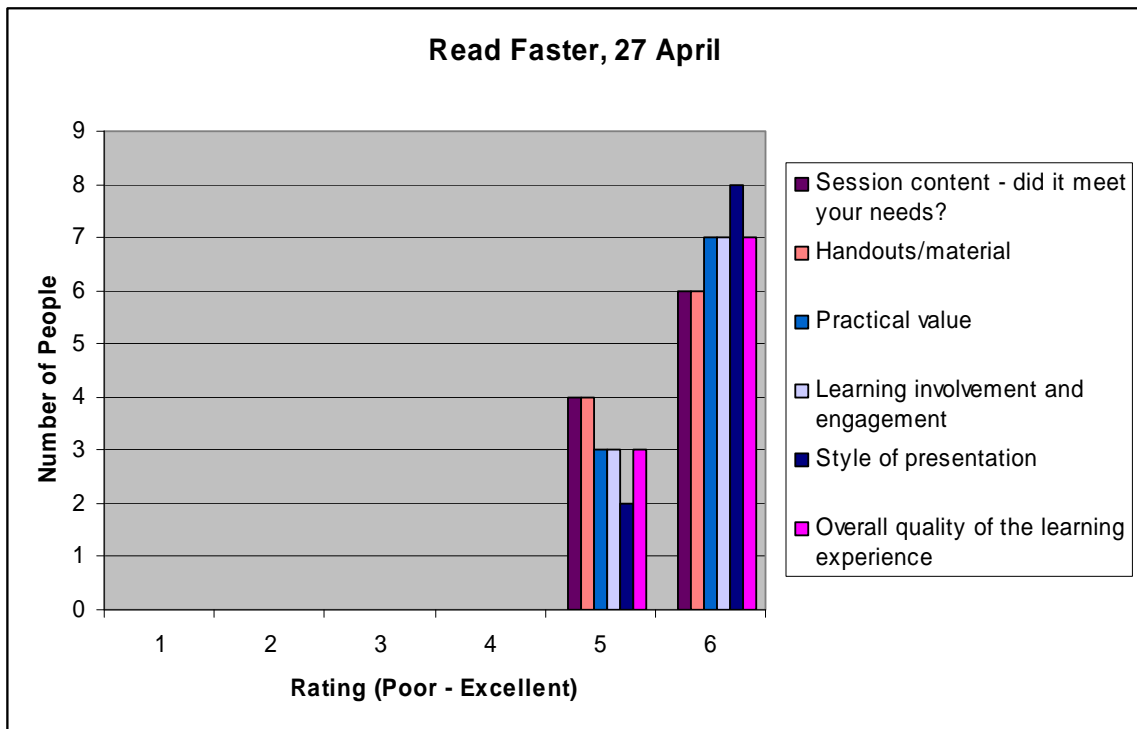
### What has been the most useful part of this event?

- Relaxed
- The interactive participating
- Learning the steps necessary for successful negotiating and influencing skills



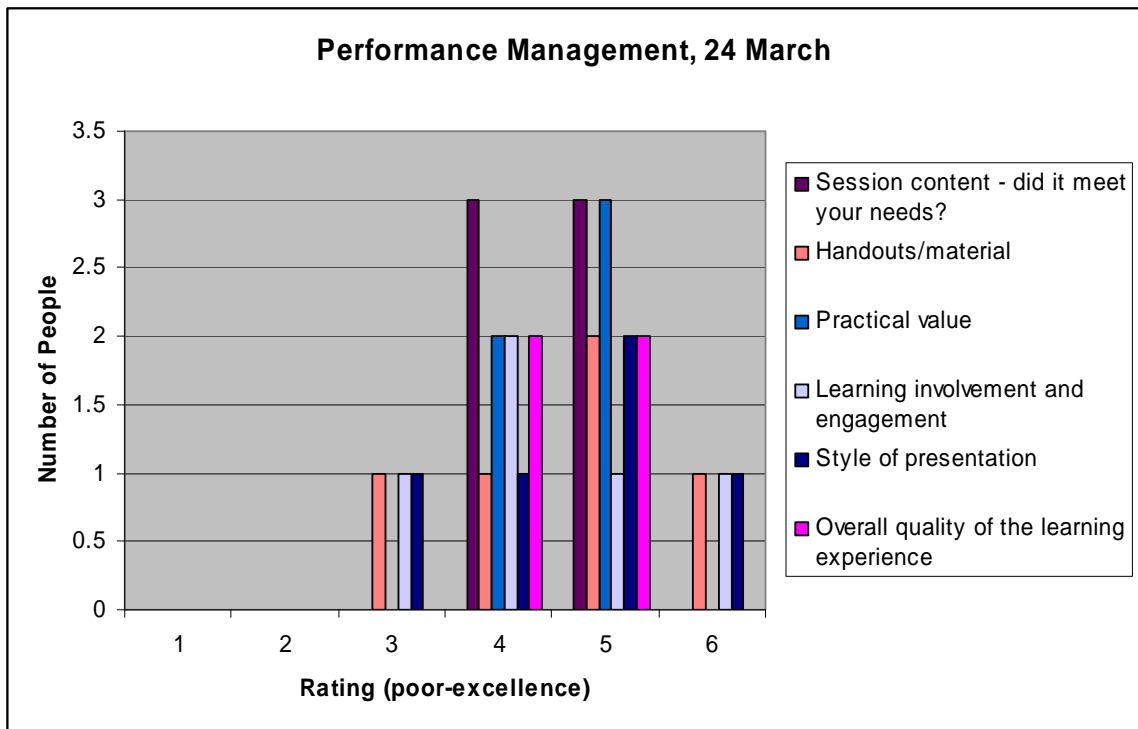
**What impact have we had on you during this session?**

- Made me think
- Very good session, very impressed
- Interesting and informative
- Good group interaction
- Gave confidence
- I can't wait to upfreeze my opinions and refreeze
- Widened my perspective of my role as a leader and champion
- Understanding what impact change has on people
- Gaining knowledge and interest
- Thoroughly enjoyable and food for thought
- Make me focus on what good leadership is again



**What has been the most useful part of this event?**

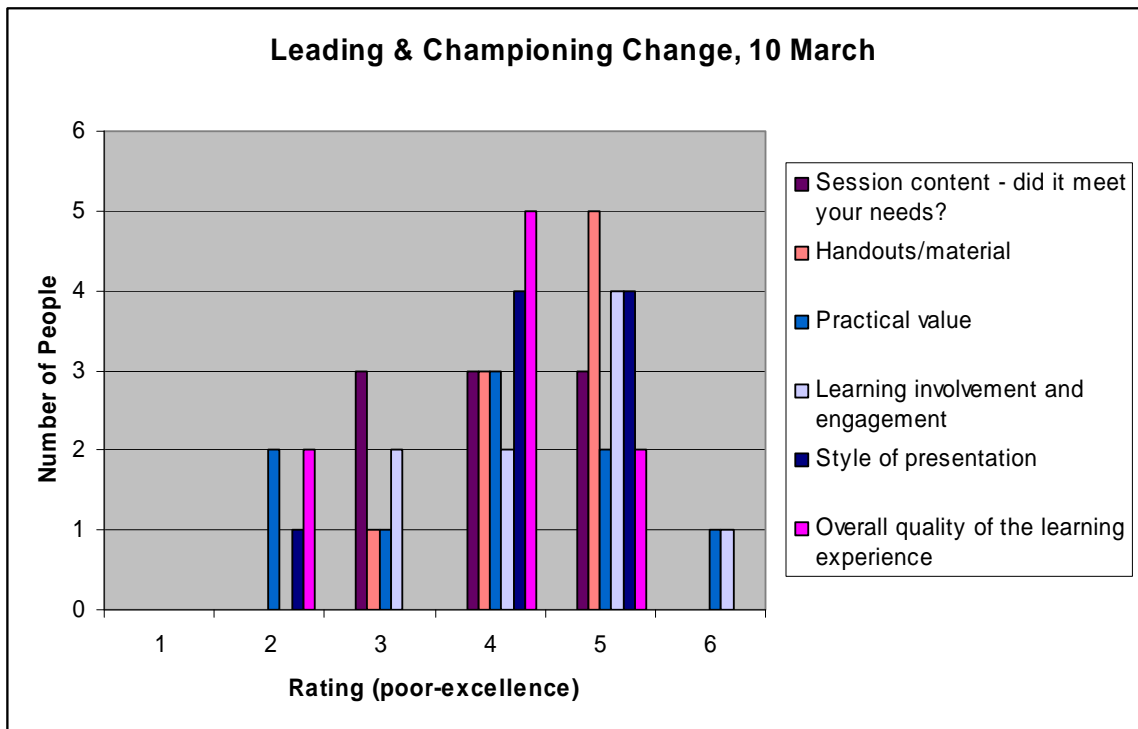
- Planning reading a document – signposting
- Much improved way to address reading, ways to improve speed and way to understand what is necessary to absorb information
- To know what to read first before reading all of it straight away
- Learning new methods of reading
- Good tutor
- All topics
- All of it
- The practical aspect of the course
- Seeing the improvement



**What has been the most useful part of this event?**

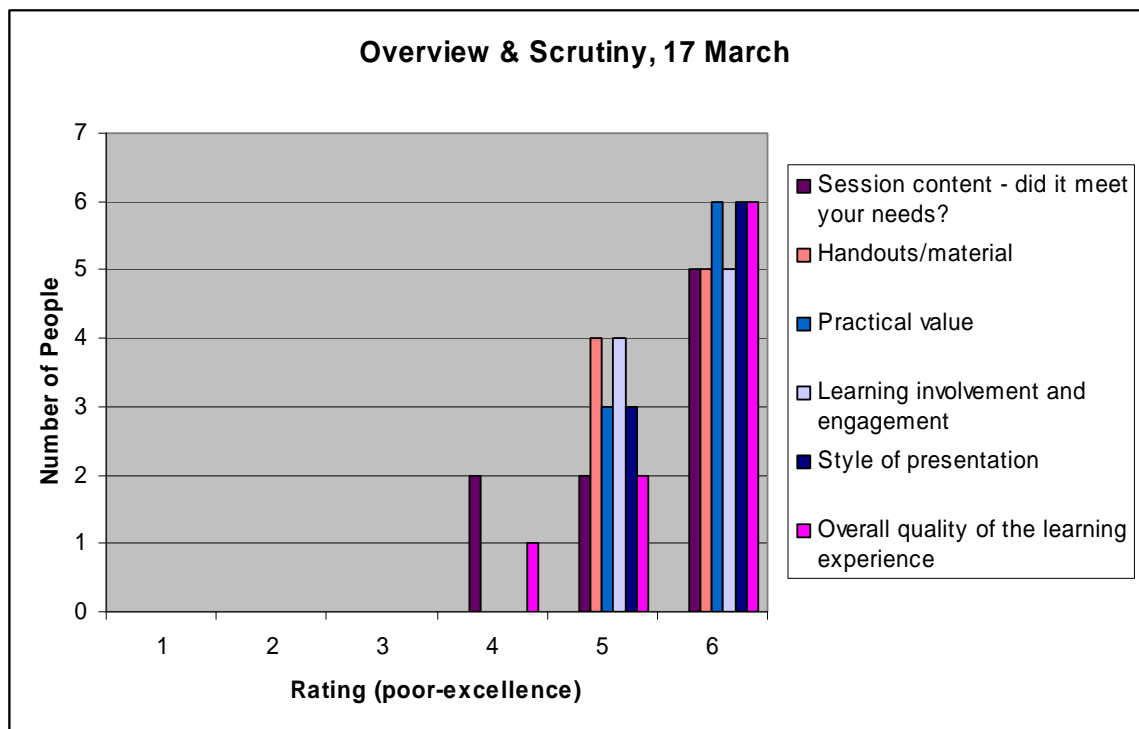
- The information and practical guidance on SMART targets
- It has all been very useful to me, very informative
- Motivation
- Gaining an understanding of responsible target setting





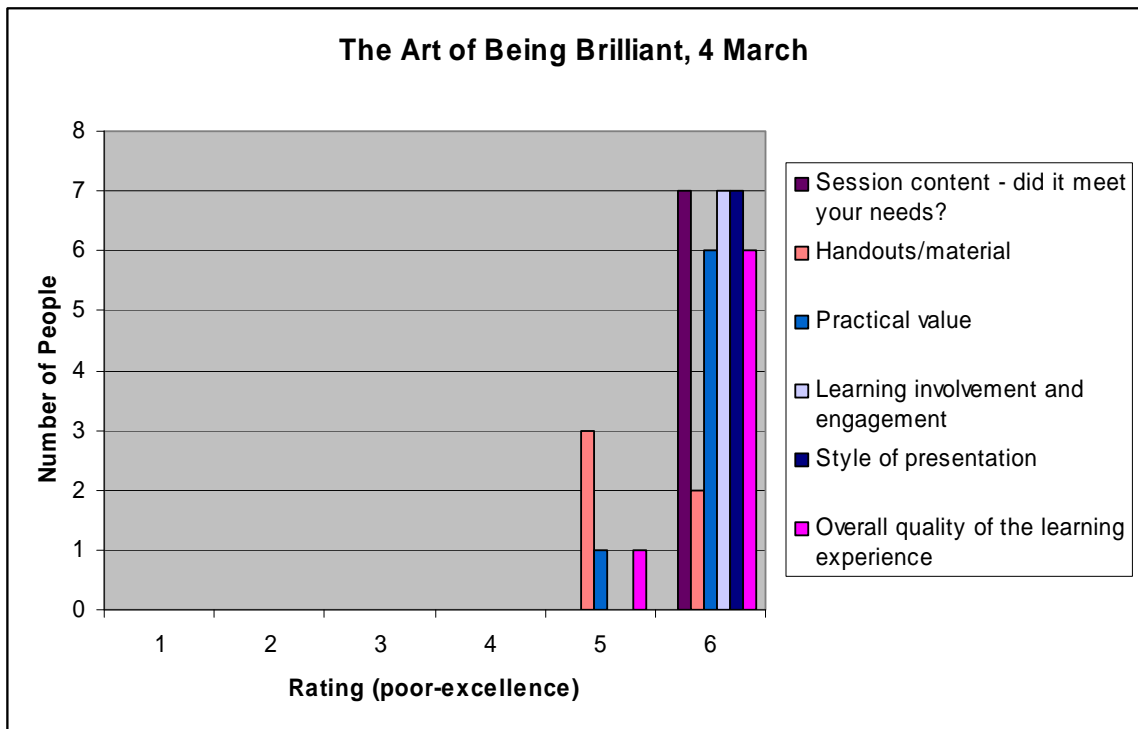
**What has been the most useful part of this event?**

- Discussion with other members
- The internal discussion
- Listening to councillors experiences
- It has opened our minds
- Peer discussions



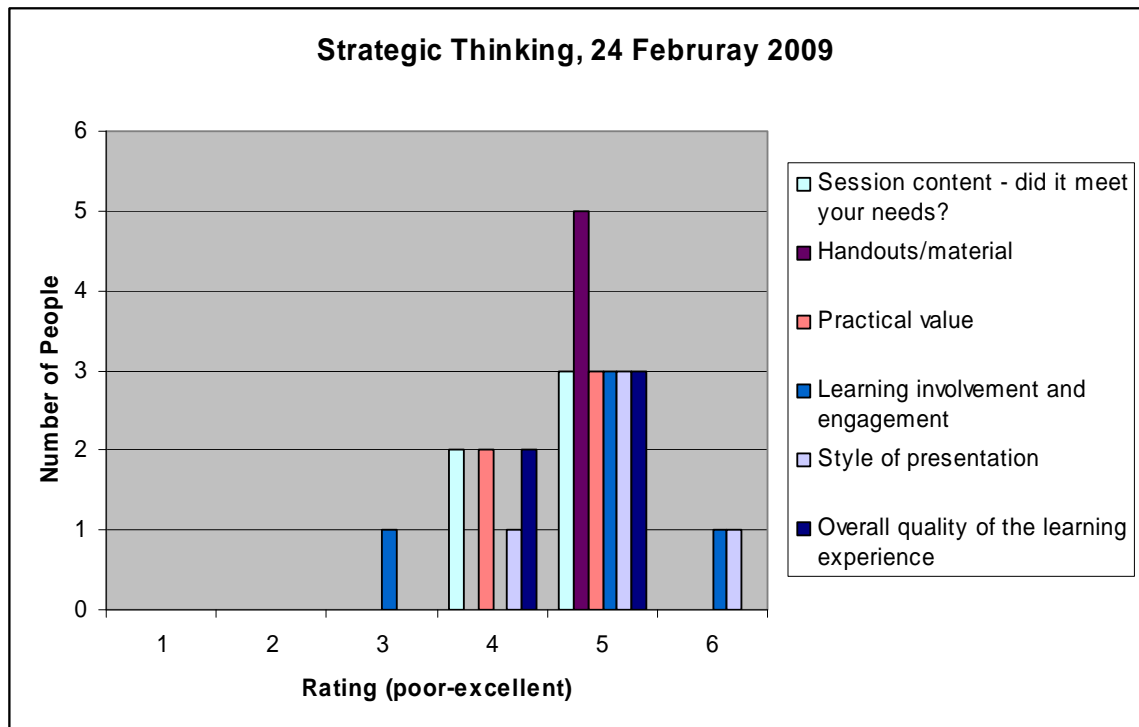
**What has been the most useful part of this event?**

- Questioning Plan
- Interaction with other authorities
- The group sessions in preparing questions
- Just how important question planning is
- Role play
- The whole of this event was beyond my expectation – very very good.
- Prepare question plan
- Interaction and exercises



**What has been the most useful part of this event?**

- Gave me something to think about
- Thinking out of the boring box called normal
- New ideas on positive thinking and much more to enable others through local leadership
- Though provoking, inspiring

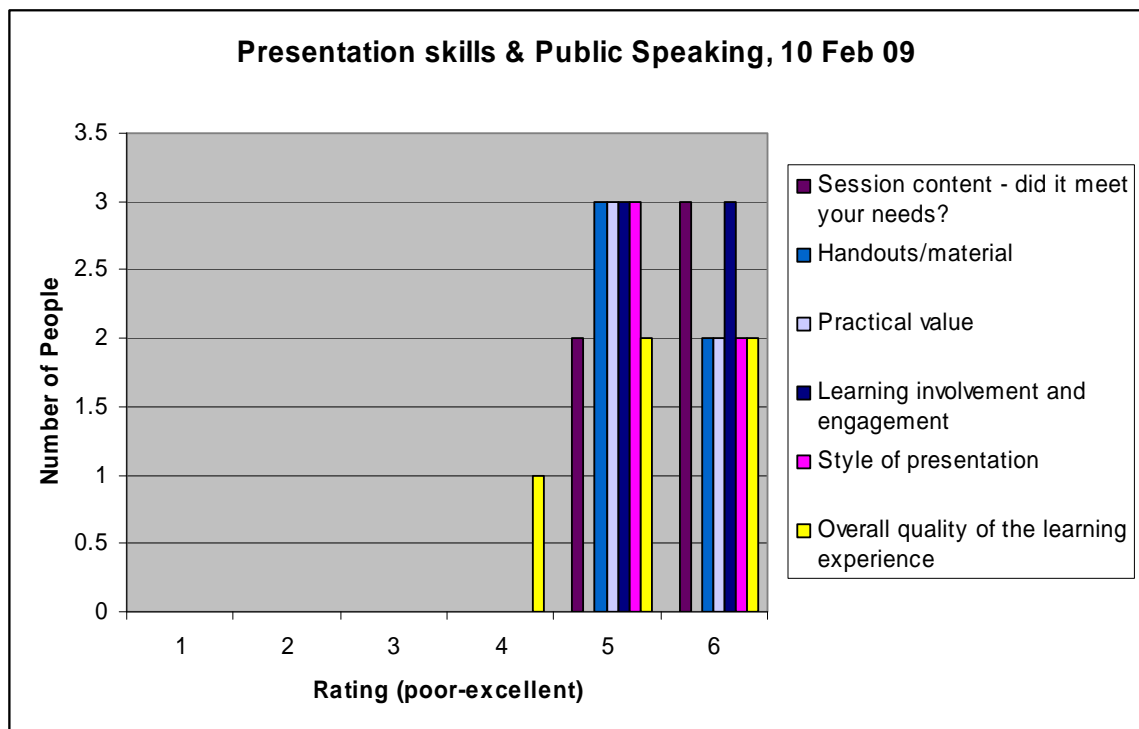


**What has been the most useful part of this event?**

- Local authority/government context
- Learn to take the helicopter view
- Lack of jargon
- Presentation in plain English
- All of it

**How could we improve this event?**

- Give out documentation before the event
- Start on schedule
- Do not use “Does it make sense?” too often
- Hard to say, maybe more practical involvement



#### What has been the most useful part of this event?

- Watching yourself delivering a presentation was very useful and seeing the improvements made in a short time through simple exercises
- Exercises and short talks
- The practical exercises – but the course was too long for a single session and too short to cover the many aspects that need to be covered.

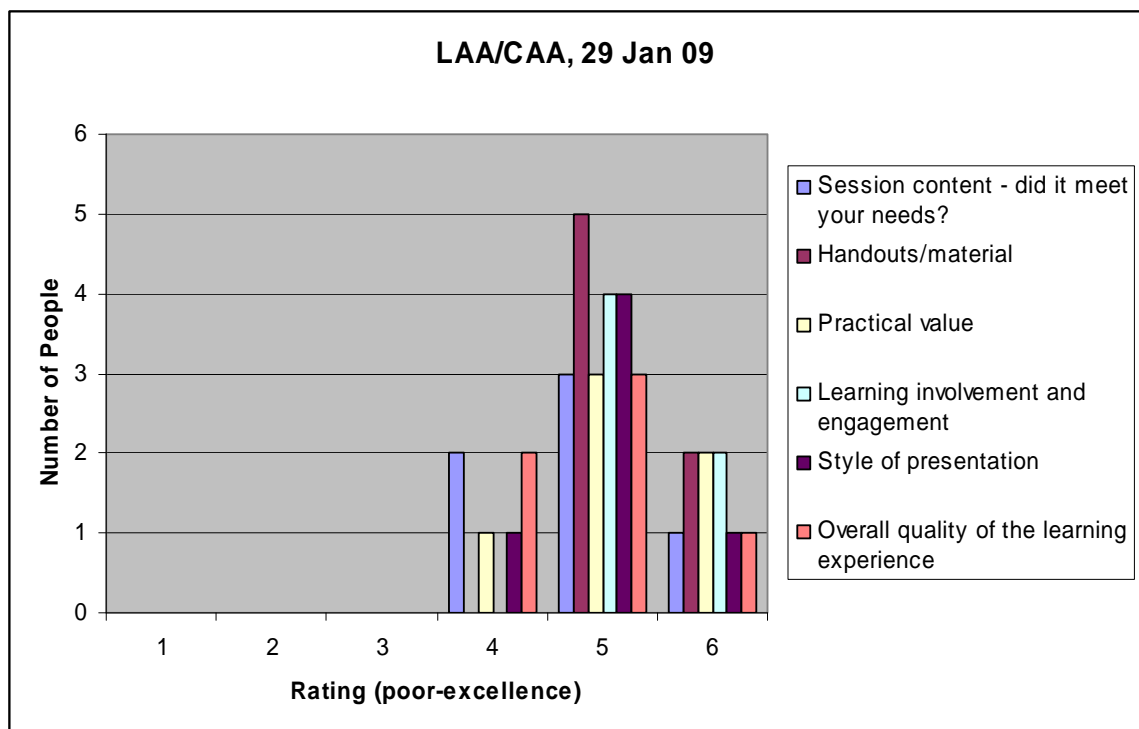
#### How could we improve this event?

- See above, but basically this should be a series of modules rather than just the one session
- Hard to say – maybe it could be a bit longer with more practical involvement

#### Ward work, casework and surgery

1. **Which areas of the seminar did you find useful?**
  - Reminding me of my councilor duties
  - Adding useful items that I was not aware of
  - Reminded me of items I had forgotten
  - Safety
  - All
2. **Is there anything else you would include?**
  - Good practice
  - Databasing casework
  - How to deal with councilors from other parties who are bullying
3. **Is there anything you would omit?**
  - The break

4. **Was the length of the seminar – too long, just right, too short?**
  - Too short
  - Just right - 7
  
5. **If you had to describe the seminar to a colleague, how would you describe it?**
  - Very informative
  - Useful
  - Worth attending
  - Reassuring that I am doing it right
  
6. **Any other comments.**
  - Very enjoyable
  - The presentation was very good, informal and friendly
  - Good and well presented

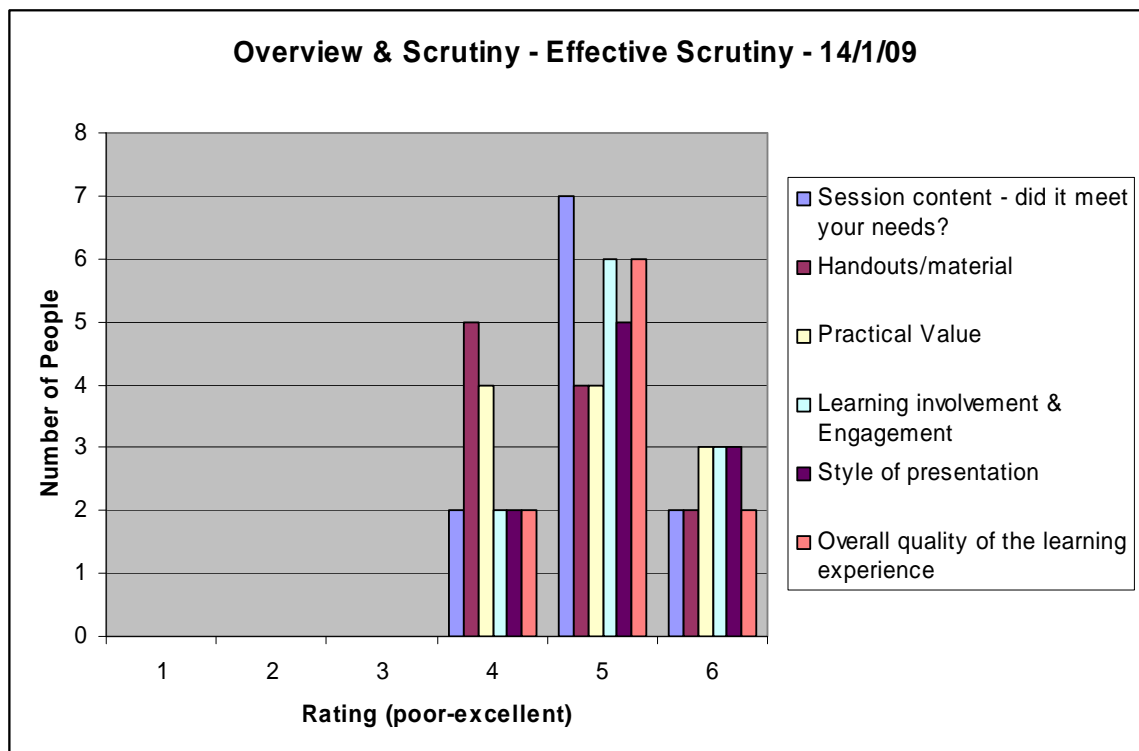


**What has been the most useful part of this event?**

- I needed to know more about LAA & CAA so it was all useful
- Discussion with other councillors
- The learning as a whole

**How could we improve this event?**

- No improvement needed

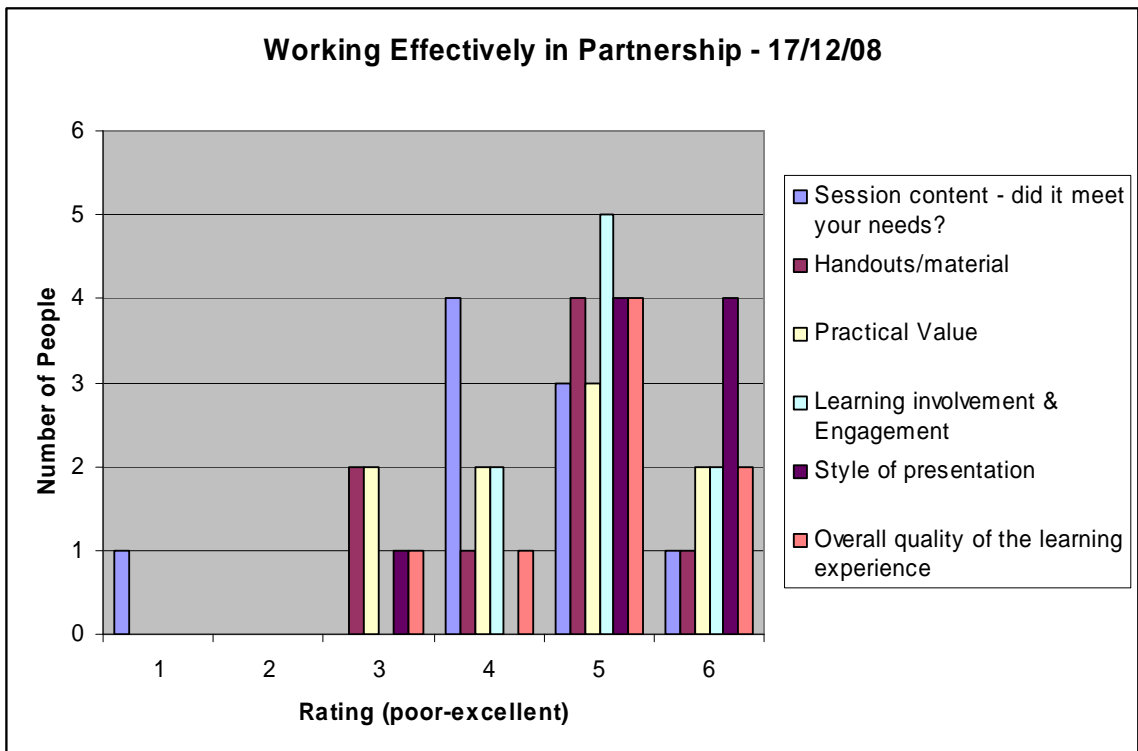


**What has been the most useful part of this event?**

- Play groups – meeting other councillors
- Hearing other views
- Group action
- Practical sessions
- Role play with unknown people

**How could we improve this event?**

- Hold it in the summer when it's warmer and don't increase the group size
- Warmer room
- Could be longer



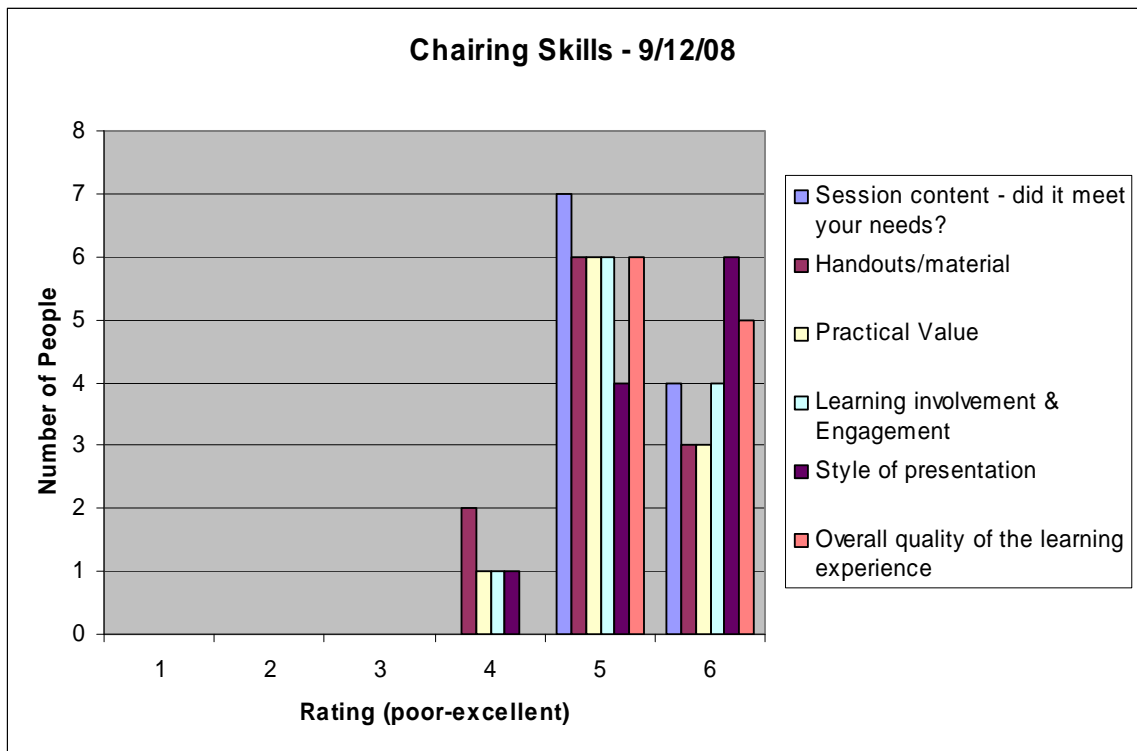
**What has been the most useful part of this event?**

- Making new contacts
- All content useful
- Listening to other experiences
- Discussion
- Reinforcing issues re partnership working
- Getting a clear view of how partnerships should work

**How could we improve this event?**

- ½ shorter



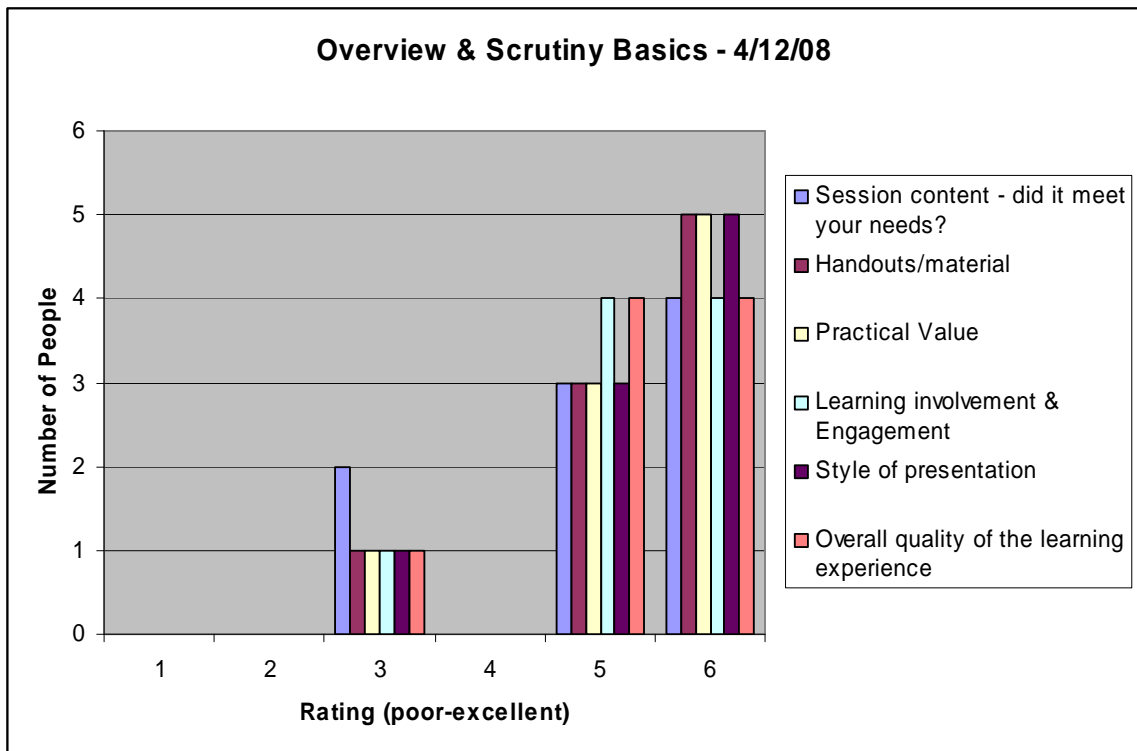


**What has been the most useful part of this event?**

- All of it was good
- Role play
- Able to have time to reflect on ways to do things
- Practical sessions/flipchart info
- The practical role play
- All
- The interactive sessions and understanding
- Learning how to be a chair
- How to be a good chair – essential skills training
- All items were useful

**How could we improve this event?**

- It is good as it is
- Near home
- Another one specifically aimed at youth
- Handout – not your own notes



**What has been the most useful part of this event?**

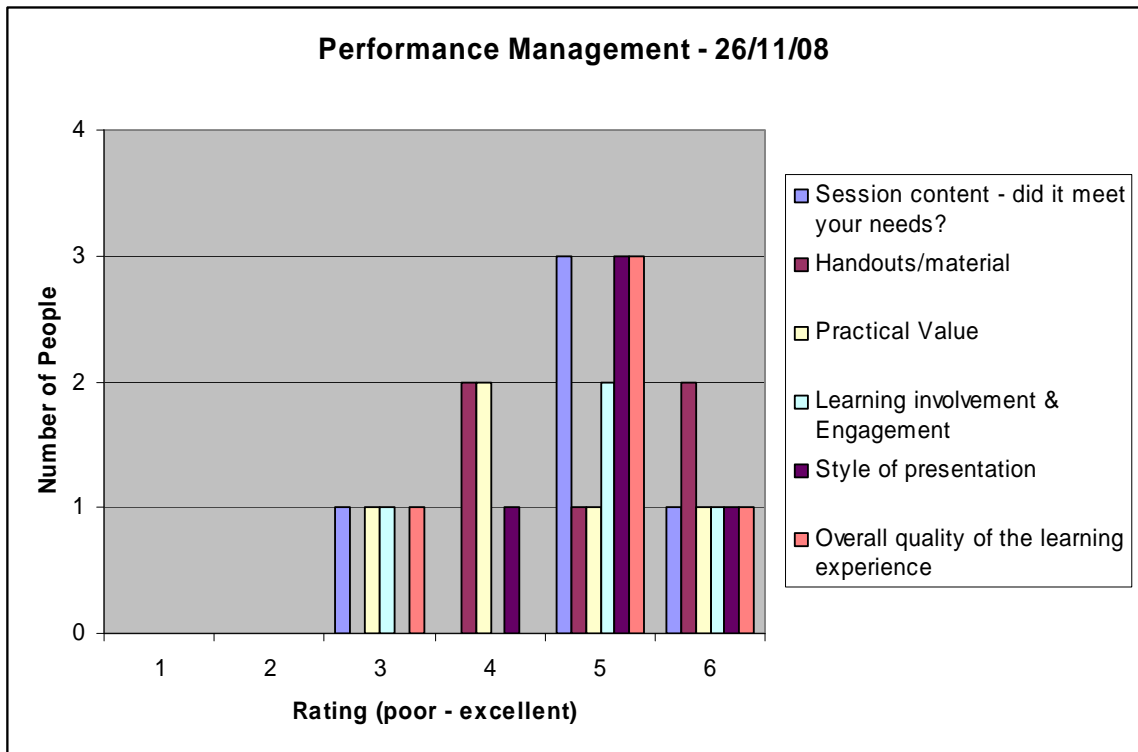
- General syndicate comments
- Exercises, pre-decision, scoring
- The objective appraisal given
- Insight on O & S
- Information provided about forward planning and the role of O & S

**How could we improve this event?**

- Break needed

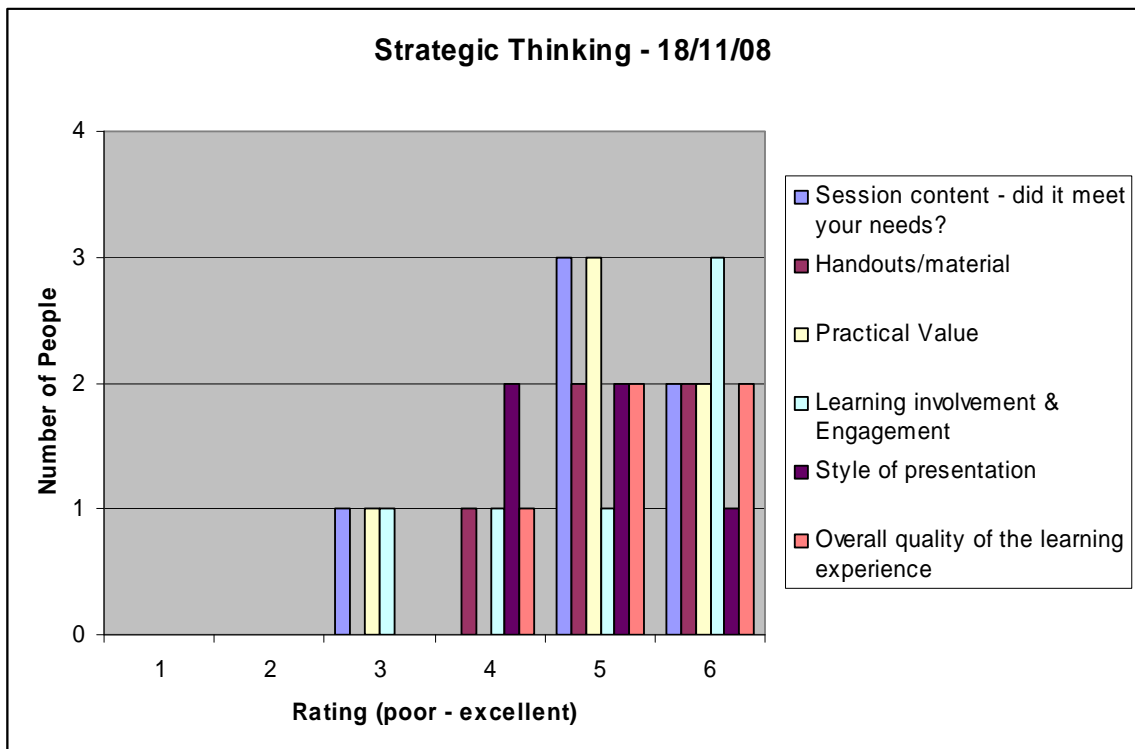
**What has been the most useful part of this event?**

- Discussion
- Setting smart targets



**What has been the most useful part of this event?**

- Discussion
- Setting smart targets



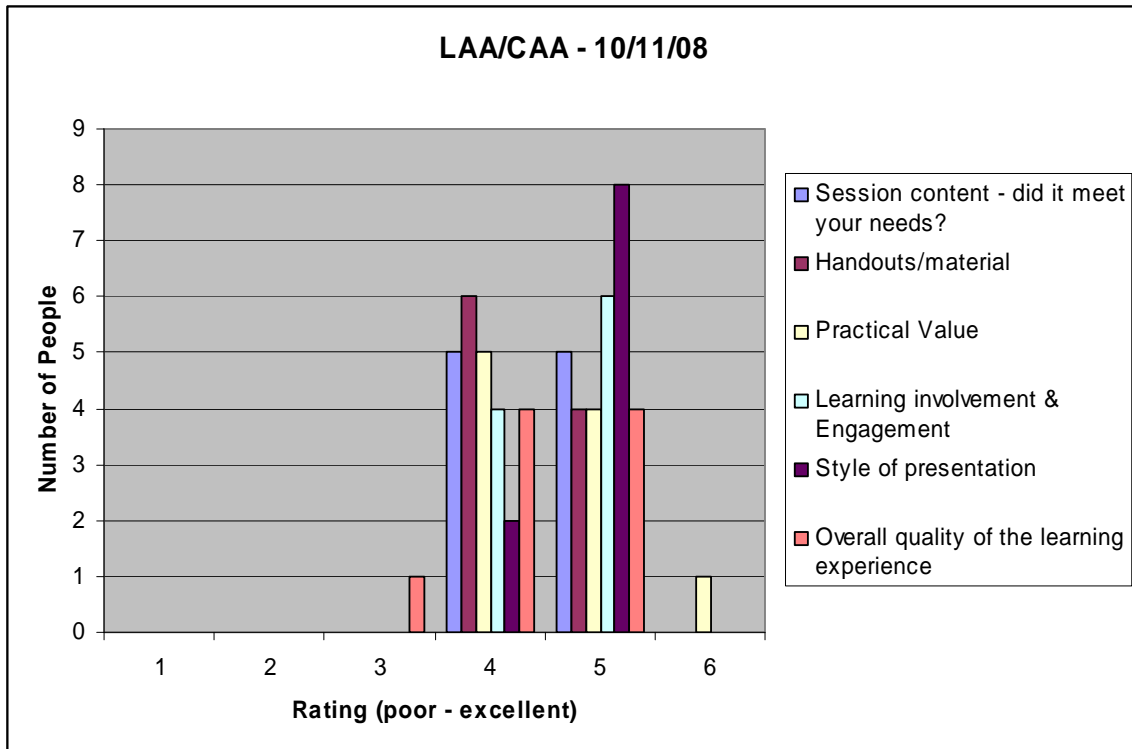
**What has been the most useful part of this event?**

- Group participation
- Able to understand what he was talking about
- Understanding of desired forward planning

- Clarity about the way officers use the planning process

**How could we improve this event?**

- Condense training to an hour and a half



**What has been the most useful part of this event?**

- Extensive knowledge gained of background info.
- Difficult to pick out a single part, it was all useful.
- Interaction between difference community groups.

**How could we improve this event?**

- Keep to the allocated time for each section.
- Maybe in two parts – but on the same day.



*A Borough to be proud of*

Hinckley & Bosworth  
Borough Council

REPORT NO SC33

# **Overview and Scrutiny Work Programme 2009/2010**

**ISSUE 2009/03: SEPTEMBER 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. Community Safety Partnership**

- Six-monthly report on progress of Partnership

### **7. Equalities Standard**

- Scrutinise progress on Equalities



## SCRUTINY COMMISSION

### TIMETABLE

<b>Scrutiny Commission - Thursday 10 September 2009</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Review of Member Development	Review of Member Development Strategy	Ensure value for money training and development and assess progress towards achieving Member Development Charter	All Corporate Aims	Head of Corporate & Scrutiny Services / Member Champion for Member Development	
	Proposed changes at Hinckley Fire Station	Following a motion to Council	Receive information about proposals and provide comments	Safer and Healthier Borough		Combined Fire Services Authority
	Credit Unions	Request of Scrutiny Commission	Support further investigations for possibilities for a Credit Union	Thriving Economy	Director of Finance	Clockwise Credit Union
	Concessionary Travel	Ongoing investigation	Ensure value for money services	Strong and Distinctive Communities	Director of Finance / Chairman of Scrutiny Commission	
	Out of hours emergency cover	To review arrangements for call-outs	Ensure processes are in place	All corporate aims	Head of Corporate & Scrutiny Services	
Performance Management Information	Capital Programme	Request of Members / recommendation of F&A	Analyse current Capital Programme	Thriving Economy	Director of Finance / Executive Member	

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	
	Housing Strategy & progress on motion to Council	Request of Members	Make comments before consideration by Executive	Decent, well managed and affordable housing	Head of Community Services (Housing) / Executive Member	
	Older Persons Strategy	Request of Member Champion	Consider introduction of a strategy	Strong and distinctive communities	Member Champion for Older People	
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		

<b>Scrutiny Commission - Thursday 29 October 2009</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics						
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	Review of Inspace Partnership	Regular reviews as requested by the Scrutiny Commission	Ensure value for money of partnership	All Corporate aims	Strategic Leadership Board / Executive Member	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

<b>Scrutiny Commission - Thursday 3 December 2009</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Achieving Targets for Sport – LAA2	Review progress against targets	Increased physical activity and health promotion	Safer & Healthier Borough	Executive Member / Deputy Chief Executive	Leicestershire Authorities / LSP
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		

<b>Scrutiny Commission - Thursday 14 January 2010</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
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		

<b>Scrutiny Commission - Thursday 4 March 2010</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
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		

<b>Scrutiny Commission - Thursday 8 April 2010</b>						
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
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

### TIMETABLE

<b>Council Services Select Committee – Thursday 1 October 2009</b>					
<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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 / 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 & affordable housing	Executive Members / 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	Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

<b>Council Services Select Committee – Thursday 19 November 2009</b>					
<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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**

<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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

<b>Council Services Select Committee – Thursday 18 February 2010</b>					
<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
Scrutiny Topics					
Performance Management Information	Performance Improvement – 3 <sup>rd</sup> 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

<b>Council Services Select Committee – Thursday 1 April 2010</b>					
<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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

<b>Council Services Select Committee – Thursday 13 May 2010</b>					
<b>Function</b>	<b>Subject</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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

<b>Finance and Audit Services Select Committee – Monday 14 September 2009</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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



<b>Finance and Audit Services Select Committee – Monday 26 October 2009</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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 <sup>nd</sup> 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

<b>Finance and Audit Services Select Committee – Monday 7 December 2009</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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

<b>Finance and Audit Services Select Committee – Monday 1 February 2010</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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 <sup>rd</sup> 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

<b>Finance and Audit Services Select Committee – Monday 1 March 2010</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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

<b>Finance and Audit Services Select Committee – Monday 12 April 2010</b>					
<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>
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**

**SEPTEMBER – DECEMBER 2009**

## **HINCKLEY & BOSWORTH BOROUGH COUNCIL**

### **INFORMATION ABOUT THE FORWARD PLAN**

#### **WHAT IS THE FORWARD PLAN?**

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

#### **WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?**

The Forward Plan details:

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

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

**The Main Reception, Council Offices, Argents Mead, Hinckley**

#### **WHAT IS A KEY DECISION?**

A key decision is an Executive decision which:

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

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

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

#### **RESPONSIBILITY FOR DECISIONS**

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

## FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 SEPTEMBER 2009 TO 31 DECEMBER 2009

### 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>
Improving Permitted Development	Community & Planning Services	Executive 16 September 2009			Committee report <i>(Tracy Darke)</i>
PPG17 Financing	Community & Planning Services	Executive 16 September 2009			Committee Report <i>(Richard Palmer)</i>
Publicity for Planning Applications	Community & Planning Services	Executive 16 September 2009			Committee report <i>(Tracy Darke)</i>
Streamlining information requirements for Planning Applications	Community & Planning Services	Executive 16 September 2009			Committee report <i>(Tracy Darke)</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>



Senior Management Review	Chief Executive	Council 22 September 2009			Committee report ( <i>Steve Atkinson</i> )
Local Development Framework Revised timetable	Community & Planning Services	Council 22 September 2009			Committee report ( <i>Tracy Darke</i> )
Constitution Update	Corporate & Scrutiny Services	Council 22 September 2009	Scrutiny Commission 30 July, Standards Committee 14 August		Committee Report ( <i>Louisa Horton</i> )

### **OCTOBER 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )
Community Infrastructure levy	Community & Planning Services	Executive 28 October 2009	Planning Committee		Committee Report ( <i>Tracy Darke</i> )
PPS15 Planning & the Historic Environment	Community & Planning Services	Executive 28 October 2009	Planning Committee		Committee Report ( <i>Tracy Darke</i> )
PPS25 Development & Flood Risk	Community & Planning Services	Executive 28 October 2009	Planning Committee		Committee Report ( <i>Tracy Darke</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> )
Argents Mead – Exit Arrangements	Finance	Executive 28 October 2009			Committee Report ( <i>Malcolm Evans</i> )

**NOVEMBER 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )
Air Quality Management Area Order for Copt Oak	Community & Planning Services	Council 3 November 2009	Executive 28 October	Consultation with residents within order area	Committee Report with Order ( <i>Rob Parkinson</i> )

**DECEMBER 2009**

<b>Details of Decision to be taken</b> (* denotes key decision)	<b>Portfolio/ Service</b>	<b>Decision Maker and Date(s)</b>	<b>Reporting Pathway and Date(s)</b>	<b>Consultees and Consultation Process</b>	<b>Documents to be submitted</b> ( <i>Report Author</i> )
Adoption of LDF Core Strategy	Community & Planning Services	Council 15 December 2009			Committee Report ( <i>Richard Palmer</i> )

**To Be Programmed**

Tenant Satisfaction Survey results	Community & Planning Services				Committee Report ( <i>Sharon Stacey</i> )
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## DETAILS OF COUNCIL DECISION MAKERS

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

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

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

## **DECISION MAKING ARRANGEMENTS**

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

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

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

### **The Council**

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

### **Executive Functions**

Many day to day policy and operational decisions are taken by Executive, a group of 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](http://www.hinckley-bosworth.gov.uk/scrutiny)) and from the Council on request.

### **Regulatory Functions**

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

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