

Date: 21 October 2009

To: Members of the Scrutiny Commission

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

Mr DW Inman
Mr CG Joyce
Mr C Ladkin
Mr K Morrell
Mrs S Sprason
Mr BE Sutton
Ms BM Witherford

Copy to all other Members of the Council

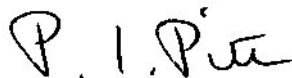
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 29 OCTOBER 2009** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely



Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 29 OCTOBER 2009

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 10 September 2009 attached marked 'SC35'.

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. HOUSING REVENUE ACCOUNT AND HOUSING CAPITAL PROGRAMME PRESENTATION

Presentation by the Director of Community & Planning Services.

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

7. UPDATE ON INSPACE PARTNERSHIP

Report of the Director of Community & Planning Services attached marked 'SC36' (pages 1 – 6).

A maximum of 25 minutes has been allocated for this item.

8. UPDATE ON CAPITAL PROJECTS

Report of the Director of Community and Planning Services attached marked 'SC37' (pages 7 - 12).

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

9. UPDATE ON CREDIT UNION

Verbal update of the Director of Finance.

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

10. RENEGOTIATING FINANCIAL CONTRIBUTIONS REQUIRED FOR INFRASTRUCTURE IMPROVEMENTS

Report of the Director of Community and Planning Services attached marked 'SC38' (pages 13 - 20).

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

11. PROGRESS ON THE FLEXIBLE WORKING AND RELOCATION PROJECT

Report of the Chief Executive attached marked 'SC39' (pages 21 – 39).

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

RESOLVED 12. SCOPING OF REVIEW: HOUSING ASSOCIATIONS

Discussion to scope next Scrutiny review.

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

RESOLVED 13. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC40' (pages 40 - 60).

14. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for November 2009 – February 2010 attached marked 'SC41' (pages 61 - 67).

15. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

(i) Finance & Audit Services Select Committee, 3 August and 14 September 2009. Attached marked 'SC42' and 'SC43' (pages 68 - 74);

(ii) Council Services Select Committee, 13 August and 1 October 2009. Attached marked 'SC44' and 'SC45' (pages 75 - 78).

16. 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

10 SEPTEMBER 2009 AT 6.30 PM

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

Mrs A Hall, MR DW Inman, Mr CG Joyce, Mr C Ladkin, Mr K Morrell, Mr BE Sutton and Mrs BM Witherford.

Peter Roffey, Chairman of the Combined Fire Authority and Ian Scarrott, Deputy Chief Fire Officer, attended the meeting.

Officers in attendance: Mr S Atkinson, Mrs T Darke, Ms E Grant, Miss L Horton, Mr S Kohli, Miss R Owen and Mrs S Stacey.

178 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mr PR Batty, Mrs S Francks, Mr DM Gould and Mrs S Sprason.

179 **MINUTES (SC13)**

On the motion of Mrs Camamile, seconded by Mrs Hall, it was

RESOLVED – the minutes of the meeting held on 30 July 2009 be confirmed and signed by the Chairman subject to the above amendment.

180 **DECLARATIONS OF INTEREST**

Mrs Camamile declared a personal interest in item 10 (The Introduction of an Older Persons Strategy for Hinckley & Bosworth) as Chairman of the Care and Repair Board.

181 **PROPOSED CHANGES AT HINCKLEY FIRE STATION**

Mr Roffey outlined the review that was currently being undertaken and explained that the aim was to work better within the resources available. He emphasised that the review would not lead to any cuts in service but would move resources around to give better overall coverage.

It was noted that any reduction in crew numbers would be due to redeployment and as a result there would be no service reduction and the response time to calls would be no slower. In addition to this, sickness levels had fallen dramatically within the Fire Service which resulted in more staff on duty and able to respond to emergencies.

Mr Roffey clarified that the recommendations in the review had been drawn up by the Chief Fire Officer who had operational knowledge and awareness of the needs in all parts of the Borough. It was noted that consultation would continue until 31 October 2009.

Mr Roffey and Mr Scarrott were thanked for their input and Members acknowledged the issues which had been presented to them and the means of response.

182 THE INTRODUCTION OF AN OLDER PERSONS STRATEGY FOR HINCKLEY & BOSWORTH (SC29)

The Scrutiny Commission was presented with the draft Older Persons Strategy which had been prepared by Councillor Inman. Members were asked to forward any comments on the draft to Councillor Inman by the end of September.

It was explained that each authority now had an Older Persons Champion, and there were also champions within the workforce, for example in hospitals. County Councillor Mr Sprason was campaigning for more Older Persons Champions and had also sent some information about safeguarding vulnerable adults, which would be circulated to Members of the Scrutiny Commission.

With regard to discrimination of older people in employment, it was suggested that any possible changes in law to allow people to work past 65 would be contentious as this would create less employment opportunities for young people.

Concern was expressed with regard to lack of funding for disabled adaptations in housing. It was also suggested that consideration be given when houses were built to installing adaptations at that stage, for example in bungalows for older people, which would save money on having to install them later. It was agreed that the Council Services Select Committee should look at this and the Executive should look at it as part of the LDF.

It was reported that a letter had been received from Age Concern Hinckley & Bosworth expressing disappointment that it had not been mentioned in the Older Persons Strategy, and contesting the suggestion that there should be a centre for Older People. Councillor Inman stated that he would include Age Concern in the Strategy.

RESOLVED – Council Services Select Committee be asked to consider any possible recommendations to the Executive with regard to the LDF and adapted accommodation.

183 DEVELOPER CONTRIBUTIONS (SC27)

Members were informed of the position in respect of the Section 106 contributions that had not been spent within the 5 year period. £298.75 was at risk of being lost – this would have to be used by Barlestone Parish Council by 20 October.

A Member expressed concern that the rules regarding distance were still preventing some parishes from spending the money, and it was noted that the area had been broadened as stated in the SPD, and that although the developer could be approached to ask if the money could be used farther away, there would then be the risk of them asking to claw back the money. In response to a Member's question about reviewing the SPD, the Commission was reminded that this had been reviewed and regular reviews were timetabled over the next few years.

RESOLVED – the report be noted.

Mr Ladkin left the meeting at 7.31pm.

184 HOUSING STRATEGY 2009-12 CONSULTATION (SC28)

The revised Housing Strategy for the period 2009 to 2012 which was out for consultation until 28 September was presented to the Scrutiny Commission. It was noted that in future there may be a move to a regional strategy.

Mr Ladkin returned at 7.35pm.

A Member asked if the strategy referred to the Climate Change policy and in response it was noted that reference was made to energy efficiency and depending on the outcome of the consultation it may be included in the action plan.

RESOLVED – the report be noted.

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

Members were informed that work was progressing as a result of the motion to Council on 29 July 2009. Work had been underway with a partner developer and a small scale bid for two properties would be submitted by the end of October.

186 CREDIT UNION (SC30)

Further to a request of the Scrutiny Commission on 30 July, a report was presented which informed Members of progress made in setting up credit union arrangement for Hinckley & Bosworth. It was stated that costs of setting up a credit union would be high and suggested that the best option would be to work with an existing credit union to provide services for both staff and residents. A presentation would be given to staff with regard to this, and appropriate locations to serve residents were being investigated. Peggs Close had been highlighted as a suitable location.

It was explained that there would be some costs to the Borough Council as a minimum of three volunteers would need to be recruited and trained and the General Manager would be part-funded by the Council. Officers stated they would shortly be contacting Voluntary Action Hinckley & Bosworth to ask for assistance in recruiting volunteers. It was further noted that the Credit Union

would become self-financing so any financial contribution would not be ongoing.

It was explained that the next stage would be to formulate a business case.

RESOLVED –

- (i) the report be noted;
- (ii) support be given to working with an existing credit union.

187 CAPITAL PROGRAMME 2009/10 TO 2011/12 (SC31)

Members were provided with an analysis of the Capital Programme 2009/10 to 2011/12 and were reminded of the recommendations of the Finance & Audit Services Select Committee that the Commission consider the future of the Council Offices site including Mount Road car park, the future of the depot site and including the crematorium site in the settlement boundary.

A Member expressed concern that Hollycroft Park was included in the general fund but as it served Hinckley it should be funded by the Special Expenses area. The inclusion of Hinckley Club for Young People in the general fund was also questioned as it was felt that this would serve only Hinckley. In response it was noted that the whole of the Borough would benefit and to support this transport to the site was being reviewed.

The apparent scaling back of the Environmental Improvement Scheme was questioned and in response it was noted that if funding was required by local Members, Managers would submit bids which would then be considered, and any schemes currently being worked on should be brought forward.

With regard to the recommendations of the Finance & Audit Services Select Committee, it was noted that at this stage the suggestion was only that each option be supported for investigation and that the Executive be asked to look at the suggestions in greater detail.

RESOLVED –

- (i) the report be noted;
- (ii) the proposals of the Finance & Audit Services Select Committee be supported and referred for investigation.

188 CONCESSIONARY TRAVEL UPDATE

It was noted that a joint meeting had been held with regard to concessionary travel and progress was being made.

189 MEMBER DEVELOPMENT (SC32)

Members were provided with a report which evaluated the effectiveness of the Member Development Strategy, examined progress towards achieving the East Midlands Councillor Development Charter, and provided information on Member Development Activities within the authority and throughout Leicestershire & Rutland as part of the Regional Improvement and Efficiency Partnership.

The number of Borough Councillors who were also County Councillors was highlighted, and in response it was noted that districts were now working more closely with the County Council and this had therefore been taken into account.

RESOLVED – the report be noted and progress be endorsed.

190 OUT OF HOURS EMERGENCY COVER

Members were provided with a verbal update on the availability of officers outside of office hours, particularly bank holiday weekends. It was confirmed that arrangements were now in place for appropriate officers to be available at these times and good relationships had been built with parishes who were at risk of requiring such support.

191 OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 (SC33)

Members received the work programme for 2009/10.

RESOLVED – the work programme be agreed.

192 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC34)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

(The meeting closed at 8.55 pm)

SCRUTINY COMMISSION – 29 OCTOBER 2009

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: UPDATE ON INSPACE PARTNERSHIP

1. PURPOSE OF REPORT

1.1 To provide Members with an update on the Inspace Partnership, as requested by Scrutiny Commission at their meeting on 12 February 2009.

2. RECOMMENDATIONS

2.1 That Members note the report.

2.2 That Members receive a further report on progress at the meeting of Scrutiny Commission on 8 April 2010 and that Members consider the need for further reports on this matter at that time.

3. BACKGROUND TO THE REPORT

3.1 Members are fully aware of the issues which arose in respect of the Housing Repairs and Maintenance Capital and Revenue budgets in 2007/08 and the actions that have been taken to control the situation.

3.2 At a meeting of Scrutiny Commission on 12 February 2009, Members received an update report. Following their consideration, they resolved:-

- (i) An update on the progress of the interface and Schedule of Rates to be provided to Members when available.
- (ii) A report on the final costs resulting from this issue to be presented to the Council Services Select Committee when available.
- (iii) A report on the performance of the Inspace Partnership to be brought to the Scrutiny Commission every six months.
- (iv) The need for these reports on the Inspace Partnership to the Scrutiny Commission to be reviewed in March 2010.

4. CURRENT POSITION

4.1 In respect of the interface, work has continued, involving both Council and Inspace staff. Final testing has recently been undertaken. Despite the fact that the interface has not been in place, Members can be assured that adequate monitoring has been and continues to be undertaken of the overall financial position and the costs associated with individual jobs.

4.2 The Schedule of Rates has not been updated. This is a labour-intensive task and the detailed Schedule of Rates is not required in an Open Book arrangement. It provides a useful guide on costs but no more than that.

4.3 The final costs associated with the investigations were reported to Scrutiny Commission on 18 June 2009 by the Director of Finance and ICT. The Scrutiny Commission resolved that “the report be noted”.

4.4 Members may recall that, when this matter was discussed by Scrutiny Commission on 12 February 2009, it was proposed that future update reports would be based on the Management Information Packs presented to meetings of the Strategic Partnership Group (SPG) and the Council’s Quarterly Partnership reports which are presented as part of the Council’s Performance Management Framework.

4.5 This report is based on:-

Management Information Packs for SPG dated –
1 May 2009
24 June 2009
31 July 2009
2 October 2009

The Quarterly Inspace Partnership Report for the period April-June 2009 is attached to this report at Appendix 1. The Management Information Packs identified above are not attached on this occasion as they contain personal and commercial information.

4.6 Members attention is drawn particularly to:-

- The costs were managed within budget for 2008/09.
- The current budget position for 2009/10 is that Inspace’s current projections predict an underspend on their £2,400,000 budget. This is due to the restructuring of the branch and other efficiencies, particularly a reduction in the use of sub-contractors.
- Performance in respect of Key Performance Indicators is good and improving. In particular:-
 - 97% of tenants are satisfied with the standard of the property when their tenancy commences.
 - 95% of work on void properties is completed on time.
 - 99% of responsive repairs are completed on the first call.
 - 96% of appointments are kept.
 - Variations are required on less than 15% of responsive repair jobs.

From April to August 2009, Inspace have undertaken:-

- 3572 responsive repairs
- 193 major voids
- 22 replacement kitchens
- 26 minor voids
- 33 bathroom replacements
- 14 kitchen works
- 35 roofing jobs

Together with other miscellaneous jobs. In total, 4017 jobs have been ordered.

Inspace do not currently undertake disabled adaptations, painting or central heating works for Council tenants.

- 4.7 Initial discussions instigated by Inspace have taken place on the potential for a two-year extension on the partnership, which is due to end in September 2011. No agreement has been reached on this matter at the time of writing this report.

5. **FINANCIAL IMPLICATIONS (DB)**

- 5.1 The detailed cost model for the Inspace Partnership has not been agreed for 2009/10. In particular, issues which are still the subject of discussion with Inspace include the level of costs that will be incurred by Inspace in running their Hinckley Branch.
- 5.2 That said, monitoring reports are provided on a regular basis and the budget is currently projected to be met.
- 5.3 A meeting has been arranged with Directors of Inspace to resolve outstanding issues.

6. **LEGAL IMPLICATIONS (AB)**

- 6.1 The legal relationship between the parties continues to be governed by the existing partnership agreement. This is not affected by anything in this report

7. **CORPORATE PLAN IMPLICATIONS**

- 7.1 The subject of this report contributes to delivering the Corporate Performance Plan relating to:-
- Decent, Well Managed and Affordable Housing
 - Cleaner and Greener Neighbourhoods

8.0 **CONSULTATION**

- 8.1 None.

9.0 **RISK IMPLICATIONS**

- 9.1 No significant (Net Red) Risks have been identified.

10.0 **RURAL IMPLICATIONS**

10.1 There are no specific rural implications from this report. The service provided by Inspace is provided across the Borough.

11. **CORPORATE IMPLICATIONS**

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

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

Background papers:

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

SCRUTINY COMMISSION – 29 OCTOBER 2009

REPORT OF DIRECTOR OF FINANCE RE UPDATE ON MAJOR CAPITAL PROJECTS

1.0 PURPOSE OF REPORT

- 1.1 To advise Members of progress made with regard to the Atkins Development, Council Offices Relocation, Argents Mead Enhancement, Bus Station Development, Hinckley Club for Young People, the Greenfields Enterprise Centre and considerations for the former crematorium site.

2.0 RECOMMENDATIONS

- 2.1 That Members note and endorse the progress made on the above projects.
- 2.2 That Members note the target level of capital receipt of circa £5m from the enhancement of the Argents Mead site, as set out in paragraphs 5.1, 5.2 and 5.3 of the report.
- 2.3 That any plans to enhance Argents Mead be the subject of full public consultation.
- 2.4 That the target of £5 million be incorporated into the revised Medium Term Financial Strategy to be presented to Council at its December meeting.

3.0 ATKINS DEVELOPMENT

3.1 Planning Application

- 3.1.1 The Joint Planning Application was considered at the Planning Committee meeting on 7 July 2009 and was approved unanimously. The scheme was then passed to Government Office and was approved on 4 September 2009 following receipt of the signed Section 111 agreement from North Warwickshire and Hinckley College (the College).
- 3.1.2 The College's contribution in connection with the Section 111 Agreement totals £391,000. An initial payment of £ 50,000 has been received as part payment.
- 3.1.3 Planning conditions for the Atkins Building are being discharged and conditions attributable to the College's project will be discharged prior to commencement on site which is now envisaged as February 2010.

3.2 Progress of Works on Site

- 3.2.1 The phased works are to progress as follows:

Phase I - Essential Maintenance – Roof Repairs and Window Repairs/ Replacement: Works completed May 2009.

Phase II – Continuity Works – Commenced 1 June 2009 and includes provision of Car Park D (Lower Bond Street) and Internal Structural works. A further instruction has been issued to incorporate the removal of paint from the internal walls.

Works in this phase are due for completion in Mid November 2009.

Phase III – Main Internal Refurbishment Works – following receipt of Planning Approval a verbal instruction has been issued for the completion of the Main works which is programmed for completion by the end of April 2010.

Occupation of the building is programmed to commence from May 2010.

Separate contracts have been issued for the first two phases and a further contract is being compiled for the Final Phase.

3.3 Naming of Building

- 3.3.1 Following consultation with Creative Hinckley and consideration by the Atkins Project Board, the proposed name for the building on completion has been agreed as **ATKINS 1722**. This acknowledges the original building owner and the date that business commenced from the location.

3.4 Estimated Construction Costs/Funding

- 3.4.1 The scheme overall is currently being managed within cost and budget. However, there are a number of pressures on the budget linked to delivering a higher quality scheme, namely additional soft landscaping, enhanced public realm, some additional transport improvements and power supply upgrades. In order to address these pressures, an application for funding has been made to a regional funding body for a commitment of an additional £300,000.

Should this funding not be realised, the option exists to manage the scheme within the main contract costs or consider some additional funding to enhance the scheme finish and quality.

4.0 COUNCIL OFFICES RELOCATION

- 4.1 The strategy for the relocation of staff from the current offices at Argents Mead, as set out below, is developed on the undertaking that the long-term solution for delivery of the Council's services is within a shared working environment in the proposed Bus Station development. However, the need to relocate staff in 2010, necessitated by the poor condition and energy inefficiency of the Council offices at Argents Mead, means that short-term proposals have to be developed to provide the most cost efficient and supportive solutions to relocation.
- 4.2 In order for this strategy to be adopted, there needs to be acceptance that the condition of the Argents Mead offices require immediate repair and maintenance in order to ensure a safe working environment for staff, visitors and members of the public. However, immediate repair and maintenance of Argents Mead is not the most cost effective option, nor does it deliver the best long-term solution for delivery of council services.

4.3 Relocation Areas

4.3.1 In conjunction with the roll out of flexible working in the organisation, the supporting office based infrastructure has been considered. Whilst it is accepted that the long term aim of relocation is to provide “fit for purpose” modern office accommodation on the Bus Station site, a more immediate short term solution is required to fill the gap between 2010 and 2014.

4.3.2 The temporary accommodation solution, as set out in paragraph 4.3.3, provides good quality office accommodation located in Hinckley town centre within five key locations. These key locations have arisen from an options appraisal which considered location, affordability, quality of accommodation, ownership, speed of delivery. Other major considerations included the provision of telephony and in particular Voice Over Internet Protocol (VOIP) which is key to the roll out of mixed location or home working as it ensures there is no degradation in service as it enables telephone calls to be shared between team members and allows staff to be contacted seamlessly regardless of location. Finally, the relocation of the Data Centre presents its own specific challenges, requirements and financial implications.

4.3.3 The following are the five locations identified in the strategy:

1. Atkins 1722 HBBC acting as primary anchor tenant occupying circa 140 workstations, meeting rooms, break out areas, Members' area, Unison office, touch down locations.

2. Florence House Existing leased office which will be planned to provide fit for purpose accommodation for Customer Services, Shared Services and Back Office Staff. The leases are coterminous and will be reviewed late 2013.

3. William Iliffe An underutilised premise for temporary housing under control of the Housing Team.

Estates approached by housing to provide a solution to their requirement for office accommodation for up to 20 staff within the ground floor of the premise.

Three solutions have been provided, giving differing levels of construction work and number of possible desk spaces from 21 to 27 providing the required outcome within the budget cost of £40,000.

Two of the solutions are being taken forward for full costing and final approval.

Once approval has been gained we would look to complete works and have the area operational by February 2010.

4. Leisure Centre An area of the centre formally known as the Projectile Room has been identified as an informal office area for both touchdown and permanently based staff.

Preliminary plans show 16 desk spaces with a meeting area suitable for 10 staff, which will be within the budget of £30,000.

Once final approval has been received, we would look to have these works completed by January 2010 in line with the Leisure Centre refurbishment.

5. Depot The depot will continue to support back office staff and the DSO function.

5.0 ARGENTS MEAD ENHANCEMENTS

5.1 In conjunction with the relocation of the Council Offices, careful consideration is required to ensure that the existing council building is managed appropriately when vacated. Demolition of the structure in early 2011 will reduce the risk of likely antisocial behaviour and increasing unnecessary maintenance and security costs of a decaying structure on an ongoing basis (including potentially the need to “net off” the building). This provides an opportunity to enhance the Mead and provide a high quality “Green Park” within the centre of Hinckley, opening new public walkways through the existing site and providing additional links to the Bus Station Development.

5.2 As well as providing an increased green space in the urban park, it provides an opportunity for high quality developments around the perimeter of the Mead, which will allow for improved public facilities. Any enhancements will be carefully considered and full public consultation will take place, focussing on enhancing the environment and re-invigorating the 'non green' areas on the Mead. It is envisaged that such changes will be supported by appropriate provision of car parking.

5.3 It is anticipated that a capital receipt of circa £5m could be realised to assist in supporting the immediate on long term capital programme. To maximise the potential of these receipts, the developments should take into account the potential for other future developments from adjacent land owners and key development partners.

6.0. BUS STATION REDEVELOPMENT

6.1 The Development Agreement was formally approved on 31 July 2009. Acquisition of the site has commenced and public exhibitions were held during the month of September to promote the latest scheme. The planning application is expected to be submitted early April 2010, with completion planned for 2014.

7.0 HINCKLEY CLUB FOR YOUNG PEOPLE

7.1 The Club appointed ROK as its main contractor in August 2009. A fixed price contract has been agreed by the Club with the contractor. Works commenced on site 24 August. Completion is programmed for August 2010.

7.2 A new CCTV system is to be installed Oct/Nov 2009. Photos of the building site can be viewed via the Council's website on - <http://www.hinckley-bosworth.gov.uk/ppimageupload/holding/Image86147.PDF> .

- 7.3 Capital and business continuity sub groups, which contain representatives from all partners, have been established. These regularly update the Project Board.
- 7.4 An independent Business Coordinator, funded by Myplace, has been appointed by the Club. His role is to seek new business, develop partnerships, apply for external funding and to set out a programme of activities aimed at meeting the agreed outcomes, as required by the funding body.

8.0 LEISURE CENTRE

- 8.1 Council made the decision, due to budgetary constraints and the wider economic climate, to suspend plans to build a new Leisure Centre and instead approved a capital budget to refurbish the existing Leisure Centre and at the same time extend the management contract with SLM Limited. The contract for the customer facing refurbishment commenced on Monday 7 September, 2009.
- 8.2 Weekly meetings are held to discuss progress and any consider any issues arising. These meeting are attended by Asset Management, Cultural Services, SLM and the Main Contractor.
- 8.3 The works area completed are:
- Former Café Area – Now a multi-function room
 - Conference room – Now a spinning room
 - The Pool and Main Hall Viewing Galleries
 - The Reception Gallery
 - Gym area
- 8.4 An issue has arisen during work to the Ladies and Gents Dry side changing area, requiring the floor to be re-tanked prior to laying the new covering. The cost for this addition has been met from part of the contingency figure agreed within the contract.
- 8.5 The project is currently running to schedule (completion by end December 2009) and within budget.
- 8.6 The programme has been arranged so that the work to the Ladies and Gents' Wet side will be started towards the end of October. This will allow time for a response from the Council's application for DCMS funding for Capital Improvements which, if approved, will provide for additional improvements to these changing areas.
- 8.7 A first (of four) interim payment has been submitted by the contractor which awaits the contractor to provide validation prior to sign-off.

9.0 GREENFIELDS

- 9.1 Confirmation was received on 25 August 2009 from the Programme Manager for Leicester & Leicestershire Support Unit: "I am pleased to be able to inform you that EMDA Board have finally approved support for the Greenfields development and consequently we can now issue a funding contract." The funding contract, which is with LCC, should have been finalised by time of consideration of this report.

9.2 The timescales for this project are short as EMDA require their funding to be drawn down before 31 March 2010. With this in mind, the project management team from WM Saunders has been informed of the progress, and the Council's Procurement Manager has agreed that the OJEU accelerated tender process can be adopted. This will allow for a reduction in the procurement process from 80 days to 30 days.

9.4 The Council's chosen contractor will be required to start on site prior to the end of 2009. This will allow the Council to have some tenants in situ prior to the end of current financial year (the Council's Commercial Surveyor has had several very interested parties for pre-lets).

10.0 **'CREMATORIUM' SITE, HINCKLEY**

10.1 Officers have been requested to investigate the potential for development of this site, which is in the ownership of the Council.

10.2 The crematorium location lies within an area currently designated as green wedge. Whilst the boundaries of the green wedge are still to be defined (through the Site Allocations/Management Plan), it is indicated through the preferred options that the site lies within the green wedge.

10.3 At the Core Strategy examination there were changes proposed to the wording of the policy for green wedge. Importantly, the policy lists uses that will be acceptable within the green wedge. These do not list commercial/ business activity per se. However, it is the function of the green wedge which should not be compromised by built development not the open aspect of the green wedge. The best way to bring forward anything will be through a Green Wedge Management Plan or to test through the Site Allocations DPD. The land itself does not need to be allocated as there is a policy dealing with green wedge uses which sits within the Core Strategy. It is therefore suggested that proposals for this site be taken forward through work on the Site Allocations.

11.0 **FINANCIAL IMPLICATIONS**

11.1 These are contained within the body of the report.

12.0 **LEGAL IMPLICATIONS (AB)**

12.1 These are contained within the body of the report.

Contact Officers:

Sally Ann Cooper	ext 5654	(Bus Station Development)
Robert Blaney	ext 5867	(Greenfields, Argents Mead Enhancements)
Matthew Burns	ext 5686	(Leisure Centre Refurbishment)
Simon Jones	ext 5699	(Hinckley Club for Young People)
Malcolm Evans	ext 5614	(Atkins 1722, Council Relocation, Argents Mead Enhancements)

REPORT OF THE DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: RENEGOTIATING FINANCIAL CONTRIBUTIONS REQUIRED FOR
INFRASTRUCTURE IMPROVEMENTS

1. PURPOSE OF REPORT

- 1.1 a) To discuss with members the changes in the property market and the construction industry, and the impact which this has already had, and may have in the future, on developer contributions payable.
- b) To consider and agree a protocol for dealing with requests from developers to vary the payment terms for such contributions.

2. RECOMMENDATION

- 2.1 That Scrutiny considers the protocol set out in this report.

3. BACKGROUND TO THE REPORT

- 3.1 As Members are aware, a principal objective of the Town and Country Planning system is to secure sustainable development in the public interest. To this end, it is necessary to consider a range of potential impacts which a particular development proposal may have, and it may be necessary for the developer to make provision for facilities or services to offset such impacts, by means of planning obligations under Section 106 of the Town and Country Planning Act 1990.
- 3.2 The starting point for the identification of such impacts which a developer may need to address is adopted planning policy in the Development Plan, and any other material considerations such as emerging development plan documents and national policy guidance in particular Circular 05/2005.

Historically, to offer a consistent service to applicants to avoid arguments of precedent the Borough Council has taken an approach not to negotiate on developer contributions after planning permission has been granted. Quite simply if a developer is not prepared to pay the required developer contributions planning permission would be refused. However, the wider negotiations related to the design and layout and acceptability of any proposal are an integral part of the development control process and such negotiations and decision are taken by officers to achieve the highest quality development in the best location.

3.3 Government Guidance

Government Circular 05/2005 is relevant. This sets out the Secretary of State's policy on Planning Obligations, and would in practice be given significant weight by an Inspector on appeal.

- 3.4 The Circular advises, inter alia, that there should be a consistent approach to the use of standard charges and formulae applied to developments in respect of infrastructure costs.

- 3.5 Paragraph B10 of Annex B to the Circular states as follows:-“In some cases, perhaps arising from different site specific circumstances, it may not be feasible for the proposed development to meet all the requirements set out in local, regional and national planning policies and still be economically viable. In such cases, and where the development is needed to meet the aims of the development plan, it is for the local authority and other public sector agencies to decide what is to be the balance of contributions made by developers and by the public sector infrastructure providers in its area supported, for example, by local or central taxation. If, for example, a local authority wishes to encourage development, it may wish to provide the necessary infrastructure itself, in order to enable development to be acceptable in planning terms and therefore proceed, thereby contributing to the sustainability of the local area. In such cases, decisions on the level of contributions should be based on negotiations with developers over the level of contribution that can be demonstrated as reasonable to be made whilst still allowing development to take place.”
- 3.6 Hinckley and Bosworth Local Plan:
- 3.7 Policy IMP1 of the Adopted Hinckley and Bosworth Local Plan requires contributions towards the provision of infrastructure and facilities to serve the development commensurate with the scale and nature of the development proposed.
- 3.8 Policies RES2, RES3 & RES4 seek to ensure adequate provision of affordable housing. The Hinckley and Bosworth Housing Needs Survey provides the data on the community’s need for affordable housing.
- 3.9 Policy REC2 requires all new residential development (20 or more dwellings) to provide outdoor play space for formal recreation. Policy REC3 New Residential Development - Outdoor Play Space for Children requires the appropriate level of open space to be provided within development sites or, alternatively, a financial contribution to be negotiated towards the provision of new recreation facilities within the vicinity of the site or towards the improvement of existing facilities in the area.
- 3.10 Further guidance, including formulae for calculating contributions, is provided within the Borough Council's Supplementary Planning Guidance for Residential Development and the Supplementary Planning Documents concerning Play and Open Space, Affordable Housing and Section 106 Strategy on Developer Contributions.
- 3.11 The County Council’s guidance on contributions is outlined their document ‘Adopted Statement of requirements for developer contributions in Leicestershire’. Leicestershire Constabulary guidance is contained within Designing out Crime Liaison Protocol.
- 3.12 **The Changing Property Market**
- 3.13 Members will appreciate from the above that the gradual increase in the range of demands on developers to fund community and other public infrastructure coincided with the increasingly buoyant property and development market in

recent years and it is from this stance that the Borough's position has developed.

- 3.14 Against that market background, the contributions payable by developers under planning policies have generally been accepted in principle, included in Section 106 Agreements and paid by the developers.
- 3.15 More recently, the dramatic changes in the housing market and the construction industry have substantially changed the picture. The effect of the downturn after March 2008 has been seen, particularly in affordable housing completions, as progress on delivering the main housing developments in the Borough has slowed significantly. House price reductions have had and are still having a big impact on reducing development values and this in turn has resulted in less development sites commencing and a number of sites stalling. Furthermore the requirements for affordable homes continues to grow at a rate that exceeds the provision.
- 3.16 However, Leicestershire is a designated 'Growth Area' under the Government's Sustainable Communities Plan 2003 and Regional Planning Guidance, and as such is expected to encourage developers to build housing in order to seek to achieve the Borough's growth targets. This will not be possible if the development of otherwise suitable sites is not financially viable.
- 3.17 Although developers vary in their approach to risk, their need for external finance to cover development costs due to the demands of their funders and shareholders, if a development is not financially viable then they will not commence the development. In such cases, they will either await better market or financial circumstances or seek permission for a more profitable scheme instead.
- 3.18 The amount and timing of payment of off-site infrastructure contributions required under planning policies can have a significant impact on the viability calculations in such circumstances. Officers are also aware that some local planning authorities have responded to current issues around contributions and the viability of developments by looking at options for trying to secure that developments proceed.
- 3.19 The concept of renegotiating developer contributions has already been accepted in principle by Homes and Communities Agency (HCA) Good Practice Note: Investment and Planning Obligations, Responding to the Downturn. This practice note expands on the current economic position, the problems facing the development industry and the ways in which local planning authorities should and can encourage development. Further recent professional press coverage in respect of the approaches taken by planning authorities has highlighted the need for a more flexible approach in an attempt to facilitate the delivery of development in these difficult economic times.

ATLAS, the Government's advisory team for large applications have been assisting officers in the research required in producing this paper and have identified that Bristol, Exeter, Norfolk, Ashford, Medway, Slough and Birmingham City Council have all recently publicised their short term revised approach to dealing with developer contributions.

3.20 In line with the good practice note and to ensure development within the Borough, in particular affordable housing completions are met, it is therefore proposed that the Council formally adopts a protocol to guide negotiations where financial viability is raised by developers, but only under strict criteria and subject to independent investigation.

3.21 The Protocol

The key matter in considering any negotiations of developer contributions is viability. For instance, a high quality design and well landscaped proposal will need the use of premium materials together with experienced designers and contractors to deliver a quality finish and environment. This all comes at a cost and is a financial constraint of the development therefore affects the viability of the proposal.

3.22 When there is a downturn in the market matters of viability will be brought to the forefront of any scheme. In order to achieve a profitable development applicants will seek to reduce the overall costs. Various reductions will be considered by them which will all have implications. Which may include:

Reductions	Implications
Section 106 contributions reduced	Shortfall in overall budget in areas reduced
Use of cheaper materials/finishes	Poor quality development
Landscaping/Public Realm	Poor quality development

In considering the issues of viability, the economic costs of the development must be presented and carefully considered to ensure that the costs and profit margins of the development proposed are reasonable in the depressed economy.

3.23 As part of ongoing evidence base work associated with the emerging Local Development Framework Core Strategy, a consortium of the local authorities in the Leicestershire Housing Market Area commissioned Three Dragons Consultancy to undertake a study to examine the potential impact on development viability of affordable housing targets and level of threshold. As part of this process a viability toolkit has been created and is provided to the authority for use in assessing the financial viability of developments. The toolkit requires the developer to provide development costs data and with the input of developer contribution figures, provides a financial report on the developments costs. The toolkit enables the viability to be carefully considered in light of development costs is regularly updated with local build costs, sales values and Borough specific data.

In line with the HCA good practice note and the approach of other authorities, the Council will consider the viability of proposals and when presented in accordance with the following protocol.

- i) The applicant/developer will be required to present “open book” accounting demonstrating the development’s full costs. This will involve issuing developers with the Council’s Viability Toolkit for completion

with the required financial data. It is intended that this will be issued at an approximate cost of £300.

- ii) Subject to the findings of the Viability Toolkit demonstrating a loss, the Council will agree to review the developer contributions in the case presented.
- (iii) Any proposed variations arising from that review, will then be reported to, and if acceptable, approved by the Planning Committee.
- (iv) A deed of variation of the applicable S.106 agreement be entered into or if applicable an applicable for the variation of a planning condition be submitted at the applicants/developers cost.

Having established the viability position of the scheme being presented the following options will be considered as a sequential approach for negotiations:-

Option 1 - Deferred Payment by way of an Agreed Payment Plan

This would still require the payment of the full amount of the previously agreed developer contributions, but on an agreed deferred basis

Option 2 - Phased Developer Contributions

This would require previously agreed developer contributions to be paid in accordance with an agreed phasing plan

In exceptional circumstances and only where significant planning gains are available, which are seen as a priority for immediate delivery by the Council, Officers may consider a further option - a reduction in developer contributions

The following situation may be possible however this list is not exhaustive.

- To support regeneration initiatives.
- To support developments in accordance with conservation area initiatives and appraisals.
- To provide affordable housing where it is needed and supported by the Borough Council and transferred to a RSL.
- Where schemes are left half built and to the detriment of visual amenity and subject to formal administration.
- To secure the delivery of 5 year housing supply.
- All requests would be assessed on their own merits

3.24 To reflect possible changes in economic conditions, the use of the protocol will be reviewed in February 2010.

3.25 Economic viability will be only one of the material considerations taken into account in reaching a decision. It will also be important to consider why a development that is not viable, unless negotiated contributions are accepted should nevertheless be assisted to come forward. This may well apply to key brownfield developments where values may be lower and costs higher, but which would deliver a significant piece of infrastructure or play a key regeneration role. Conversely, there may well be developments which are not critical to the delivery of the strategic agenda, for example on smaller sites, when it may not be appropriate to agree a deferred contributions approach.

4 **FINANCIAL IMPLICATIONS [IB]**

- 4.1 As part of the revised protocol officers will seek independent verification of the development costs. The costs of independent verification will be paid for by the applicant. The costs for preparing and concluding an amended agreement will also be paid for by the applicant.
- 4.2 Council Officers will evaluate any independent verification as part of any renegotiations
- 4.3 There will be no additional costs for the Council. Any officer time allocated to dealing with amendment will be met from using existing resources.
- 4.4 Reductions in contributions will impact on the Council's ability to fund infrastructure improvements arising from the development.

5 **LEGAL IMPLICATIONS [MR]**

Section 106 of the TCPA 1990 permits the modification or discharge of a planning obligation at any time by agreement. This will require the consent of all the parties to the original agreement.

6. **CORPORATE PLAN IMPLICATIONS**

This document contributes to Strategic Aim 3 of the Corporate Plan: Safer and Healthier Borough.

7 **RISK IMPLICATIONS**

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
No contribution (lower input to capital programme). If the Council decide to reject the proposals it is likely to stall development sites, impacting on investment and prosperity of the Borough.	Apply to draw upon Government Grants when available.	Tracy Darke
Reduced contribution (lower input	Reduce expectations on the	

to capital programme).Reduced contributions results in lower investment in the capital projects.	level of investment. i.e. for play and open space, ensure land is provided but reduce the amount of equipment.	
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8 **RURAL IMPLICATIONS**

- Financial implications of implementing throughout the Borough;
- Impact on Parish Councils

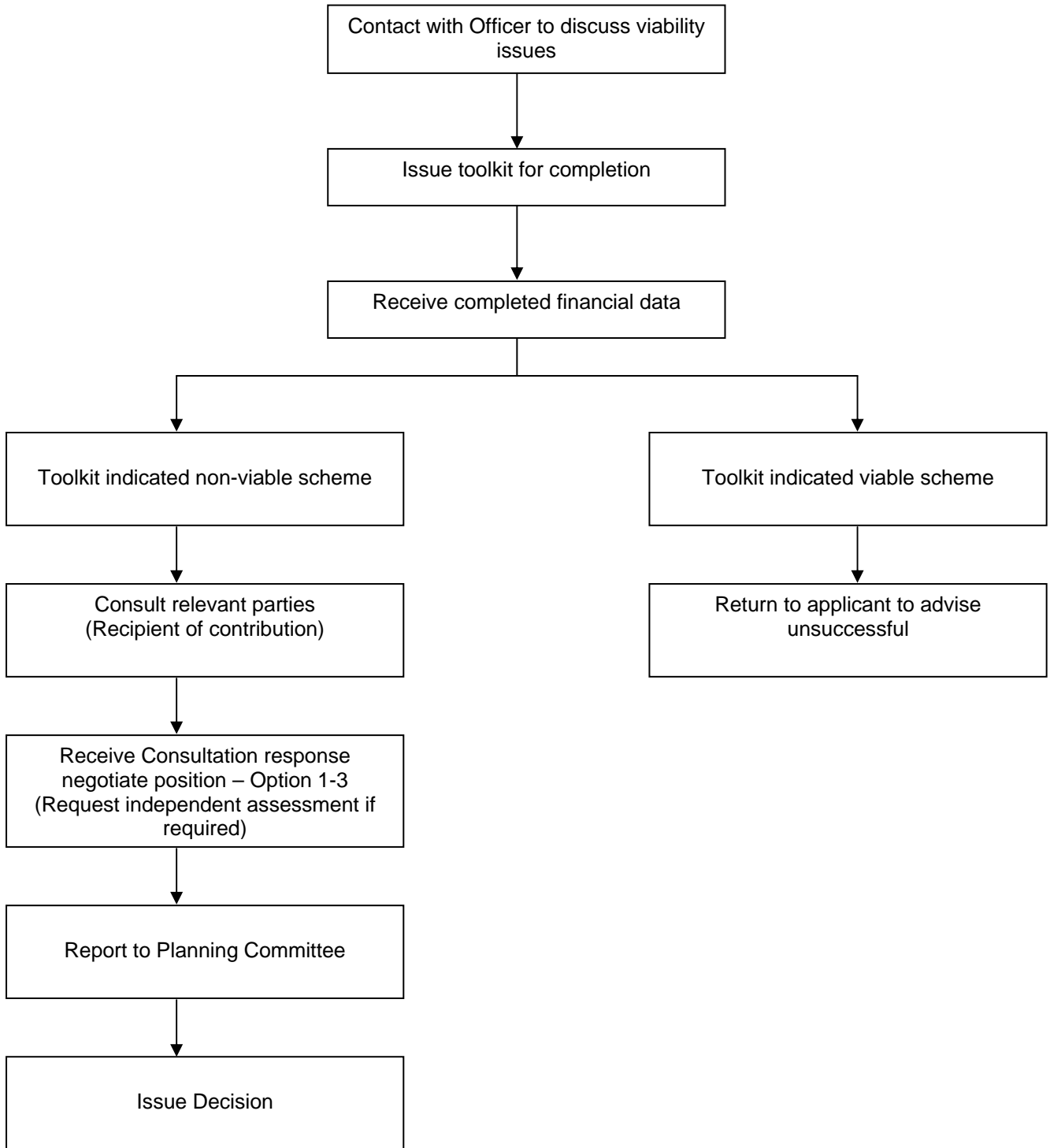
9 **CORPORATE IMPLICATIONS**

- Financial implications on the Capital Programme.

Background papers:Homes and Communities Agency Good Practice Note:
Investment and Planning Obligations, Responding to the
Downturn

Contact Officer: James Hicks or Cathy Horton – Extensions 5762 and 5605

Process to consider viability of proposals



SCRUTINY COMMISSION – 29 OCTOBER 2009

REPORT OF CHIEF EXECUTIVE

RE: PROGRESS ON THE FLEXIBLE WORKING AND RELOCATION PROJECT

1. PURPOSE OF REPORT

To brief Members on the progress of the Flexible Working and Relocation project.

2. RECOMMENDATION

That the Scrutiny Commission notes and endorses the progress being made on the Project.

3. BACKGROUND TO THE REPORT

3.1.1 Following approval by Members of the Scrutiny Commission in November 2008, plans have progressed to relocate staff from Argents Mead to the Atkins building for a limited period of time and to roll out flexible ways of working to all staff.

3.1.2 In the previous report, Flexible Working was defined as being either location based or time dependent.

3.2 At the end of October 2008, the make up of HBBC staff working flexibly was:

Permanent Home Working	5	
Senior Officer Home Set Up	3	
Mobile Workers	8	
Touchdown	1	
Occasional Home Working	110	
Planned Mixed Location Working	10	* to be completed by March 2009

3.3 A key element of the approval at Council in February 2008 and the endorsement at Scrutiny in November 2008 was that the roll out of Flexible Working to all service areas was given on the understanding that there would be no detrimental effect on providing excellent Customer Service.

4. PROGRESS TO DATE

(i) IMPLEMENTATION

4.1 The project plan identified specific phases for teams to move to flexible ways of working between January 2009 and October 2010.

4.2 Belle Imison, as the Project Lead, has met with the Manager and or Team Leader for each Service Area and explained the opportunities for flexible working and also any issues or restrictions which may affect that particular team.

- 4.3 Each team has then completed a team proposal (see example at Appendix A). These proposals have then been presented at the Flexible Working Project Board and checked for IT implications by the I.T. Manager and accommodation issues by the Estate and Asset Management Manager.
- 4.4 Once approval has been given for the team proposal, each team member completes the Application Forms and Asset Forms (Appendix B). If the proposal is for either Home Working or Mixed Location Working, a health and safety assessment is required by the Authority's Health and Safety Officer.
- 4.5 All teams have been advised that any requests for Mixed Location Work has to result in a desk saving and are approved on the basis of either two mixed location workers sharing one desk or, one desk between three flexible workers depending on their responsibilities and method of working.

- 4.6 As at 19 October 2009 there are:

Home Workers	4
Senior Manager set up	3
Mobile Workers	9
Touchdowns	2
Remote Access tokens issued	174
Mixed Location Workers	60
Variation in hours	15

- 4.7 The full financial implications for Flexible Working are included at the end of the report but it has been noted that the Mixed Location Workers are being set up for an average £950 which is below the anticipated figure in the original business case.
- 4.8 At the end of Phases 1 and 2, we have seen a desk reduction of circa 22 desks with more planned in the coming weeks as flexible working trials come to an end.

(ii) RELOCATION

- 4.9 In September 2009 the scope of the Flexible Working Project was changed to include relocation to other sites and the terms of reference for the group were changed accordingly.
- 4.10 Over the next 12 months, staff will be relocated from Argents Mead to:

The Atkins Building
 William Iliffe Street
 Customer Services Front to the Ground Floor Florence House
 The Leisure Centre

Each of the locations has been considered taking into account the cost of refurbishment, IT requirements, accessibility and availability.

- 4.11 Design plans have been drawn up for each of the locations and it has been identified that the current storage requirements will need to be reduced over the next six months to ensure the most efficient use of space.

- 4.12 Work is underway to scan essential stored documents which will assist in reducing the storage requirement and also mean faster retrieval of documents in the future.
- 4.13 A Working Group is being set up within the Flexible Working Project to progress full use of the Anite document management system which will support more effective ways of working and the transformation agenda.
- 4.14 Options have been considered for the relocation of the data centre. These included relocation to Florence House, a relocation to the Atkins Building and the use of a temporary data centre. The options were costed and fully evaluated; and the relocation to the Atkins Building proved to be the most cost effective.
- 4.15 At the start of the Flexible Working Project, it was appreciated that a key ICT financial investment required for the project was the introduction of Voice Over Internet Protocol telephony. We are actively working on identifying the most effective solution for unified communication which can be achieved within the project budget.

5 **FINANCIAL IMPLICATIONS (DB)**

Flexible Working and Office Relocation Project

An amount of £1m was included in the Capital Programme 2009/10 to 2011/12 approved by Council on 11 August 2009. This budget was phased £380,000 in 2009/10 and £620,000 in 2010/11. The current estimated cost of the project is £1,064,030, these costs will be managed to bring the project in on budget

A breakdown of the latest budget is shown in the table below.

Item	Estimated Cost £
VOIP, Data Centre move, Improvement of Connectivity Links	404,330
Relocation to Atkins Building, William Iliffe Street and Leisure Centre	35,000
Refurbishment Works William Iliffe Street and Leisure Centre	83,000
ICT Costs William Iliffe Street and Leisure Centre	23,400
Flexible working Set up costs	70,000
Customer Service relocation Costs	120,000
EDMS Costs	40,000
Furniture Costs	100,000
Staff Costs	179,300
Training	9,000
TOTAL	1,064,030

On going revenue consequences will be built into the Revenue Budget as they arise. It is anticipated that when fully implemented this project will generate significant savings.

6 **LEGAL IMPLICATIONS**

None as a direct result of the report

7 **CORPORATE PLAN IMPLICATIONS**

Flexible Working contributes to all of the Corporate Aims to enable efficient and effective service delivery

8 **CONSULTATION**

Unison
Revenues and Benefits Staff

9. **RISK IMPLICATIONS**

It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
The Risk Register for the Flexible Working and Relocation project is included at Appendix C

10. **RURAL IMPLICATIONS**

Flexible Working will support the introduction of Touch down sites around the Borough which will increase the accessibility of Officers for members of the public.

11. **ICT IMPLICATIONS**

The ICT implications are contained in the body of the report

12. **ASSET MANAGEMENT IMPLICATIONS**

Council Offices Relocation

12.1 The strategy for the relocation of staff from the current offices at Argents Mead, as set out below, is developed on the undertaking that the long-term solution for delivery of the Councils services is within a shared working environment in the proposed Bus Station development. However, the need to relocate staff in 2010 necessitated by the poor condition of the Council offices at Argents Mead means that medium-term proposals have to be developed to provide the most cost efficient and supportive solutions to relocation.

12.2 In order for this strategy to be adopted their needs to be acceptance that the condition of the Argents Mead offices require immediate repair and maintenance in order to ensure a safe working environment for staff, visitors and members of the public. However, immediate repair and maintenance of Argents Mead is not the most cost effective option nor does it deliver the best

long-term solution for delivery of council services. This is detailed in a separate report elsewhere on this agenda

12.3 Relocation Areas

12.3.1 In conjunction with the roll out of flexible working in the organisation the supporting office based infrastructure has been considered. Whilst it is accepted that the long term aim of relocation is to provide “fit for purpose” modern office accommodation on the Bus Station site, a more immediate short term solution is required to fill the gap between 2010 and 2014.

12.3.2 The temporary accommodation solution as set out in paragraph 4.3.3 provides good quality office accommodation located in Hinckley town centre within 5 key locations. These key locations have arisen from an options appraisal which considered location, affordability, quality of accommodation, ownership, speed of delivery. Other major considerations included the provision of telephony and in particular Voice Over Internet Protocol (VOIP) which is key to the roll out of mixed location or home working as it ensures there is no degradation in service as it enables telephone calls to be shared between team members and allows staff to be contacted seamlessly regardless of location. Finally the relocation of the Data Centre presents its own specific challenges, requirements and financial implications.

12.3.3 The following are the five locations identified in the strategy

1. Atkins 1722 – HBBC acting as primary anchor tenant occupying circa 140 workstations, meeting rooms, break out areas, member’s area, Unison office, touch down locations

2. Florence House Existing leased office which will be planned to provide fit for purpose accommodation for Customer Services, Shared Services & Back Office Staff. The leases are coterminous and will be reviewed late 2013

3. William Iliffe - An underutilised premise for temporary housing under control of the Housing Team.

Estates approached by housing to provide a solution to their requirement for office accommodation for up to 20 staff within the ground floor of the premise.

3 Solutions have been provided giving differing levels of construction work and number of possible desk spaces from 21 to 27 providing the required outcome within the budget cost of £40,000.

Two of the solutions are being taken forward for full costing and final approval.

Once approval has been gained we would look to complete works and have the area operational by February 2010

4. Leisure Centre An area of the centre formally known as the Projectile Room has been identified as an informal office area for both touchdown and permanently based staff.

Preliminary plans show 16 desk spaces with a meeting area suitable for 10 staff, which will be within the budget of £30,000.

Once final approval has been received, we would look to have these works completed by January 2010 in line with the Leisure Centre refurbishment.

5. Depot The depot will continue to support back office staff and the DSO function

13. **HUMAN RESOURCES IMPLICATIONS**

The promotion and implementation of Flexible Working is a key theme under “Organisational development” within the Corporate Workforce and People Strategy (2007)

Background Papers:

- Appendix A Example of Team Proposal
- Appendix B Application forms
- Appendix C Risk Register

Contact Officer: Belle Imison, Chief Officer Transformation, Extn 5616

Team Name:

The Example Team

ID	Name- Post	Current Position	Issues / Comments	Work Pattern / Locations	Proposed Requirements
1	Mrs A, Team Manager	Desk, Twin screens, PC with GIS	Currently no HBBC connection/equipment, GIS software has to be loaded onto PC, Casual home working on own PC for written reports.	2 days p/w at home	Thin Client
2	Mr B, Clerk	Desk, Thin Client, Single Screen		Occasional home working	Use home PC with key fob
3	Ms C, Technician	Desk, Twin screens, PC with GIS		1 day p/w at home, rest in the office	Fob required and shared laptop (3G).
4	Mr D, Inspector	Desk, Thin Client, Single screen		Based at home, and on-site	Mobile solution, Fob, release a desk
5	Mrs E, Technician	Desk, Thin Client, Twin Screens		2 day p/w at home, 3 days in office	Fob, Thin Client, Broadband
6	MF C, Technician	Desk, Twin screens, PC with GIS		1 day p/w at home, 4 adys in office	Fob required and shared laptop (3G).

Summary	6 desks, 2 x PC, 3 x Thin Client, 10 screens			1 x mobile solution, 1 x shared laptop, 1 thin client (single screen), 1 thin client (dual screen), 5 x new key fobs, release 2 desks
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Completed By

Contact Telephone Number



Hinckley & Bosworth
Borough Council

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**APPENDIX 2
LOCATION BASED - FLEXIBLE WORKING APPLICATION**

(To be completed by applicant)

Name	
Service Area	
Job Title	
Post Number	(HR may complete)
Brief Current Job Description	
What days and hours are you contracted to work?	
Can your role be carried out alone and without supervision?	
a) yes <input type="checkbox"/> b) no <input type="checkbox"/>	
Do you need regular contact with your	
a) Manager	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
b) work colleagues	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
c) members of the public	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
d) other	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>
What targets do you work to?	

Is the information required to carry out your duties on a daily basis available by telephone or electronically

a) yes b) no

Are you comfortable using modern technologies at home on your own?

a) yes b) no

If no, what extra training do you require?

Is any of your work of a confidential nature?

a) yes b) no

If yes, please describe

What classification of location based flexible working best suits your role:

Contractual Home Working

Mixed Location

Mobile Working

Occasional Home Working

Are you happy for us to share your details with other flexible workers to develop a flexible working community to share and exchange best practice?

Are there any factors you wish to raise with regard to flexible working?

SIGNED

APPROVED BY

DATED

FOR HR USE ONLY



Hinckley & Bosworth
Borough Council

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APPENDIX 2a

LOCATION BASED - FLEXIBLE WORKING ASSESSMENT

(To be completed by line manager)

Name
Post Number (HR may complete)
Service Area
Team
Job Title
What distance does the applicant travel from home to their place of work? _____ Miles
What is their total time spent travelling to work
In respect of Health & Safety, does the applicant have an appropriate work space which can be dedicated to flexible working? a) yes <input type="checkbox"/> b) no <input type="checkbox"/>
Do you consider that the applicant is suitable for flexible working in the following areas? Reliable and disciplined a) yes <input type="checkbox"/> b) no <input type="checkbox"/> Able to work alone and without supervision a) yes <input type="checkbox"/> b) no <input type="checkbox"/>

<p>Do you consider the applicant to be organised & self-motivated?</p> <p>a) yes <input type="checkbox"/> b) no <input type="checkbox"/></p>
<p>How are you going to monitor the applicant's targets, outputs, workload and effectiveness whilst working away from the office?</p>
<p>How will you manage confidential information with regard to this post?</p>
<p>What classification of flexible worker best suits the applicant's role?</p> <p>Contractual Home Working <input type="checkbox"/></p> <p>Mixed Location <input type="checkbox"/></p> <p>Mobile Working <input type="checkbox"/></p> <p>Occasional Home Working <input type="checkbox"/></p>
<p>Do you consider this applicant suitable for flexible working subject to H&S risk assessments?</p> <p>Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly Disagree <input type="checkbox"/></p>
<p>Has the applicant the IT technical competency to work remotely?</p> <p>a) yes <input type="checkbox"/> b) no <input type="checkbox"/></p> <p>Will the applicant require further training prior to flexible working?</p> <p>a) yes <input type="checkbox"/> b) no <input type="checkbox"/></p> <p>If yes please identify -</p>

Is the applicant happy for a H&S risk assessment to be carried out in their home, by manager or approved person?

a) yes b) no

SIGNED

MANAGER

DATED

FOR HR USE ONLY

FLEXIBLE WORKING : IMPLEMENTATION AND MANAGEMENT GUIDANCE

Appendix 9

FURNITURE AND EQUIPMENT

To enable us to process your request for Flexible Working could you please complete the following and ask your line manager to approve and send to **Gary Mackie, ICT (Project Support), ext. 5604.**

Section One : CONTACT DETAILS

1. YOUR NAME:

2. HOME ADDRESS:

3. Telephone No.
WORK:

4. Telephone No.
HOME:

5. Name of your
SERVICE AREA:

Section Two : FURNITURE REQUIREMENTS

Example furniture/equipment can be seen in the Flexible Working room (Ground floor, Argents Mead, in the last office on the left – past the staircase, and just before going into the Estates port cabin)
Staff can request to take their existing furniture and / or ICT equipment from the office to use at home.

6. DESK REQUIREMENTS:

a. Use a desk from the office

left
return



right
return



Any Other Information:

e.g. 1600 x 1200

e.g. 1800 x 1200

b. New : Standard desk

(1200 x 800 x 720)

New Desk



Workstation



c. New : Small workstation

(800 x 725)

d. Use desk from home

7. STORAGE CUPBOARD:

Small (450 deep x 300
wide x 510 high)

Large (620 deep x 470
wide x 710 high)

None

8. CHAIR: With Arms?

Yes
No

Take chair
from office

Use chair
from home

New Chair

9. Any special
requirements e.g.
Orthopaedic Chair

10. Do you require a document shredder?
(permanent home workers only)

YES

NO

11. Other (furniture)
Information
e.g. details of
H&BBC kit wanted

Section 3 : ICT REQUIREMENTS

An assessment of your data requirements may need to be undertaken, and the results of this assessment could affect the way you are able to access council services remotely.

12. Is the data you access RESTRICTED? YES NO DONT KNOW

13. Do you currently have a key fob? YES NO

14. How will you access H&BBC systems? Please select one of the following

a. Use your personal home ICT kit

b. H&BBC Thin Client with a Single Screen

c. H&BBC Thin Client with Dual Screens

d. H&BBC Mobile Solution

i.e. Laptop, Docking Station, Screen, Keyboard, Mouse, and 3G/GPRS Card.

15. Do you want to use your own personal broadband line to access your data? YES NO

or

16. Do you want H&BBC to arrange for a broadband line to be installed (this line would be paid for by the council) at the address identified in section 1? YES NO

17. Broadband
If a new broadband line is required, please describe where in your house it will be needed

[e.g. Attic Room; or, Office, 1st floor, rear of property; etc.]
Note : Some locations present issues for an installer (e.g. difficult for access) so please include anything that will help to identify potential problems. In some cases it may be necessary to undertake a site survey before an installation can be arranged.

18. Do you require a works mobile? YES NO

19. Other (ICT) Information

[e.g. Mobile telephone to be shared with...]

Section 4 : MANAGER’S APPROVAL

Please ask your line manager to approve your request by completing this section.

20. Name of Line Manager _____

21. Signature of Line Manager _____

22. Date _____

Notes
 ** 01 Standard ICT equipment is easier to exchange in the event of failure. Non-Standard equipment may take longer to fix.
 ** 02 Personally owned furniture and/or ICT equipment will be subject to satisfactory technical and Health and Safety assessment before it can be approved for use.
 ** 03 RESTRICTED data can only be accessed using H&BBC equipment.

FLEXIBLE WORKING

Risk Register As At 17th September 2009

HBBC Ref	Overall Status	Description	Gross Risk	Mitigations(In Place) or Expected Benefits	Net Risk
001	Active	Accommodation requirements will be larger than foreseen and more accommodation space will be needed after Argents Mead is de-commissioned with associated costs	RED	Implementing flexible working in a comprehensive manner based on a sound business case and a detailed and evaluated project plan. Monitoring development closely throughout 2009 and 10. Contingency plans should be included for providing additional accommodation if required.	RED
002	Closed				
003	Active	It is essential that senior managers are seen to be not just supporting flexible working, but driving it forward and acting as role models by working flexibly themselves	AMBER	The senior Management Team recognise the strategic imperative to implement flexible working more widely and will be kept informed of progress and encouraged to actively promote the projects.	GREEN
004	Active	Flexible working is not seen by all managers and staff as an essential way of delivering services in an effective, accessible, future orientated and efficient manner but seen either as an HR policy only equated to being a "nice " employer or only being done to enable Argents Mead to be closed.	AMBER	Communication and training needs to include a clear business case and strategic objectives and cover all staff to counter this risk. All managers will be required to re-engineer processes and review procedures	GREEN
005	Active	Insufficient workstations are freed up when it comes to actually implementing flexible working - too few staff take up flexible working or the work patterns do not remove the need for 75 - 125 desks	RED	Take up of flexible working will be monitored as pilots progress and any blocks identified and removed to encourage as many staff as possible to adopt flexible working. Desks must be removed to encourage staff to adopt flexible working to ensure staff are unable to keep using them. Areas of the present office should be cleared and mothballed. Effective communication must be available to encourage both staff and managers to embrace flexible working. Staff communication workshops are part of the plan. a comprehensive guidance document is being developed to support the policy	RED

HBBC Ref	Overall Status	Description	Gross Risk	Mitigations(In Place) or Expected Benefits	Net Risk
006	Active	No political support from Members. It is essential that Members support the introduction of flexible working and the change in working practices	RED	Involve the Members in the development of policies and procedures and decisions on the implementation of flexible working. Members are involved through Scrutiny, and the Scrutiny Flexible Working Group.	GREEN
007	Active	The existing culture is a major barrier and therefore a high risk. For flexible working to deliver full benefits the culture must be based on trust between staff, managers and the Council. The culture needs to value effective and efficient performance supported by a robust performance management process above attendance. Staff must accept responsibility for managing their own work output and performance standard. Having a culture based on performance counters manager's fear of how you know that flexible and mobile staff are actually working	RED	Time and attention must be given to developing a supportive culture with non-compliance managed. Clear policy and guidelines will give staff and managers clear direction on how the policy has to be implemented. Training workshops are included in this project for managers and staff involved in flexible working and awareness shorter session for all staff.	AMBER
008	Active	1. Well managed and evaluated pilots will test out a number of ICT options and issues which will be captured and the learning applied to later phases. 2. A practical implementation plan, clear policy and guidance will ensure the right equipment is available at the right time. 3. Data line has been upgraded. 4. Allocation of ICT must be focussed on the needs of the job not swayed by the individual choices of staff, although solution is now affected by the requirements of the COCO.	RED	1. Well managed and evaluated pilots will test out a number of ICT options and issues which will be captured and the learning applied to later phases. 2. A practical implementation plan, clear policy and guidance will ensure the right equipment is available at the right time. 3. Data line has been upgraded. 4. Allocation of ICT must be focussed on the needs of the job not swayed by the individual choices of staff, although solution is now affected by the requirements ** In view of Scope Change, ICT Risks need to be reviewed **	AMBER

HBBC Ref	Overall Status	Description	Gross Risk	Mitigations(In Place) or Expected Benefits	Net Risk
009	Closed				
010	Closed				
011	Closed				
012	Active	[19/3] New Risk identified: if don't increase Anite capabilities, this will impact on flexible working.	RED	Installed additional storage capacity prior to year end 08/09. Undertaking audits and reviews, having increased the scope of the flexible working project to address corporate issues with document management.	AMBER
013	Active	[11/6] Delay to implementation of VOIP solution may discourage support for flexible working if office staff have to deal with their colleagues telephone calls.	Amber		Amber
014	Active	There is a risk that we fail to get planning permission for any new accommodation solutions that are identified.	Amber	Planning received for Goddard, but <u>not</u> Data Centre not considered to be major risk during on going discussions	Green
015	Active	There is risk to service continuity of maintaining multiple sites or users where budget restrictions permit only a single point of failure (e.g. one firewall, or one line).	Red	The Authority has other sites in a similar situation, the risk is accepted and managed accordingly	Amber
016	Active	There is a risk to customer services if flexible working solutions like "mobile " are adopted for a large number of officers, and there is an inadequate communications infrastructure to enable contact with them when working away from the office.	Red	The introduction of some form of unified communication should mean that Officers will still be contactable.	Green
017	Active	Funding concerns-new risk to project budget from additional cost of relocation and supporting infrastructure	Red	Expenditure is being reviewed and all options for reducing costs being explored	Red
018	Active	Impact of general budget constraints- It is envisaged that in the next few years the resource available to the Public Sector in general and Local Government in particular will be severely limited as Central Government attempts to reduce the public finance deficit. This may impinge on the resources available to implement this project and to meet ongoing revenue implications.	Red	Monitor costs to ensure they do not exceed the approved costs and to look to engineer costs out of schemes by keeping design under constant review.	Amber



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Hinckley & Bosworth
Borough Council

REPORT NO SC40

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

Scrutiny Commission - Thursday 29 October 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Housing Associations: Scoping of review	Review of external bodies		Decent, well-managed and affordable housing		
Performance Management Information	Housing Revenue account and housing capital programme presentation	Update				
	Capital projects update	Update				
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	
	Renegotiating financial contributions required for infrastructure improvements	Referral from Council	Ensure suitable process			

	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	
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	
	Update on credit union					
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 3 December 2009						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	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	
	Equalities Policy	To review implementation of policy	Improve equality and against equalities standard	Equality and fair treatment for all	Executive Member for Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

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

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

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

COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010

1. Programme for each key frontline service

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

2. Performance Management information – Performance indicators

- Scrutinise performance
- Data Quality
- Attendance Management

3. Other

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

COUNCIL SERVICES SELECT COMMITTEE

TIMETABLE

Council Services Select Committee – Thursday 19 November 2009					
Function	Subject	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics	Programme for each key frontline service: Revenues and Benefits	Monitor improvements and delivery against the councils aims stated under the Corporate Plan	Better quality services and more community focused services	Thriving Economy	Executive Member for Finance Head of Revenues and Benefits
	Disabled adaptations				
Performance Management Information	Performance Improvement – 6 monthly status	Monitor the quarterly Performance Reports to Executive	Ensuring that the Executive delivers improvement to Council Services and addresses underperformance appropriately.	All Corporate Aims	Relevant Executive Members and Heads of Service
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

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

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

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

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

FINANCE AND AUDIT SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010

1. Internal Audit Work Programme

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

2. Financial and Budget Monitoring

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

3. Corporate Management

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

FINANCE AND AUDIT SERVICES SELECT COMMITTEE

Timetable

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

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

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

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



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

NOVEMBER 2009 – FEBRUARY 2010

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

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INFORMATION ABOUT THE FORWARD PLAN

WHAT IS THE FORWARD PLAN?

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

WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?

The Forward Plan details:

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

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

The Main Reception, Council Offices, Argents Mead, Hinckley

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

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

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

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

RESPONSIBILITY FOR DECISIONS

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

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 NOVEMBER 2009 TO 28 FEBRUARY 2010

NOVEMBER 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
Constitution Update	Corporate & Scrutiny Services	Council 3 November 2009	Scrutiny Commission 30 July, Standards Committee 14 August		Committee Report <i>(Louisa Horton)</i>
LDS Revised Timetable	Community & Planning Services	Council 3 November 2009	Executive 28 October, Scrutiny Commission 29 October		Committee Report <i>(Richard Palmer)</i>
Major Projects Update	Finance	Council 3 November 2009	Scrutiny Commission 29 October		Committee Report <i>(Sanjiv Kohli)</i>

DECEMBER 2009

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted <i>(Report Author)</i>
Adoption of LDF Core Strategy	Community & Planning Services	Council 15 December 2009			Committee Report <i>(Richard Palmer)</i>
Gambling Act 2005 - Statement of Principles	Community & Planning Services	Council 15 December 2009			Committee Report <i>(Mark Brymer)</i>
Medium Term Financial Strategy	Finance	Council 15 December 2009			Committee Report <i>(Sanjiv Kohli)</i>

JANUARY 2010

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>)
Neighbourhood Wardens Enforcement Policy	Corporate & Scrutiny Services	Executive 20 January 2010			Committee Report (<i>Caroline Roffey</i>)
Town Centre Area Action Plan	Community & Planning	Council 26 January 2010			Committee Report (<i>Tracy Darke</i>)
County Sports Facility Strategy	Corporate & Scrutiny	Council 26 January 2010			Committee Report (<i>Simon Jones</i>)

FEBRUARY 2010

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>)
Housing Options	Community & Planning	Council 26 February 2010			Committee Report (<i>Sharon Stacey</i>)
Approval of Capital Programme, Revenue Budget and Council Tax	Finance	Council 26 February 2010	Finance and Audit Services Select Committee 1 February, Executive 20 January		Committee Reports (<i>Sanjiv Kohli, David Bunker, Ilyas Bham</i>)

To Be Programmed

Tenant Satisfaction Survey results	Community & Planning Services				Committee Report (<i>Sharon Stacey</i>)
Adoption of open space at Waterside park	Corporate & Scrutiny services			Asset management, Legal	Committee report (<i>Caroline Roffey</i>)
Reports of Outside Bodies	Corporate & Scrutiny				Presentation by Council representative

DETAILS OF COUNCIL DECISION MAKERS

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

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

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

DECISION MAKING ARRANGEMENTS

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

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

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

The Council

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

Executive Functions

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

Overview and Scrutiny Functions

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

Regulatory Functions

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

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

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

3 AUGUST 2009 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

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

Officers in attendance: Mr D Bunker, Mr M Evans, Mr S Kohli, Mr S Merry and Miss R Owen.

Mr C Roxborough from Bentley-Jennison was also in attendance.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr PR Batty and Ms BM Witherford.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **MINUTES (FASC9)**

It was noted that minute 12 should read '3 August', not 15 June.

RESOLVED – the minutes of the meeting held on 15 June 2009 be agreed subject to the above amendment.

4. **INTERNAL AUDIT REPORT – BLOCK 1 2009-10 (FASC10)**

Members were presented with the first audit report of 2009-10. The following areas were covered:

Car Parks

It was reported that there were two significant recommendations with regard to car parks. The first recommendation arose from the negative variance of £16.75 in town centre car parks income. In response, reasons for variances were given such as the insertion of foreign coins into car park machines, the use of old and damaged coins and coins spilling out.

The second recommendation had been identified as four out of 15 parking ticket refunds given to customers had not been authorised as the relevant officer had not signed the ticket.

Discussion followed with regard to parking in Hinckley Leisure Centre car park as members of the leisure centre were given a parking pass for 3 hours a day but were parking there all day. It was noted that this was being looked into and a Member suggested that a ticket reimbursement scheme may be better.

Health and Safety

It was stated that a number of cases had been found where improvements could be made. Firstly, not all new starters were having a Health and Safety induction within one month of commencing employment, as stated in the policy. It was suggested that the policy be complied with or amended. Members agreed that the policy should be complied with and all staff should have a Health and Safety induction within one month of commencing employment with the Council.

It was noted that recommendations with regard to specifying the implementation date for each recommendation raised on the Health and Safety Internal Report, reviewing and updating the register of authorised lone workers, contractors signing and returning the 'Safe Working Procedure Guide' and being issued with permits to work and adhering to budget monitoring had now been accepted and some had been completed.

Recommendation 5 which referred to accidents, incidents and near misses being recorded and reported to the Local Joint and Safety Panel had been accepted in part, but the Principal Health, Safety and Resilience Officer felt that only work-related incidents should be logged and included in the statistics. Members agreed with the recommendation that all incidents should be logged and reported to the Local Joint and Safety Panel.

RESOLVED –

- (i) the report be noted;
- (ii) all staff should receive a Health and Safety induction within one month of commencing employment with the authority as stated in the policy;
- (iii) all accidents and incidents be logged and reported to the Local Joint and Safety Panel.

5. QUARTERLY MONITORING OF MEDIUM TERM FINANCEIAL STRATEGY

The Director of Finance gave a presentation comparing actual savings against those projected in the Medium Term Financial Strategy. He emphasised that local government finance will face further challenges as the funding from Central Government was likely to be cut back in the next Comprehensive Spending Review 2010. He also stressed the issues relating to the funding gap of almost £2m in the current Capital Programme due to recent Member decisions and the reduction in Council House sales. In trying to address this funding shortfall, the committee considered and discussed the following:

Some Members referred to decisions regarding Mount Road car park and Brodick Road which had been a major factor in the lack of funds for the

Capital Programme. The relocation of the council offices was discussed, and it was suggested that when the council offices were empty there would be far lower usage of Mount road car park and that the entire site could be considered for a phased redevelopment whilst maintaining a similar level of open space around Argents Mead.

With regard to Brodick Road, it was confirmed that this site would now be worth far less than the previously agreed sale price and that the decision not to sell had had an extremely detrimental impact on the capital programme which it would not be possible to reverse.

Mr Mayne, seconded by Mr Lay, moved that the options for developing the entire council offices site including Mount Road car park be considered. This motion received the support of the Select Committee.

Members also discussed the crematorium site on the A47 and the possibility of moving the settlement boundary with the intention of developing the site for residential, leisure or commercial use. It was also agreed that clarification be sought with regard to the depot site.

A Member asked if anything could be removed from the capital programme, and in response it was noted that most projects were committed with external funding which would be lost if the project did not proceed as planned.

The implications of the capital programme being under funded were emphasised including the impact on staff and service delivery which would affect morale, particularly after staff had found many savings, budgets had been cut, voluntary redundancies had occurred and staff had agreed to a reduction in hours which was effectively a reduction in pay.

RESOLVED – the Scrutiny Commission be recommended to

- (i) consider use of the council offices site, including Mount Road car park, for a phased redevelopment project;
- (ii) seek clarity with regard to the re-location of the depot site;
- (iii) consider inclusion of the crematorium site in the settlement boundary.

6. GENERAL FUND BUDGET STRATEGY FOR FINANCIAL YEAR 2010/11 (FASC11)

Members received a report which outlined the general principles to be adopted for next year's General Fund Revenue Budget. It was explained that a mixed approach would be used in setting the 2010/11 budget, with zero based budgeting for utilities, that there would be a freeze on the training budget and no increases in supplies and services budgets. There would also be no growth.

Some Members suggested that a 5% increase on Council tax would make a difference to the authority but would only mean an increase of £1 to residents, but it was felt that this would not be supported by a majority in Council.

RESOLVED – the report be noted.

7. ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS (FASC12)

Members received a report which met the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. It was noted that the authority had received a 5.4% return on investments but had now moved to 'safer' investment but at a lower rate of return.

Members were advised that Butlers had offered to provide Treasury Management training for Members, particularly the Executive and Members of this Select Committee, which would soon be a requirement of the Auditors. Members supported the suggestion of this training, and discussed the advantages of providing this in partnership with other Leicestershire districts to share costs.

RESOLVED –

- (i) the report and recommendations contained therein be supported;
- (ii) Member training on Treasury Management be provided.

8. WORK PROGRAMME 2009/10 (FASC13)

Members gave consideration to the Select Committee's work programme for 2009/10. It was noted that the 2nd quarter budget monitoring would now be moved from October to December, and the 3rd quarter would be brought to the Committee in March. It was also requested that energy consumption and costs be included on the agenda for the December meeting.

RESOLVED – the work programme be noted with the abovementioned amendments and additions.

9. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 14 September 2009.

(The meeting closed at 8.25 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

14 SEPTEMBER 2009 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

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

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

Mr N Mohan from PricewaterhouseCoopers LLP and Mr P Wood from Bentley Jennison were also in attendance.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr PR Batty.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **MINUTES (FASC14)**

On the motion of Mr Lay, seconded by Mr Bannister it was

RESOLVED – the minutes of the meeting held on 3 August 2009 be agreed.

4. **2008/09 REPORT TO THOSE CHARGED WITH GOVERNANCE (ISA260) (FASC15)**

Neil Mohan of PricewaterhouseCoopers LLP presented a report on the results of audit work on the 2008/09 financial statements. It was stated that there were no unadjusted mis-statements in the accounts and an unqualified opinion was anticipated. There were no significant weaknesses and an improvement identified in the preparation of the accounts. It was explained that a score of 3 had been awarded, which whilst 3 was the modal average across authorities last year, this year the average was likely to be 2.

A Member expressed concern that the lower average score in other authorities may affect the performance of Hinckley & Bosworth Borough Council's Comprehensive Area Assessment, but in response it was explained that the CAA was in two parts, and whilst one part did relate to the larger area, there was still a part which related to the individual authority.

Mr Mohan also reminded Members that the Use of Resources assessment was no longer just an assessment of finance, but that staff from all service areas were involved. The Select Committee thanked staff for their hard work.

RESOLVED – the report be noted.

5. INTERNAL AUDIT REPORTS – BLOCKS 2 and 3, 2009-10 (FASC16 & FASC20)

Members were presented with the second and third audit block of 2009/10. With regard to block 2, it was explained that three of the four areas investigated had substantial assurance, however Land Charges had a significant recommendation. Attention was drawn to Block 3 and the section on Voids, and it was noted that this had been given adequate assurance. All recommendations had been taken on board.

Members expressed concern with regard to the cost of void properties, and it was noted that the Council Services Select Committee had looked at the issue at its previous meeting and would be reviewing again in November. It was agreed that the Director of Finance be kept updated on the progress of the Council Services Select Committee's review, and it was suggested that if Members wanted void times and reasons to be investigated it would need to be programmed into the next Audit Plan.

RESOLVED – the report be noted.

6. COMMERCIAL ESTATES REVIEW UPDATE (FASC17)

Members were provided with an update on the commercial property portfolio's performance following on from the Commercial Estates Review delivered in March 2009. It was explained that there was one vacant unit at Merrylees but this may have been because of its odd shape and because it was a large unit and could not be easily split. It was suggested that other options such as offering it as storage to current lessees at reduced rent be investigated.

Officers reported that the number of debtors had reduced from twelve to seven. It was also stated that there had been a lot of interest in the Greenfields development, but that the yield would be affected by the sustainability aspect of it as this increased costs.

It was noted that the Asset Management Group would look into the feasibility of keeping units that couldn't be let with a view to selling and re-investing. It was agreed that a report be brought to the Select Committee should any unit be vacant for a period of twelve months.

RESOLVED –

- (i) the report be noted;
- (ii) any units vacant for longer than twelve months be reported to the Select Committee.

Mr Bannister left the meeting at 7.20pm.

7. QUARTERLY OUTTURN REPORT TO 30 JUNE 2009 (FASC18)

The Select Committee was presented with a report which outlined the Outturn position at 30 June 2009. Attention was drawn to the £137,000 estimated outturn variation figure for Planning and it was explained that this was due to concessionary travel.

With regard to Council Tax benefit, a Member asked if the overspend was due to timing. In response it was noted that returns were completed throughout the year with one currently due, which explained the overspend.

A Member queried the meaning of 'mis-posted journal', and it was explained that this was a payment charged to the wrong code. It was highlighted that there should be another entry in the table which showed where the payment should have been posted.

Officers felt that the savings identified were now coming to fruition and informed the group that land charge applications had also increased dramatically which would lead to increased income for the authority.

RESOLVED – the report be noted.

8. WORK PROGRAMME (FASC19)

Members gave consideration to the Select Committee's work programme for 2009/10. It was highlighted that the Audit Block 3 report would now need to be removed from the timetable for the October meeting.

RESOLVED – the report be noted.

9. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 26 October 2009.

(The meeting closed at 7.35 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

13 AUGUST 2009 AT 6.30 PM

PRESENT: Mr JG Bannister, Mr JC Bown, Mr DW Inman, Mr R Mayne, Mr K Morrell, Mrs J Richards, Mr AJ Smith, Mrs S Sprason and Ms BM Witherford.

Officers in attendance: Mr S Coop, Mr SD Jones, Mr D Moore, Miss R Owen, Mr T Prowse, Mrs C Roffey and Mrs S Stacey.

1. **ELECTION OF CHAIRMAN**

In the absence of Mrs Camamile, nominations were requested for a Chairman for this meeting only. It was moved by Mrs Richards and seconded by Mr Bown that Mr Morrell be elected Chairman. It was then

RESOLVED – Mr Morrell be elected as Chairman for this meeting.

2. **APOLOGIES**

Apologies were submitted on behalf of Mrs Camamile, Mrs Hall and Mr Sutton with the following substitutions authorised in accordance with Council Procedure Rule 4.3:

Mrs Sprason for Mrs Camamile;
Mr Mayne for Mrs Hall.

3. **MINUTES (CSSC9)**

RESOLVED – the minutes of the meeting held on 9 July 2009 be confirmed.

Ms Witherford drew attention to minute 4 and the agreement of officers to investigate the apparent change of service and lack of co-ordination between refuse collection and street cleansing and stated she had not received a response. It was agreed that this would be followed up.

4. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

5. **PERFORMANCE MANAGEMENT FRAMEWORK (CSSC10)**

Members were provided with the Council's performance position for the first quarter of 2009/10. It was noted that performance was still high despite the reduction in capacity, and that this would be monitored. The time taken to

answer calls was highlighted and it was explained that this had been affected slightly due to the increase in benefit claims but external funding had now been secured through the DWP for an additional member of staff.

Senior Officers were congratulated on the continuing high performance.

RESOLVED – the report be noted.

6. CHILDREN AND YOUNG PEOPLE'S STRATEGY REVIEW 2009 (CSSC11)

The Select Committee was updated on the progress to date on the Children & Young People's Strategy as requested by Council on 5 August 2008. It was noted that all key recommendations in the strategy had been achieved. It was felt that this was good work, particularly with only one dedicated officer.

Transport for young people was highlighted as a concern, and the possibility of getting the age limit for travel on a child tariff increased from 13 to 16 was discussed. Members were also satisfied with transport arrangements to the new Club for Young People.

The large number of events for Children and Young People in the Borough was highlighted although concern was expressed with regard to engaging hard to reach individuals.

The Youth Champion and officers were thanked for their hard work.

RESOLVED – the report be noted.

7. NUMBER OF VOID HOUSING PROPERTIES (CSSC12)

In response to a request at a previous meeting, the Select Committee received a report which advised them of the number of void housing properties at 24 July 2009. It was explained that there were always some voids as work was being undertaken in preparation to re-let.

With regard to some properties in problem areas which had been vacant, it was reported that the decision had been taken to bring these back into use but that they would be let sensitively and consideration would be given to the variety of tenants suitable for these properties.

It was reported that a new post of Tenancy Support Officer had been created to help people learn how to maintain their tenancy to reduce turnover. This post would be based in the community.

Mr Bannister left the meeting at 7.26pm.

RESOLVED – the report be noted.

8. NUMBER OF VOID COUNCIL TAX AND BUSINESS RATE PROPERTIES (CSSC13)

In response to a request at a previous meeting, Members received a report which identified the number of properties classed as empty for Council tax and business rate purposes. The figures were outlined and exemption categories were explained. It was noted that these statistics included Council-owned shops.

RESOLVED – the report be noted.

9. PROGRAMME FOR GREEN SPACES, GROUNDS MAINTENANCE AND THE NEIGHBOURHOOD WARDENS (CSSC14)

The Select Committee received a frontline service review report which monitored improvements and delivery against stated objectives with regard to Green Spaces, Grounds Maintenance and Neighbourhood Wardens. It was explained that this was a newly formed team and that the areas listed in the title also included parks and open spaces, grounds maintenance for housing, and enforcement for environmental crime.

With regard to dog fouling it was noted that there were hotspots which were monitored. It was also explained that whilst some fines issued by the courts had been disappointing, there was still an obligation to enforce. It was suggested that publicity of enforcement should be maximised as a deterrent and noted that when someone was suspected of allowing dog fouling a warning letter was sent to them.

RESOLVED – the progress highlighted be endorsed.

10. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2009/2010 (CSSC15)

Members were presented with the 2009/10 work programme. Attention was drawn to an issue raised at Council with regard to disabled facilities works and whether a backlog had been created since February between contracts. Members were assured that priority work had been completed but it was agreed that a report would be brought to the meeting on 19 November. It was also requested that an update on void properties in Earl Shilton be brought to the meeting on 19 November.

RESOLVED – the 2009/10 work programme be agreed with the abovementioned additions.

(The meeting closed at 8.14 pm)

REPORT NO SC45

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

1 OCTOBER 2009 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JG Bannister, Mr JC Bown, Mrs A Hall, Mrs J Richards, Mr
BE Sutton and Ms BM Witherford.

Officers in attendance: Mr S Coop, Mr R Parkinson, Mr S Merry and Miss R Owen.

1. **APOLOGIES**

Apologies were submitted on behalf of Messrs Inman and Morrell.

2. **MINUTES (CSSC16)**

On the motion of Ms Witherford, seconded by Mr Bown, it was

RESOLVED – the minutes of the meeting held on 13 August 2009 be confirmed.

Mr Bannister arrived at 6.31pm.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **REVIEW OF FRONTLINE SERVICES – ENVIRONMENTAL HEALTH (CSSC17)**

The Select Committee was presented with a report which monitored improvements and delivery against stated objectives under the Corporate Plan in relation to Environmental Health.

Members asked if the installation of the barrier for Mount Road car park had reduced the number of complaints about antisocial behaviour in the car park. In response it was noted that there had been no problems for six months. Members expressed concern that the problem may now have moved onto another site and asked officers to maintain awareness of this issue.

Members asked what work was done to promote hygiene, including handwashing. It was noted that this was taught in schools and people were advised of how to wash their hands properly.

The issue of lack of public toilets in Earl Shilton was raised due to the removal of the automatic toilet in 2008. It was explained that this facility was costing

£27,000. At present there were toilet facilities available in the Lord Nelson public house or in the library, but it was noted that this was temporary until the Earl Shilton and Barwell Forward made a decision about future public convenience provision.

With regard to dog bins, it was explained that the Borough Council provided these in its parks only. A Member expressed concern about the roads into Burbage Common, stating that the Parish Council had provided bins and emptied them, but that now they required replacing which would have to be at the expense of Burbage Parish Council, despite it not being Parish Council land.

A Member suggested lobbying to introduce a dog license. If the Borough Council collected this money, it could be used to provide dog bins.

RESOLVED – the report be noted and progress be endorsed.

5. PAYMENT AT THE POST OFFICE (CSSC18)

The options available for promoting payment at the Post Office were highlighted. It was noted that in addition to the request of the Select Committee for this report, it was also being investigated as part of the service transformation programme.

It was noted that Council Tax and Business Rate payers already had the option to pay at the Post Office, but a fee of £2.35 was charged for this, whereas if the service was delivered by a company such as Allpay Limited no charge would be payable by the payer. However, this would require a barcode to be printed on the bills. Another option would be to use payment cards, however the cost of each card or replacement would be £1.

Officers explained that the current use of the Post Office was low – approximately 0.5% of Borough residents, but that if, as part of the Council Offices relocation, the face-to-face cashier service was no longer available, other options for payments would need to be provided. It was noted that the cost of setting up the new payment method would be approximately £5,000. The Council would subsidise the payment charge.

Mrs Richards left the meeting at 7.35pm.

It was noted that consultation would be undertaken shortly, and Members asked that a report be brought back to the Select Committee as soon as this was complete in order that the new options be implemented for the next financial year.

RESOLVED –

- (i) the report be noted;
- (ii) a further report be brought to the Select Committee after consultations has been undertaken.

6. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME
2008/2009 (CSSC19)

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

RESOLVED – the work programme be noted.

(The meeting closed at 7.44 pm)