

Date: 25 November 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

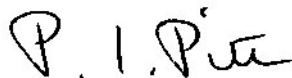
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 3 DECEMBER 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 - 3 DECEMBER 2009

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 29 October 2009 attached marked 'SC46'.

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. CREDIT UNION - UPDATE

Presentation on the establishment of a Credit Union for staff and Members.

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

RESOLVED 7. LAA2 TARGETS FOR PHYSICAL ACTIVITY

Report of the Deputy Chief Executive attached marked 'SC47' (pages 1 – 4).

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

RESOLVED 8. ANTI POVERTY STRATEGY - UPDATE

Report of the Head of Corporate & Scrutiny Services attached marked 'SC48' (pages 5 - 32).

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

RESOLVED 9. EQUALITIES POLICY

Report of the Head of Corporate & Scrutiny Services attached marked 'SC49' (pages 33 - 80).

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

RESOLVED 10. SCRUTINY REVIEW: HOUSING ASSOCIATIONS

Report of the Director of Community and Planning Services attached marked 'SC50' (pages 81 - 103).

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

RESOLVED 11. SCOPING OF REVIEW: AFFORDABLE HOUSING IN THE LDF

Report of the Head of Corporate & Scrutiny Services attached marked 'SC51' (pages 104 - 105).

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

RESOLVED 12. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC52' (pages 106 - 124).

13. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for December 2009 – March 2010 attached marked 'SC53' (pages 125 - 131).

14. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

To: All Members of the Scrutiny Commission with a copy of agenda to all other Members of the Council.

NOTE: AGENDA ITEMS AGAINST WHICH THE WORD "RESOLVED" APPEARS ARE MATTERS WHICH ARE DELEGATED TO THE COMMISSION FOR A DECISION. OTHER MATTERS ON THIS AGENDA WILL BE THE SUBJECT OF RECOMMENDATIONS TO COUNCIL.

HINCKLEY & BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

29 OCTOBER 2009 AT 6.30 PM

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

Mr JG Bannister, Mr PR Batty, Mrs S Francks, Mr DM Gould, Mrs A Hall, MR DW Inman, Mr CG Joyce, Mrs S Sprason, Mr BE Sutton and Mrs BM Witherford.

Mr K Nichols attended the meeting as Chairman of the Flexible Working Group.

Officers in attendance: Mr S Atkinson, Mr N Butler, Mr B Cullen, Mrs T Darke, Mr M Evans, Miss L Horton, Mrs B Imison, Mr S Kohli, Miss R Owen, Mr T Prowse and Mrs S Stacey.

245 **APOLOGIES AND SUBSTITUTIONS**

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

246 **MINUTES (SC35)**

On the motion of Mrs Camamile, seconded by Mr Inman, it was

RESOLVED – the minutes of the meeting held on 10 September 2009 be confirmed and signed by the Chairman subject to the above amendment.

247 **DECLARATIONS OF INTEREST**

Mrs Sprason declared a personal interest in items 6 and 7 (HRA and Housing Capital Programme presentation and Update on Inspace Partnership) as a Council tenant.

248 **PROGRESS ON THE FLEXIBLE WORKING AND RELOCATION PROJECT (SC39)**

Members were briefed on the progress of the Flexible Working and Relocation project and it was noted that there had already been a reduction of 25 desks. It was reported that scanning of documents was being investigated to reduce storage requirements and to make information accessible electronically to those working from mixed locations.

Mrs Sprason arrived at 6.37pm.

Concern was expressed about losing the emergency accommodation for homeless families at William Iliffe Street to office space, but it was explained that despite an increase in homelessness, the loss of four family spaces to office use would still leave plenty of emergency accommodation in this and other locations – it was highlighted that at present there were 14 vacant family units.

Mr Gould arrived at 6.40pm.

During discussion and in response to Members' questions, the following points were raised:

- Robust HR policies were in place to support the process, staff and managers. Training on managing staff remotely was planned;
- Questionnaires were being issued to remote staff to ensure they were comfortable with the arrangements and the results of these would be brought back to the Scrutiny Commission;
- A communications strategy was being drawn up for teams within which staff worked flexibly;
- Staff had secure remote access to the Council's IT systems via a key fob (remote access token);
- Phase 3 of the project would involve rolling out flexible working to Environmental Services, Estates, Green Space and the remainder of Revenues & Benefits;
- For home workers, there were health and safety checks on home work spaces and checks that the work space was dedicated and sufficient;
- Productivity would be monitored by managers to ensure work was being undertaken. However an increase in productivity had been recorded in Benefits staff working from home;
- The change in the telephony services to Voice Over IP meant that staff could be contacted at home on their normal office telephone number.

Concern was raised that difficulties with health or performance experienced by home workers may not be identified or addressed as quickly as office based staff. In response it was noted that there would be regular face-to-face team meetings for all staff, and it was also felt that due to district authorities having small teams, even in mixed locations these were close-knit teams and as such problems could be identified just as quickly. Staff could be brought back into the offices to work if problems were identified.

Despite some concerns, Members acknowledged that flexible working was essential to staff recruitment and retention and thanked Belle Imison and her team for the progress made, professional manner in which this had been approached and the positive environment that had been created.

RESOLVED – the report be noted and progress be endorsed.

Mr Nichols left the meeting at 6.59pm.

249 HOUSING REVENUE ACCOUNT AND HOUSING CAPITAL PROGRAMME PRESENTATION

The Head of Community Services (Housing) gave an overview of the pressures in the housing service and the situation within the Housing Revenue Account. It was noted that the HRA balances were within acceptable levels.

Concern was expressed about the national situation with regard to finance for housing and the lack of government support to secure provision of Council housing in future.

The apparently high cost of kitchens was highlighted and a Member asked if the costs had been reviewed and charges had decreased in line with the national trend. In response it was noted that a tender exercise had recently been undertaken for fitting of kitchens so this cost had been reviewed and was considered acceptable and comparable. Members were reminded that the procurement process had to be followed and HBBC and EU rules had to be followed and suppliers had to meet certain standards which limited the number of companies eligible to tender.

Members asked if it would be possible to look at bringing some housing repairs services in-house. In response it was noted that partnerships with other authorities in various service areas were being explored as this would save money.

A Member expressed concern about the condition of furniture and fittings in sheltered schemes, and in response it was explained that there was a five-year programme to replace furniture and that some parts of schemes had been updated, for example re-carpeting and reupholstering of chairs.

Concerns were raised about disabled adaptations and the number of people on the waiting list and length of wait which had been reported as 15-18 months. It was reported that due to the deficit in the capital programme there was no prospect of increasing the funding available for adaptations and whilst a revenue to capital contribution could be considered, this would create the risk of falling below reserve levels in the revenue account. Members were also reminded that the responsibility for adaptations was shared with the County Council.

It was agreed that a report on options for adaptations be brought back to the Scrutiny Commission and not to the Council Services Select Committee as had been programmed previously.

RESOLVED –

- (i) Members' concern with regard to the waiting times for disabled adaptations be noted;
- (ii) Council be asked to take the Scrutiny Commission's concerns with regard to disabled adaptations into account during the budget setting process;

- (iii) A report be brought back to the Scrutiny Commission to look at options for reducing the waiting time for disabled adaptations to 9 months.

250 UPDATE ON INSPACE PARTNERSHIP (SC36)

Members were provided with an update on the Inspace Partnership as requested at the meeting on 12 February 2009. It was reported that officers had worked with Inspace to ensure adequate monitoring and works had been managed within the budget for 2008/09. Surveys had shown 97% satisfaction. It was reported that costs were continually monitored and challenged and recently a decrease in direct costs had been noted. Officers agreed to provide an answer on a Member's question on the percentage decrease.

Mrs Francks left the meeting at 7.55pm.

At this juncture, prior to questioning officers on the report, Mrs Sprason declared a personal interest in this item and the previous as a Council tenant.

It was suggested that spot checks should be undertaken by officers to ensure quality of work and materials used by Inspace, and in response it was noted that spot checks were already undertaken on a percentage of jobs and on all jobs over £100. In response to a question about skills and training in Inspace, it was reported that there were a variety of skilled and multi-skilled contractors and a lot of emphasis put onto training.

A Member requested that Internal Audit be asked to review the partnership. In response it was reported that this was on the audit plan and would commence the following week.

RESOLVED – the report and progress made be noted and a further report be brought to the Scrutiny Commission on 8 April 2010.

251 UPDATE ON MAJOR CAPITAL PROJECTS (SC37)

Members received a report which advised them of progress made with regard to the Atkins Development, Council Offices Relocation, Argents Mead Enhancement, the Bus Station Development, Hinckley Club for Young People, the Greenfields Enterprise Centre and considerations for the former crematorium site.

Atkins Development

It was noted that the planning application for the Atkins site had been approved and work was underway on the Goddard building and would be completed in May 2010. The estimated costs were within budget but an additional bid had been submitted to EMDA to part fund the shortfall as a result of the reduced Section 111 contribution.

Council Offices

It was explained that whilst the ultimate location for the Council Offices would be in the Bus Station Development, from May 2010 until 2014 these would be located in the Goddard Building.

Concern was expressed that no mention had been made of civic facilities in the new or temporary Council offices. In response it was explained that there would be a temporary Council Chamber in the Goddard Building which would also be hired out to generate some income, and then a permanent Chamber in the Bus Station Development.

Argents Mead Enhancement

It was reported that a number of options for the future of the Argents Mead site were being considered and it was recommended that a target figure of a £5million capital receipt be put into the Medium Term Financial Strategy for this.

Members emphasised that when the Council offices were no longer occupied the site would be a health and safety and antisocial behaviour risk if left empty and in the interest of local residents the site should be enhanced as soon as possible.

A Member expressed concern about the site clearance and demolition costs of the Argents Mead site and how this would feature in the budget and in any agreement made. In response it was reported that either the cost of clearing the site would be deducted from the sale price or the site would be cleared and levelled before sale.

Bus Station

It was reported that rent-free office space for the Council had been negotiated as part of the bus station development although as pay-off for this the Council would not receive income from the car park.

Leisure Centre

Members were reminded that it had been agreed to invest in improving the existing Leisure Centre and this had commenced in September 2009. The newly refurbished centre would open in January 2010.

Greenfields

It was confirmed that funding for the Greenfields project had been secured and the tender process was being entered into. There was some pressure from EMDA to start drawing down funding during this financial year.

Members welcomed progress on this project.

Crematorium site

The Scrutiny Commission was informed that in accordance with the recommendation of the Finance & Audit Services Select Committee, options for developing the crematorium site were being investigated.

The possibility of including the site within the settlement boundary was discussed and officers explained the challenges that there may be to extending into the green wedge at this point. It was noted that this would have to be considered in the site allocations document.

RESOLVED – the substantial progress made be endorsed and Council be RECOMMENDED to support the recommendations.

Mr Gould left the meeting at 8.28pm.

252 UPDATE ON CREDIT UNION

The Director of Finance updated Members on progress made with regard to discussions on setting up a Credit Union for Hinckley & Bosworth. He reported that the first stage would be to set up a borrowing and investment service for staff in partnership with Clockwise and to this end an officer from Finance and HR had been trained to answer questions from staff and a briefing had been arranged for December. With regard to the Credit Union for residents it had been agreed that this would start in Earl Shilton then possibly roll out to other areas of the Borough and this had been discussed with Clockwise and Voluntary Action Leicester. Eight volunteers had come forward to assist with the Credit Union and the Community House in Earl Shilton was being investigated as a possible venue. It was hoped that this would be set up by Christmas. A Communications Strategy and branding was being drawn up with Clockwise and community groups and churches would be approached in launching the Credit Union.

It was agreed that Councillors would also be invited to the briefing in December.

Members thanked officers for the work undertaken on this project and congratulated them on the positive outcome.

253 RENEGOTIATING FINANCIAL CONTRIBUTIONS REQUIRED FOR INFRASTRUCTURE IMPROVEMENTS (SC38)

Members received a report which had been referred by Council for scrutiny by the Commission. It was explained that development on some sites had stalled due to it no longer being feasible for them to provide the financial contributions agreed as part of the Section 106 agreement and Members were asked to consider options for resolving this if they felt it appropriate. The negotiating positions given were deferring contributions, offering a phased approach, or reducing contributions.

Members discussed affordable housing and the importance of this meeting local need before being offered to residents in the rest of the Borough. Officers stated that this was the case but that occasionally they could not

identify people who met this criteria. Members stated that there was no confidence amongst the community that this allocation was undertaken successfully. A Member suggested that such properties should be advertised in the community to reach those who needed affordable housing but were not on the housing register. Officers suggested that they could look to encourage people to apply onto the social housing register.

Concern was also expressed with regard to the five year housing land supply which did not benefit the community as it did not necessarily provide housing where it was needed. Members were reminded that they should bring possible sites forward to avoid having to find sites which may not be as suitable.

Returning to discussions on the report, whilst it was recommended that every application for a variation of a S106 contribution be brought to the Planning Committee, concern was expressed that there was not a representative from each ward on the Committee. It was therefore requested that individual cases be agreed with ward Councillors in addition to the Planning Committee.

Members were not happy to consider reducing contributions on greenfield sites but felt that options 1 and 2 could be supported as they would not be to the detriment of the community, however they acknowledged the need to distinguish between green and brown field sites and the need to bring some buildings on brown field sites back into use, particularly if the planned scheme was high quality and would offer other benefits.

It was agreed that the protocol be reviewed in April 2010.

RECOMMENDED –

- (i) options 1 and 2 be supported but reduced contributions only be considered on brownfield sites;
- (ii) the protocol be reviewed in April 2010.

254 **SCOPING OF REVIEW: HOUSING ASSOCIATIONS**

The Director of Community and Planning Services provided the Scrutiny Commission with an initial paper to commence the Scrutiny Review on Housing Associations. It was agreed that baseline information would be provided to the next meeting of the Scrutiny Commission and at that time consideration would be given to the invitation of witnesses. Witnesses would then be invited to the meeting on 14 January 2010.

It was agreed that in addition to the terms of reference in paragraph 3.3 of the discussion paper an additional point be included “ensuring affordable housing meets local need”.

RESOLVED – baseline information be provided to the next meeting of the Scrutiny Commission in order to commence the review.

255 OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 (SC40)

Members received the work programme for 2009/10.

RESOLVED – the work programme be agreed.

256 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC41)

Members received the Forward Plan of Executive and Council decisions.

RESOLVED – the Forward Plan be noted.

257 MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

The minutes of the following meetings were received:

- (i) Finance & Audit Services Select Committee, 3 August and 14 September 2009 (SC42 and SC43);
- (ii) Council Services Select Committee, 13 August and 1 October 2009 (SC44 and SC45).

(The meeting closed at 9.08 pm)

SCRUTINY COMMISSION – 3 DECEMBER 2009

REPORT OF DEPUTY CHIEF EXECUTIVE

RE: LAA2 CHALLENGES FOR ADULT PHYSICAL ACTIVITY (ACTIVE TOGETHER)

1. PURPOSE OF REPORT

To provide Scrutiny Commission with an update on progress in LAA2 against the Adult Physical Activity target, NI8.

2. RECOMMENDATION

That Scrutiny endorses the progress made to date and acknowledges the challenges in meeting the new target, as detailed within this report.

3. BACKGROUND TO THE REPORT

3.1 As part of the Local Area Agreement 1 the Council successfully contributed to meeting the reward target. The H&B target was 896 new over 16's achieving 3 x 30 minutes exercise a week and the Active Together Team achieved 901.

3.2 LAA2 Active Together delivery

The target for LAA2 is to increase the number of adults (over the age of 16) participating in at least 30 minutes of moderate intensity sport and active recreation (including walking) on three or more days each week" by 4% by the end of March 2011. This equates to 20,704 adults (% increase is based on the total population in Leicestershire of adults aged 16 years plus) this is the target which the county will be judged on.

Hinckley & Bosworth's contribution to the overall county target is to inspire 3,404 adults by March 2011. Members should note that this a very challenging target compared to LAA1(896).

3.3 Who delivers?

To meet this challenging target the Council's Cultural Services Team have realigned its services and priorities to established a dedicated team. The Sport, Health and Well Being team have 4 full time officers delivering a wide range of exciting and new projects, creating sessions for the community and aligning work programmes to achieve this target.

3.4 How is it delivered?

Projects and new areas of work are reliant on a joined up delivery approach across the Borough with a wide range of partners from health, sport, physical activity which includes support from the private and voluntary sectors.

3.5 Promotional and publicity material has been produced to heighten the awareness of the importance of Physical Activity across the Borough and raise the profile of the Sport, Health and Well Being team include.

- Let's Get Active Newsletter
- What's Active in Hinckley & Bosworth activity guide

- Strolls on your doorstep
- Hinckley and Bosworth Cycle Guide
- Centre page spread in the Borough Bulletin Nov 2009 edition

3.6 A range of initiatives are moving forward in conjunction with partners. Examples include;

Summer of Sport Tri-events in 2010

Building on the success of the Town Centre run that was hosted in June last year in partnership with Hinckley Running Club and National Grid, the Active Together Team will be adding a town centre cycle race in partnership with Hinckley Cycling Club and British Cycling. Finally to complement the run and cycle elements, Hinckley Leisure Centre will host a family Swimathon in the summer. All of the events are to encourage participation from beginners to regulars, families to individuals. Last years Fun Run attracted 500 participants.

Free Swimming and Free Swimming Lessons

HBBC will continue with the Countywide free swimming programme for the over 60's and under16 until March 2011. This has been complimented with a programme of free adult swimming lessons. Both initiatives are funded by DCMS, Amateur Swimming Association and Leicestershire County Council and delivered in partnership with Sport and Leisure Management. Between April – Oct 2009 20,528 participants have taken up the free swim offer. During the Summer this represented a 85% increase on the usage figures compared to Summer 2008.

LEAP (Lifestyle, Education, Activity Programme)

Working with Leicestershire Dietetic Service Hinckley and Bosworth are the first to pilot a healthy eating programme offered to people referred from their GP's. The scheme is in its 3rd programme and has had excellent results. The Sport, Health and Well Being team work to provide physical activity programmes running in parallel to advice on nutrition and weight management. Participants have lost an average waist circumference of 7.25cm.

3.7 How is it funded?

The Active Together Scheme is funded by the Local Area Agreement who have contributed £150k and World Class Commissioning, a PCT funding stream, who have matched the Local Area Agreement £150k. Both bodies have funded the programme as they realise that getting more people more active will have a positive affect on peoples lives.

3.8 How is it monitored?

The scheme is monitored at a local level through the collation of registration forms on a monthly basis and surveying on a quarterly basis. Officers have individual targets to work towards that contribute to the overall Hinckley and Bosworth target. The quarterly results are collated into the Council's Corporate Management system which are then fed up to county level to the Health and Wellbeing Board and on to the LAA Board. This comprehensive system ensures that there is close monitoring of the targets set.

3.9 Benefits

Taking part in regular physical activity can bring about major health benefits. The consequences of physical inactivity is starkly reflected in NHS finances, in Leicestershire and Rutland alone it is estimated that physical inactivity costs the NHS over £10 million per year. Increasing peoples participation levels will assist in lowering obesity levels and improving there mental wellbeing. This will strategically link to the new Physical Activity Strategy for the Sub Region which will assist in the quest to move from a cure based mentality to a preventive approach.

4. **FINANCIAL IMPLICATIONS (AB)**

4.1 The total cost of the project will be funded from the Local Area Agreement funding.

4.2 As part of the project the Council is required to generate its own income from the activities that are carried out.

5. **LEGAL IMPLICATIONS (AB)**

None raised by this report

6. **CORPORATE PLAN IMPLICATIONS**

The Local Area Agreement 2 NI8 will assist the Authority in achieving the following aims:

Safer and Healthier: will contribute to improving the health of residents in the Borough by getting them more active.

Strong and Distinctive Communities: Activities supported by active Together contribute to developing and supporting strong and distinctive communities. For example, village sports teams and exercise classes.

Cleaner and Greener: Encouraging people to walk or cycle instead of using the car will contribute to addressing the cleaner/greener agenda.

Thriving Economy: Events and activities supported by Active Together will contribute to a thriving economy within the Borough.

7. **CONSULTATION**

The Sport, Health and Well Being team work with a wide range of partners on the delivery of Active Together projects. Consultation is integral to the delivery of projects. Partners include PCT, Sport & Leisure Management, West Leicestershire Mind, Voluntary sports clubs.

8. **RISK IMPLICATIONS**

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Targets: That the county do not achieve the stretch target of 20,704 adults undertaking 3x30 minutes exercise a week.	Close monitoring of the scheme will help to track where we are against targets. This will help to ensure that the Sport, Health and Wellbeing Team are fully aware of the numbers we need to achieve at any one time.	Graeme Chilvers

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

Parishes will benefit from this new funding stream as activities will be geographically spread across the borough.

The Active Together scheme will have a positive impact on vulnerable groups as they will be targeted and supported to become more active e.g. The inclusive football scheme. The Active Together scheme will have an environmental impact as it will be encouraging people to walk and cycle more

The Sport, Health and Well Being Team are working with partners to ensure that services are accessible to all by considering locations, how services are promoted and how they are delivered.

10. **CORPORATE IMPLICATIONS**

The LAA2 Active Together Scheme will involve partnership working both internally and externally. The list below is not exclusive and new partners may be added as the scheme evolves.

Internally Cultural Services will be working with: Community Safety, Environmental Services and Green Spaces to help deliver the strategy.

Externally we will be working with: The PCT, County Sports Partnership, voluntary Sports Clubs, LSA, instructors, Parish Councils and Community Colleges to deliver the strategy.

Background papers: Executive Report on establishing NI8 budget 11th August 2009
Executive report on new Sub Regional Physical Activity Strategy
5th October 2009

Contact Officer: Graeme Chilvers, Health and Well Being Manager, ext 5678

SCRUTINY COMMISSION – 3 DECEMBER 2009

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

1. **PURPOSE OF REPORT**

To provide a copy of the Anti Poverty Strategy to all members which incorporates the Action Plans and advise Members as to progress against these plans.

2. **RECOMMENDATION**

That Scrutiny Commission notes and endorses the work undertaken to date

3. **BACKGROUND TO THE REPORT**

3.1 Following the work undertaken by the commission and CI research, the decision was taken that HBBC take a lead, particularly in the current climate, to prepare a strategy addressing Poverty in the Borough.

3.2 The Strategy to date has been prepared by a small team of officers with input from a number of services in the Authority. Data has been incorporated from various sources to provide intelligence and baseline information in the report.

3.3 The Draft Strategy was approved by the Commission in May and this is the 6 month review following the action plans being implemented.

3.4 Appendix B is a copy of the strategy. Appendix A is an update on achievements in the first 6 months of the Strategy.

4. **FINANCIAL IMPLICATIONS**

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

5. **LEGAL IMPLICATIONS [LH]**

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

6. **CORPORATE PLAN IMPLICATIONS**

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

7. **CONSULTATION**

Stakeholders across voluntary sector, faith communities and key agencies.

8. **RISK IMPLICATIONS**

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

9. **KNOWING YOUR COMMUNITY IMPLICATIONS**

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

10. **CORPORATE IMPLICATIONS**

- None

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

Contact Officer: Louisa Horton x 5859



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Anti-Poverty Strategy 2009-2012

‘Working Together to Tackle Poverty’

Contents

	Page
1.0 Foreword	3
2.0 Introduction	4
3.0 Definitions	5
4.0 Background	6
4.1 Local Context	
4.2 Indices of Deprivation for Hinckley & Bosworth	
4.3 Research	
4.4 Consultation to date	
5.0 Current Initiatives	11
6.0 Key Themes	13
7.0 Monitoring- Performance Management	14
8.0 Action Plan	...17

1.0 Foreword

Endorsement of member or appropriate organisation

Insert photo

2.0 Introduction

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

These 7 key themes are:

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

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

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

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

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

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

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

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

3.0 Definitions

Poverty:

Is a life situation people may find themselves in, if their income and resources are not enough to allow a standard of living, which is relative to, customary, widely encouraged and approved in the societies in which they belong¹

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

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

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

Income Deprivation:

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

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

Social Exclusion:

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

LSOA (Lower Layer Super Output Area):

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

Social Inclusion:

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

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

² Bedford Social Inclusion/Anti-Poverty Strategy 2006-07

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

4.0 Background

The need for a review into income deprivation within the borough of Hinckley & Bosworth was highlighted in 2006/07 by the Scrutiny Commission. A decision was made to include it in the Commission's work programme. The Commission's objective for the review was to improve the quality of life of people living in poverty in the area. This remains a primary concern heightened by the current economic downturn.

4.1 Local Context

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

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

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

4.2 Indices of Deprivation for Hinckley & Bosworth

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

The IMD 2007 contains seven themes of deprivation:

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

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

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

Indicators used to determine income deprivation:

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

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

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

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

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

Indicators used to determine employment deprivation:

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

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

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

Indicators used to determine health deprivation & disability:

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

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

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

Indicators used to determine education, skills & training deprivation:

Sub Domain: Children/Young people:

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

Sub Domain: Skills

- Proportion of working age adults with no or low qualifications

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

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

Indicators used to determine barriers to housing and services:

Sub Domain: Wider Barriers

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

Sub Domain: Geographical Barriers

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

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

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

Indicators used to determine crime

- Burglary (4 recorded crime offence types, Police Force data for April 2004-March 2005, constrained to Crime and Disorder Reduction Partnership (CDRP) level)
- Theft (5 recorded crime offence types, Police Force data for April 2004-March 2005, constrained to CDRP level)
- Criminal damage (10 recorded crime offence types, Police Force data for April 2004-March 2005, constrained to CDRP level)
- Violence (14 recorded crime offence types, Police Force data for April 2004-March 2005, constrained to CDRP level)

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

- Barwell South
- Earl Shilton East
- Hinckley Town Centre

Indicators used to determine Living Environment deprivation

Sub Domain: The 'indoors' living environment

- Social and private housing in poor condition (2003-2005 average, Source BRE and Communities and Local Government, modelled EHCS)
- Houses without central heating (2001, Source: ONS, Census)

Sub Domain: The 'outdoors' living environment

- Air quality (2005, Source: Geography Department at Staffordshire University and NAEI modelled at LSOA level)
- Road traffic accidents involving injury to pedestrians and cyclists (2004-2006 average, Source: DfT, STATS19 (Road Accident Data) smoothed to LSOA level)

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

- Hinckley Castle South West
- Hinckley Town Centre
- Hinckley Town Centre North

4.3 Research-

Two reports have been commissioned to date:

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

4.4 Consultation- to date

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

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

5.0 Current Initiatives

Homelessness Frontline Prevention Fund

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

Pest Control Discount to low income groups

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

Workforce development- the Children's workforce

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

The Ten Year Childcare Strategy

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

Children's Centres

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

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

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

Benefit Take up Strategy

Affordable Housing

Benefit Take-up Campaign

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

Financial Assistance available to repair or adapt properties

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

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

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

Decent Homes Insulation Scheme

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

6.0 Key Themes

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

6a Income deprivation

We make a commitment to:

- 6a(i) Increase people's take-up of benefits
- 6a(ii) Promote better management of finances and improve the quality of life, reducing financial exclusion
- 6a(iii) Reduce the percentage of families with low household incomes
- 6a(iv) Make financial advice more readily available for all residents of the Borough
- 6a(v) Increase financial literacy to help reduce financial exclusion

6b Employment

We make a commitment to:

- 6b(i) Encourage social enterprise and business start-ups
- 6b(ii) Create & facilitate employment opportunities
- 6b(iii) Promote and support the work of small to medium sized enterprises

6c Health deprivation and disability

We make a commitment to:

- 6c(i) Establish effective partnerships for the relief of poverty
- 6c(ii) Proactively tackle issues surrounding health deprivation, including, smoking, healthy eating, teenage pregnancy and home safety.
- 6c(iii) Introduce/manage a strategy that allows access to leisure and sporting facilities at an affordable price

6d Education, skills and training

We make a commitment to:

- 6d(i) Promote access to learning centres
- 6d(ii) Work with our partners to develop sufficient childcare facilities and other support networks to make it possible for adults to learn
- 6d(iii) Work with our partners to raise the skill level amongst the Boroughs population particularly in areas of greatest social exclusion
- 6d(iv) Develop with all agencies advice and guidance networks across the Borough

6d(v) Work with our partners to increase opportunities for training

6e Housing and services

We make a commitment to:

- 6e(i) Maximise accessibility to affordable housing for local people
- 6e(ii) Improve equality of access to social housing
- 6e(ii) Support everyone's right to live in a decent home

6f Crime and anti-social behaviour

We make a commitment to:

- 6f(i) Reduce crime and disorder levels within the Borough
- 6f(ii) Reduce anti-social behaviour and the fear of such within the Borough

6g Living Environment

We make a commitment to:

- 6g(i) Improve the living environment of those living in poverty
- 6g(ii) Promote good environmental practices
- 6g(iii) Engage local communities to improve & take pride in their local community

7.0 Monitoring- Performance Management

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

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

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

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

Income Deprivation - Children

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

Direction of travel:

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

Income Deprivation - Older People

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

Direction of travel:

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

Employment

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

Direction of travel:

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

Health

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

Direction of travel:

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

Education

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

Direction of travel:

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

Barriers to Housing

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

Direction of travel:

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

Crime

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

Direction of travel:

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

Living Environment

Ranking within England	2004 position	2007 position
75% or above(least deprived)	34(52%)	50(76%)
25% to 75%	30(45%)	16(24%)
25% or below(most deprived)	2(3%)	0(0%)

Direction of travel:

- 51(77%) areas have improved since 2004
 - 15 (23%) areas have moved down since 2004
-

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

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

8.0 Action Plan

6a Income Deprivation
Planned Actions
6a(i) Increase people's take-up of benefits
Using both historic and current data invite benefits applications from those households within the super output areas. (S.Pinell)
Refresh the 'take up' strategy changing the focus from the elderly to working age customers and ensuring that it links into the Councils Anti-poverty strategy (S.Pinell)
Create a working age leaflet that can be used to encourage those on low incomes to claim Housing and Council Tax Benefit (S.Pinell)
6a(ii) Promote better management of finances and improve the quality of life, reducing financial exclusion
Liaise with those employers who are making redundancies or reducing working hours to offer advice and support on benefits and debt management. (S.Pinell)
6a(iii) Reduce the percentage of families with low household incomes
Consider the feasibility of working together with the DWP by requesting scans from them that will give details of customers who are in receipt of Income Support or Jobseekers Allowance that are not claiming Housing and/or Council Tax Benefit and then contact them to ensure that those who do have an entitlement do make a claim (S.Pinell)
6a(iv) Make financial advice more readily available for all residents of the Borough
Ensuring that the internet is up to date and current with the new changes e.g. Child benefit disregard from October 2009 to encourage applications for benefit and raise awareness of entitlement (S.Pinell)
Creating a Ready reckoner that can be used on the internet pages to make it easier for customers to determine their entitlement to Housing and Council Tax Benefits (S.Pinell)
Develop two way referral service with money advice and court desks (J.Wyles)
6a(v) Increase financial literacy to help reduce financial exclusion

6b Employment

Planned Actions

6b(i) Encourage social enterprise and business start-ups

Hosting a spectacular Christmas Lights switch on event increasing footfall and enhancing the business income

6b(iii) Promote and support the work of small to medium sized enterprises

6c Health deprivation and disability

Planned Actions

6c(i) Establish effective partnerships for the relief of poverty

Assist in the preparation for the 2012 Olympics and 2009 Special Olympics in Leicestershire(G.Chilvers/K.Harris)

Continue to support the Shopmobility (M.Hryniw)

Markfield Community and Sports to support the PCT, Community Safety, Police and Probation Service to run activities (G.Chilvers)

6c(ii) Proactively tackle issues surrounding health deprivation, including, smoking, healthy eating, teenage pregnancy and home safety

LAA2 Project PAC's - to increase participation in physical activity This is repeated?? (K.Haris)

As part of the emerging Physical activity Strategy develop GP Health Referral Scheme - continue to work in partnership with PCT and SLM to deliver high quality referral scheme (G.Chilvers)

Ensure first Town Centre Run is delivered successfully comprising of 5k Fun Run and 1 mile Kids Kaper (G.Chilvers)

Support the Hinckley Half marathon(May 09) and Town Centre Runs (June 09 to increase footfall and bring tourists into borough. Impact assessment of events put back to 2010 due to capacity issues (G.Chilvers)

Support local sports organisations to develop their volunteer base and keep upward direction of travel in NI8 KPI2 (G.Chilvers)

Pregnancy testing, condom distribution, signposting and advice available at Community Houses in Earl Shilton, Wykin and Barwell (R.Grantham)

6c(iii) Introduce/manage a strategy that allows access to leisure and sporting facilities at an affordable price

Implement Sport & Recreation Action Plan (G.Chilvers)

Assist in the preparation for the 2012 Olympics and 2009 Special Olympics in Leicestershire(G.Chilvers)

From April 2009 over 60's and under 16's are to be offered free swimming at Hinckley Leisure Centre (G.Chilvers)

Markfield Community and Sports Centre to run a diverse range of activities (G.Chilvers)

6d Education, skills and training

Planned Actions

6d(i) Promote access to learning centres

6d(ii) Work with our partners to develop sufficient childcare facilities and other support networks to make it possible for adults to learn

6d(iii) Work with our partners to raise the skill level amongst the Boroughs population particularly in areas of greatest social exclusion

Engage with targeted hard to reach groups with partners by delivering arts and sports activities, with Find your Talent and Sport Unlimited (K.Harris/L.Orton)

Assist in the development of the Centre for Creative Enterprise on the Atkins site.(L.Orton)

6d(iv) Develop with all agencies advice and guidance networks across the borough

6d(v) Work with our partners to increase opportunities for training

Improve and develop volunteering opportunities LAA Target (G.Chilvers)

Adult Education courses run via Earl Shilton Community House (R.Grantham)

6e Housing and services

Planned Actions

6e(i) Maximise accessibility to affordable housing for local people

Continuation of Prevention of homelessness Fund (J.Wykes)

Implement protocol with RSL/Social Landlords for early intervention on arrears cases
New initiative (J.Wykes)

Continuation of Rent Deposit Scheme (J.Wykes)

6e(ii) Improve equality of access to social housing

6e(iii) Support everyone's right to live in a decent home

Develop policy to ensure expenditure on Discretionary Housing Payments is in line with the grant award thereby reducing homelessness and improving the quality of life for the tenant (S.Short)

Financial Assistance available to repair or adapt properties (Existing Initiative) (A.Ker)

Decent Homes Insulation Scheme (Existing Initiative) (A.Ker)

Continue to provide a capital support grant to Care & Repair (West Leicestershire) Ltd who are the Home Improvement Agency operating in the area (Existing Initiative) (A.Ker)

The provision of comprehensive housing advice and enforcement service in relation to standards within the private housing sector (Existing Initiative) (A.Ker)

6f Crime and anti-social behaviour

Planned Actions

6f(i) Reduce crime and disorder levels within the Borough

CCTV - develop and enhance the CCTV system inc ANPR in Earl Shilton.(M.Hryniw)

Improved public perception and engagement and reduced crime and disorder in key intervention area of Barwell by setting up a Community House Project (R.Grantham)

Continue to monitor emerging crime & disorder trends based on fortnightly Police tactical assessments and to minimise the threats through agreed joint partnership problem solving actions and tasks. (R.Grantham)

6f(ii) Reduce anti-social behaviour and the fear of such within the Borough

CCTV - develop and enhance the CCTV system inc ANPR in Earl Shilton.(M.Hryniw)

Enforcement of statutory nuisance duties including noise e.g. noisy neighbours.

Note: Certain actions may result in the payment of fees by those enforced against. In certain situations, payment plans can be agreed.(R.Grantham)

Provide youth diversionary activities via the Community Houses (R.Grantham)

Improved public perception and engagement and reduced crime and disorder in key intervention area of Barwell by setting up a Community House Project (R.Grantham)

Jacqual (joint ASB team) to increase accessibility and visibility to subsequently increase reassurance for local communities (M.Shellard)

6g Living Environment

Planned Actions

6g(i) Improve the living environment of those living in poverty

Subsidised pest control treatments for those on certain benefits.

Subsidised drainage investigations

Enforcement of public health legislation e.g. accumulations, filthy premises.

Note: Certain actions may result in the payment of fees by those enforced against. In certain situations, payment plans can be agreed

6g(ii) Promote good environmental practices

The provision of advice in relation to energy conservation with in the home (Existing Initiative) (A.Ker)

Responsible dog ownership campaigns e.g. free micro chipping event with RSPCA (S.Smith)

Provide support to the Council's Environment Impact policy by providing additional re-cycling resources and initiatives through the Community House Projects (R.Grantham)

6g(iii) Engage local communities to improve & take pride in their local community

Continue to lead and implement the Play Strategy (R.Ball)

High quality diverse events throughout the year that engage and bring pride to the community.(M.Hryniw)

Support the Youth Council in providing activities and opportunities for young people to achieve outcomes for the community (R.Ball)

A diverse calendar of events, designed to celebrate our music, heritage, markets, countryside and veterans. This is repeated??? (M.Hryniw)

Support Parishes rural issues, through Parish meetings and providing additional support and advice to parish clerks. (M.Hryniw)

See Appendix 1 for Achievements to date (reported quarterly)

Appendix A: Achievements to date against Actions outlined in the Anti Poverty Strategy up

Updates are to End September 2009

Key Theme - 6a Income Deprivation

6a(i) Increase people's take-up of benefits

Benefit take-up campaigns have been held in Supermarkets, Britannia Centre, Twycross Zoo and at Woodland Nurseries-all intended to raise awareness of the availability of Benefits and to engage with those hard to reach households.(From CP - SC)

The super output areas have been identified and we are now determining the best way to engage with those persons in terms of possible benefit entitlement.The take up strategy has been refreshed and links into the requirements of the Anti-poverty strategy. A picture book leaflet has been designed encouraging those persons of working age to apply for benefits. (SC)

6a(ii) Promote better management of finances and improve the quality of life, reducing financial exclusion

2,773 letters were sent to businesses detailing how we could assist their employees in the current economic climate The creation of a ready reckoner on the Internet enables customers to determine their own entitlement to benefit-reducing the number of failed applications, avoidable contacts and staff time on dealing with enquiries. (From CP - SC)

As part of our first response project a number of businesses were visited in the first half of the year and a mailshot sent to 2,773 businesses highlighting the support services offered by this authority and our partners (SC)

6a(iii) Reduce the percentage of families with low household incomes

No Update

6a(iv) Make financial advice more readily available for all residents of the Borough

The 'Beat the Recession' webpage has been updated with information relating to reliefs available to businesses. A consequence is that 60 applications have been received from businesses enabling them to defer payment of a proportion of their business rates to next year (From CP - SC)

The internet has been updated and a 'benefit house' created which gives the user the ability to identify the range of benefits available and their possible entitlement. For the last quarter there have been 774 visits to the benefit house. (SC)

6a(v) Increase financial literacy to help reduce financial exclusion

No Update

Key Theme - 6b Employment

6b(i) Encourage social enterprise and business start-ups

Developer agreement for the Bus Station site has now been signed and the project will move towards the planning stage early 2010. The project will provide a new focal point for and retail offer in Hinckley including the provision of a supermarket and cinema complex. (From CP - ME)

Funding for developing new Industrial units has been achieved and the OJEU tender process is now underway. The project will begin in the final quarter of 2009 / 10 and provide business start up units for approximately 22 new businesses and provide additional revenue stream to the authority. (From CP - ME)

Atkins project has planning permission (From CP - TD)

6b(ii) Create & facilitate employment opportunities

Planning has started for the Christmas lights event which takes place on 20th November. Road closure is booked as are the reindeer (SJ)

Creative Hinckley established (volunteers) who are leading on this project to host new creative businesses in a former hosiery factory. Increase employment opportunities (From CP - SJ)

6b(iii) Promote and support the work of small to medium sized enterprises

RI. System to collect Bid Levy for 413 properties (Hinckley Town Centre):

At the end of Q2 £95,000 had been collected (66% of the debit) which confirms our commitment to recover the levy from those businesses within the BID area enabling re-investment to take place and to fund the pre-determined projects. (From CP - SJ)

Key Theme - 6c Health deprivation and disability

6c(i) Establish effective partnerships for the relief of poverty

Secondment of two officers from HBBC who worked the week of the Special Olympics in Leicester (27th-31st July). Officers roles were to coordinate the awards ceremony at a chosen venue (SJ)

£5,000 grant provided to date for Shop mobility for 1st half of year. (SJ)

6c(ii) Proactively tackle issues surrounding health deprivation, including, smoking, healthy eating, teenage pregnancy and home safety

LAA 1 extension period quarter 1 (April-June 09) - 1025 adults achieving 3x30 minutes of exercise per week. Target achieved. (SJ)

6c(iii) Introduce/manage a strategy that allows access to leisure and sporting facilities at an affordable price

14,967 free swims accessed at Hinckley Leisure Centre between the period of April and August 2009 (From CP - SJ)

Cycling Guide produced and distributed in partnership with LCC. (From CP - SJ)

Through Active Together we are establishing new activities such as Buggy Fit and Tai Chi in our parks. (From CP - SJ)

Key Theme - 6d Education, skills and training

6d(i) Promote access to learning centres

No Update

6d(ii) Work with our partners to develop sufficient childcare facilities and other support networks to make it possible for adults to learn

No Update

6d(iii) Work with our partners to raise the skill level amongst the Boroughs population particularly in areas of greatest social exclusion

1324 semi sporty young people have been retained in sport and physical activity through the Sports Unlimited Scheme. A total of 52,776 of new funding has been accessed for local projects. This project is for young people that would not normally be involved in sport or physical activity. (SJ)

Creative Hinckley membership developed into a CIC to become tenants of the building from April 2010. Commitment secured for pre-lets to take up space in the building on opening. (SJ)

6d(iv) Develop with all agencies advice and guidance networks across the borough

No Update

6d(v) Work with our partners to increase opportunities for training

Creative Hinckley established (volunteers) who are leading on this project to host new creative businesses in a former hosiery factory. Increase employment opportunities (From CP - SJ)

GC working with NATS to provide support around NI8 and NI6. (From CP - SJ)

Key Theme - 6e Housing and services

6e(i) Maximise accessibility to affordable housing for local people

No Update

6e(ii) Improve equality of access to social housing

No Update

6e(iii) Support everyone's right to live in a decent home

Phase one of home insulation project completed, occupiers of private properties in priority areas have insulated homes reducing fuel poverty and improving energy efficiency (From CP - SS)

Key Theme - 6f Crime and anti-social behaviour

6f(i) Reduce crime and disorder levels within the Borough

New monitoring contractor in place started on 1st July 2009. Rugby clock upgrade to CCTV room. Project plan has been created and will aim to enhance Hinckley 's CCTV coverage. ANPR 5 cameras are live, 3 cameras have signal issues. (SJ)

Serious Violent Crime (NI15) is on target and Partnership is performing better than most IQUANTA family group and currently in top quartile. (From CP - RG)

Vehicle Crime (NI 16) on target with a 10.5% reduction over same period in 2008 with 49 less offences and though Partnership remains in middle quartile of CDRP IQUANTA family grouping (From CP - RG)

Racially aggravated offences are down 17% compared to the same period in 2008 with the partnership in the top quartile of its IQUANTA CDRP Family Group (From CP - RG)

Robbery from both the person and business is down 47% compared to the same period in 2008 with the Partnership now in the top quartile within its IQUANTA CDRP family group. (From CP - RG)

6f(ii) Reduce anti-social behaviour and the fear of such within the Borough

New monitoring contractor in place started on 1st July 2009. Rugby clock upgrade to CCTV room. Project plan has been created and will aim to enhance Hinckley 's CCTV coverage. ANPR 5 cameras are live, 3 cameras have signal issues (SJ)

Harassment including anti-social behaviour has seen a continued decrease of 12% compared to the same period in 2008 (NI 21) and during the period there has been a rise in the levels of public satisfaction in how the public perceive how the anti-social behaviour is being tackled from 64% in 2008 to 70.5% this quarter and is moving towards the County LAA NI 21 target of 72% and above the Police target of 58%. (From CP - RG)

Key Theme - 6g Living Environment

6g(i) Improve the living environment of those living in poverty

Pest control treatments for rats free of charge and charge of £16 for mice and insect treatments (full cost £40) Drain clearing service £20 for means tested benefit Full cost £51.75 (R.P)

6g(ii) Promote good environmental practices

Fuel and Co2 production has been decreased following a reduction in the collection of materials from bring sites (From CP - MB)

The Council has joined the Carbon Trust Management Programme to produce a plan for reducing the Council's emissions. A working group will deliver a plan by late December 2009 which will be adopted by Executive in January 2010 (From CP - RP)

Residents are more aware of key environmental messages following new promotional messages on council vehicles (From CP - MB)

Raised awareness of recycling by targeting particular areas that recycle less and throw away more (From CP - MB)

6g(iii) Engage local communities to improve & take pride in their local community

Extensive consultation implemented particularly with C and YP re. the new play builder park. (SJ)

Play builder funding available to other areas, support given to develop more bids particularly Bagworth and Thornton and Earl Shilton. Cheap ideas to implement at home play on a budget in What's Going Down and on HBBC website.(SJ)

Events Calendar produced, with partners, creating a full year of events. A total of 4 events in 2nd qtr.(SJ)

Youth Council involved in a number of events on a voluntary capacity, National Playday, Hinckley by the sea.(SJ)

SCRUTINY COMMISSION – 3 DECEMBER 2009

REPORT OF THE HEAD OF CORPORATE AND SCRUTINY SERVICES
RE: CORPORATE EQUALITIES

1. **PURPOSE OF REPORT**

To seek the endorsement of the actions taken to date to meet the requirements of the Equality Standard for Local Government and highlight the achievements to date.

2. **RECOMMENDATION**

That the Scrutiny Commission notes the achievements and actions to date.

3. **BACKGROUND TO THE REPORT**

3.1 Council declared on 5 August 2008 that it had achieved Level 3 of the Equalities Standard for Local Government, this required the Authority to seek external verification and validation, for which a full self assessment and three day inspection is necessary.

3.2 The IDeA has been approached to arrange for the peer inspection, and has been arranged for the 26/27 January 2010 to be inspected against the new Standards “achieving” level (equivalent to verified level 3). There is a commitment from all Councils in the East Midlands to have achieved level 3 or equivalent by March 2010.

3.3 The council has ensured

- That Knowing Our Community/Equality Impact Assessments are completed for all Policies, Procedures and changes in services.
- That formal awareness training has been completed for managers, officers and members and is programmed for regular updates.
- That 'equalities' is fully integrated within the Council's day to day practice and activities, including business planning and performance management.
- That 'equalities' issues have been addressed in relation to pay and rewards (job evaluation/single status).
- That there is single equalities policy – appendix A.
- That 'equalities' is embedded into the Corporate Communication, Consultation and Community Engagement Strategy, which includes measures/actions to consult, involve and inform all groups and parts of the community.
- That sufficient and relevant information is available for all newcomers to the Borough, whatever their background.
- That information is available in a number of different formats and pro active steps are taken to ascertain their need (rather than waiting for a request)
- That services are accessible to all
- That the needs and makeup of our community is now mapped to allow for effective and appropriate service planning

- That a Corporate Equalities Steering Group leads by example and from the front in ensuring that equalities and knowing our communities are at the forefront of service planning and delivery

4. **FINANCIAL IMPLICATIONS**

None as a direct result of this report

5. **LEGAL IMPLICATIONS (LH)**

Legal Implications are contained within the body of the report.

6. **CORPORATE PLAN IMPLICATIONS**

By placing more emphasis on corporate equalities (both inside and outside the organisation) we can make a greater contribution towards the strategic aim of being proud of our 'Strong and distinctive communities'. It contributes also to our values of 'Learn from the best to develop our people and provide excellent services'; 'Work with our communities to deliver value for money and customer focused services' and 'Provide support to those who need it most'.

7. **CONSULTATION**

Consultation has taken place through the Corporate Equalities Steering Group.

8. **RISK IMPLICATIONS**

Risk Description	Mitigating Action	Owner
Failing to achieve “achieving” standard	Ensure that Equalities is embedded in everything we do	All

9. **KNOWING OUR COMMUNITY IMPLICATIONS**

commitment to treat all parts of our communities fairly in all our transactions with them as individuals or groups.

10. **CORPORATE IMPLICATIONS**

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

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

Background Papers:

Contact Officer: Louisa Horton



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Corporate Equality & Diversity Policy & Plan

2007- 2010

Foreword

We are determined that Hinckley and Bosworth Borough Council should be a leader on equality and diversity, not just in the make up of our staff but in ensuring everyone is treated with respect. This is a right in itself. Improving equality and building sustainable cohesive and active communities is at the heart of successful delivery for all of our objectives - in providing decent homes and neighbourhoods, a clean, safe and healthy environment, a sustainable environment, leisure and cultural opportunities for all and in ensuring an economically prosperous environment.

To achieve this we need a diverse workforce that mirrors the Borough we serve. Ensuring a fair and equal society is the responsibility of all local Authorities

We need to reflect the Borough we serve, and to value and make the best use of the rich diversity of talent in our teams: in these ways we will improve our capacity to deliver. All staff deserve to have the opportunity to achieve their full potential, supported by a culture where we all take personal responsibility for achieving an environment of zero tolerance of discrimination or harassment or bullying on any grounds - race, gender identity, disability, sexual orientation, age, faith, working pattern or social background.

Diversity is a mainstream business issue. We must make it part of the Council's day-to-day life if we are to succeed. The Council is working towards level three of the Equality Standard for Local Government that will embed diversity targets within each business area and is an integral part of the move towards being an excellent council.

Diversity, what it means, what its effects are, and how it can make us more successful must be on our agenda at all levels and in all areas of our business.

Don Wright
Equality Member Champion

Steve Atkinson
Chief Executive

Further Information

If you would like further information about this Corporate Equality and Diversity Policy please contact the Head of Corporate Services using the contact details below, alternatively visit the Councils website's equality and diversity pages

Hinckley & Bosworth Borough Council
Argents Mead
Hinckley
Leicestershire
LE10
Tel 01455 2381 41

If you would like a copy of this document in another format such as large print, Braille or audio tape, please contact the Communications Team on 01455 238141

E mail customer.services@hinckley-bosworth.gov.uk

ਦੂਸਰੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ ਛਾਪੇ ਜਾਂ ਆਡਿਓ ਦੇ ਰੂਪ ਵਿੱਚ ਅਤੇ ਹੋਰ ਕਾਪੀਆਂ ਅੱਗੇ ਲਿਖੇ ਸਰਨਾਵੇਂ ਤੇ ਉਪਲੱਬਧ ਹਨ: Communications Team, Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ.
ਟੈਲੀਫੋਨ: 01455 238141. ਈਮੇਲ: customer.services@hinckley-bosworth.gov.uk

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Communications Team, Hinckley and Bosworth Borough Council,
Argents Mead, Hinckley, Leicestershire, LE10 1BZ.
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Dalsze kopie, wersie w innych językach i drukowane większymi literami lub wersie audio są dostępne pod następującym adresem: Communications Team, Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ.
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Contents

Section 1

- 1.1 About this Policy
- 1.2 Our Aims and Values

Section 2

- 2.1 Equality and Diversity Policy
- 2.2 Working with our partners and the community strategy
- 2.3 Procuring goods, works and services
- 2.4 The Council's Commitment
- 2.5 Current anti-discrimination legislation
- 2.6 Responsibility for delivering this policy & plan
- 2.7 Making information about the Council and its services accessible to the public
- 2.8 Making sure our employees know about this policy & plan
- 2.9 Committing resources
- 2.10 Equality Impact Assessment
- 2.11 Training staff
- 2.12 Monitoring and evaluating equality and diversity
- 2.13 Access to services

Section 3

- 3.1 Equality and Diversity Action Plan 2007-10
- 3.2 Equality & Diversity Performance Indicators

Section 4 – The Race Equality Scheme

- 4.1 General
- 4.2 Background
- 4.3 General and Specific duties
- 4.4 Progress so far
- 4.5 Identifying relevant functions and policies
- 4.6 Assessing and consulting on the likely impact of proposed policies and functions
- 4.7 Making the specific duties for employers
- 4.8 Racist incidents
- 4.9 Annual review

Section 5 – The Disability Equality Scheme

- 5.1 Introduction
- 5.2 The Strategic Framework
- 5.3 Responsibility as an employer
- 5.4 Access
- 5.5 The social & medical models of disability
- 5.6 Hinckley & Bosworth's population – disabled people
- 5.7 Service delivery outcome
- 5.8 Involving disabled people
- 5.9 Gathering information
- 5.10 Implementing the Scheme
- 5.11 Annual reporting
- 5.12 Annual review

Section 6 – The Gender Equality Scheme

- 6.1 Introduction
- 6.2 Objectives
- 6.3 Targeted Services
- 6.4 Reducing the gender pay gap and increasing flexible working
- 6.5 Working with other organisations
- 6.6 Gathering information
- 6.7 Annual review

Section 7

- 7.1 Glossary of Terms

Section 8

- 8.1 What to do if something goes wrong

Appendices

- Appendix 1 Action Plan – Corporate Equalities
 - Incorporating: Race Equality, Disability, Equality and Gender Equality Action Plans
- Appendix 2 Performance Indicators

Section 1

1.1 About this Policy

Hinckley & Bosworth Borough Council recognises it has a significant role in eradicating unlawful discrimination and in the promotion of equality and diversity both locally and nationally.

Individuals and groups from diverse backgrounds, cultures, lifestyles and experiences live, work and visit the Borough. This policy and plan outline our commitment to ensuring everyone can live a life free of unlawful discrimination and take full part in the social, cultural and economic well being of the Borough.

In order to achieve this, we have to understand that diversity is about acknowledging and appreciating those individuals and groups may have different lifestyles, cultures, abilities, religions or beliefs, experiences and backgrounds. Diversity within the workforce, as well as the community, is an asset to the Borough.

The aim of the Equality and Diversity Policy and Plan, the Race Equality Policy, the Gender Equality Policy and Disability Equality Policy is to bring together the range of equality and diversity initiatives and projects the Council, with the help of our partners, is working on, into a single coordinated equality programme for the next three years.

These schemes and the associated plans demonstrate our commitment to, eliminating unlawful discrimination, promoting equal opportunities and promoting good community relations. As an employer, we recognise that having a diverse work force that reflects the community results in a better informed, more adaptable organisation that is better able to reflect and respond to the needs of our customers.

Hinckley & Bosworth is characterised by its diversity. It has an estimated population of 101,500 (mid 2003), who live in a mix of urban, suburban and rural areas. Overall quality of life is high, but, there are significant pockets of disadvantage in the Borough and this means that well-being and life chances of many people and communities are reduced, compared to the rest of the population.

1.2 Our Aims and Values

This plan supports the Council's long – term Strategic Aims outlined in the Corporate Performance Plan (2008 – 2013) which focuses on achieving a high quality of life for everyone who lives, works in or visits the Borough. These are:

Cleaner and greener neighbourhoods

Thriving economy

Safer and healthier Borough

Strong and distinctive communities

Decent, well managed and affordable housing

As a Council we recognise our leadership role within Hinckley & Bosworth and have identified a number of underpinning values. Each member of our staff is expected to represent these values as they conduct their daily duties.

The values are:

1. Learn from the past to develop our people and provide **excellent services**.
2. Work with our communities to deliver **value for money** and **customer focussed services**.
3. Reduce our **impact** on the **environment**.
4. Be **reliable** when working **with partners**.
5. Provide **support** to **those** who **need it most**.

These values will have a significant impact on the way we work, the services we provide and the way in which we provide them. Customer focus and diversity are highlighted as being important to us. It is the aim of this Corporate Equality and Diversity Policy is to reflect these values and show how they will be put into practice.

Section 2

This Corporate Equality and Diversity Policy sets out the Council's vision and plans for promoting fair treatment and equal access to services and employment opportunities for everyone. It aims to promote understanding of equalities issues, build positive attitudes, and counter all forms of discrimination, particularly including those arising from race, faith, disability, gender, age and sexual orientation.

2.1 Equality and Diversity Policy

Hinckley & Bosworth Borough Council acknowledge that promoting equality and diversity is not only good for the local community but for us as an organisation. It enhances our business performance, enables effective recruitment and improves employee satisfaction. Therefore, this policy includes both service delivery and employment issues.

We believe our responsibility for equality and diversity is wider than those areas currently covered by present legislation. We are committed to achieving equality for all by removing direct and indirect discrimination on the grounds of:

- Age

- Gender or transgender identity
- Race, colour, nationality, national or ethnic origin, being a traveller or gypsy
- Disability, including people with a hearing impairment, people with a visual impairment, people with learning disability, people with a mental illness, and people living with HIV and AIDS
- Religious belief or non-belief, or other beliefs
- Marital status, family circumstances, or caring responsibilities
- Sexual orientation
- Income, employment status or housing circumstances
- Membership or non-membership of trade unions, or involvement in trade union activity
- Offending Status
- Any other ground that cannot be shown to be justified

To achieve this, we will:

- Meet all our responsibilities under relevant legislation, codes of practice and Council policies or strategies
- Mainstream equality and diversity into our everyday work
- Set equality targets in relation to employment, service delivery and carrying out our functions
- Tackle all forms of bullying, harassment and intimidation
- Make delivering this policy and plan the responsibility of every Member, employee and representative of the Council
- Train our employees to implement this policy and plan
- Monitor the actions we take under this policy and plan and publicly report on progress,
- Make our services and the buildings we deliver them from more accessible
- Improve the diversity of our workforce to truly reflect the community
- Work with Hinckley & Bosworth diverse communities to tackle discrimination
- Make copies of this policy freely available in a range of spoken community languages, Braille, large print and audio version and as a printed document or in an electronic format so that it can be emailed or obtained from our Intranet or Internet Site

Providing services

We will:

- Deliver services throughout Hinckley & Bosworth to people who need them, without discriminating against, stigmatising or patronising people. Every customer will be treated in a professional manner, with courtesy and respect.
- Set challenging but realistic equality objectives and targets in relation to service delivery and the carrying out of our functions
- Continually improve access to our services, our buildings and the information we provide
- We will take appropriate steps to monitor, consult on and evaluate equality issues, and take action if necessary.
- Ensure our services are meeting the needs of our diverse community by involving the community in planning our services and listening to their views through effective engagement and consultation
- Communicate with all our customers in an honest, open and effective way by:

- Providing information in plain English and use methods other than written documents to present information as appropriate
- Offering information in accessible formats, including community languages (e.g. printed, using an interpreter or recorded on audio tape), Braille, large print, audio tape and on the Internet, in line with this Policy, and in accordance with our Equality and Diversity Procurement Guide and our Communications, Consultation and Community Engagement Strategy. [\[link\]](#)
- Providing interpretation, translation and sign language services as appropriate
- Make sure that our employees are trained and supported to deliver the highest possible levels of customer service in line with this policy
- Make sure the organisations we buy our services from or provide funding to, operate similar policies and practices on equality and diversity

As an employer

We will:

- Seek to develop a work force that reflects the diversity of the Borough by taking steps to ensure that people from groups currently under represented in our work force are encouraged to seek employment with us
- Embed equality and diversity in all aspects of employment, from the recruitment and selection process, terms and conditions of employment, training and personal development, to reasons for ending employment
- Monitor and analyse trends of all disciplinary or grievance cases to ensure they do not adversely affect any specific group of employees
- Provide appropriate workplace adaptations and aids to enable qualified disabled people to obtain and retain employment with the Council
- Develop and promote work life balance policies and procedures for employees
- Promote a working environment that values and respects the identity and culture of each individual by not tolerating any acts of discrimination or harassment, and by introducing standards of behaviour contained within the Code of Conduct for all our employees,)
- Include equality targets and competencies in the Performance Development Appraisal process. Use an equality-proofed Job Evaluation Scheme to ensure equal work for equal pay across the organisation
- Be open and honest in communicating any changes within the organisation to our staff
- Ensure employees know and understand their responsibilities under this policy by ensuring that all managers discuss this policy and any relevant action plans with their teams
- Ensure managers deal with any breaches of this policy and failure to carry out relevant action plans. Failure to tackle issues of discrimination or harassment could result in line managers being held liable for such action
- Ensure all employees comply with the Council's Equal Opportunities Policy [\[link\]](#)

2.2 Working with our partners and the community strategy

We recognise that without the skills, expertise and experience of voluntary and community organisations, we would find it hard to achieve our equality objectives. We have strong working relationships with many of our statutory, voluntary and private sector partners. The Hinckley and Bosworth Community Plan (2007 - 2012) [\[link\]](#) focuses on improving the quality of life for everyone in the borough.

Using our community leadership role we will continue to promote the values of equality and diversity

2.3 Procuring goods, works and services

There have been changes to the Council's procurement processes over the past year. We now have a Procurement Officer and have completely revised our Corporate Procurement Strategy which was formally adopted in August 2006. The Corporate Procurement Strategy includes actions to improve the elimination of unlawful discrimination and the promotion of good community relationships through the procurement process.

Any contractor/organisation working for and behalf of the Council, or any organisation receiving grants from the Council, will need to demonstrate its compliance with all current legislation relating to equalities.

Equalities in procurement will also be addressed within the Procurement Toolkit (an internal resource) and as part of appropriate training for those Managers involved in the Procurement and contracting process.

2.4 Equality and diversity commitments related to specific groups

The following statements explain how this policy relates to some of the main groups of people who most often face discrimination. There is some inter-relationship between groups and some people may experience compounding layers of discrimination or isolation.

People of different racial groups

There are a variety of different racial groups across Hinckley & Bosworth. These are based on race, ethnicity, colour, culture, nationality, asylum seeker or refugee status and people from Gypsy and Traveller communities.

The 2001 census provides the most comprehensive information on ethnic groups within the Borough.

The overall Black and Minority Ethnic population (BME) {all people other than White British} within the Borough is 3,535 or 3.5%. This compares to the Leicestershire County figure of 7.3% and the East Midlands of 8.7%.

Unfortunately many Black and minority ethnic people still face discrimination, because of the belief that one race is better than another. This belief is called racism. Racism can result in Black and minority ethnic people being treated as inferior and being denied a

good quality of life. It can also mean they face harassment, hatred and violence. Such unlawful discrimination should not be tolerated and we are committed to tackling racism both within the Council and the community. Further information about our work towards race equality is contained in Section 4 the Race Equality section of this Policy.

People with disabilities

Many of the barriers that exclude people with disabilities from full participation in society are the result of the way the social and built environments are constructed, and society's attitude toward people with disabilities. An increase in the average age is expected to increase the percentage of the population with a disability.

People with disabilities can experience social exclusion in a number of ways, including difficulty in accessing leisure activities, difficulty in accessing buildings and services, being denied the right to have a say in decision making, lacking the support for independent living and being stereotyped and therefore, not being treated as an individual. They also experience difficulty gaining employment due to a lack of understanding of the capacity and capabilities of people with disabilities by potential employers.

We are committed to removing any visible or invisible barriers that prevent people with disabilities using our services or working for us. We will continue to meet the commitments of the Two Ticks standard for employing people with disabilities. We will use our influence as a community leader to positively promote people with disabilities through our actions and the images we use, challenging stereotypes and discriminatory behaviour. We will involve people with disabilities in the planning and shaping of our services and policies. Further detail is shown in Section 5 The Disability Equality section of the Policy.

Gender

We realise that people often face discrimination because of their gender, again this is based on gender stereotypes leading to sexism. Men and women make a positive contribution to Hinckley & Bosworth and yet often women disproportionately experience social and economic disadvantage, lack of recognition, inferior status, discrimination, sexual harassment and domestic violence.

We are committed to tackling sex discrimination by supporting those who experience inequality and discrimination. We will strive to provide flexible working arrangements for our staff with child care or dependant adult responsibilities. We will work with our partners to tackle domestic violence and in particular work to provide refuge places for those experiencing domestic violence who need safe accommodation for themselves and their children. Our Gender Equality Policy is contained in Section 6 .

People of different ages

The age profile (ONS * mid 2003) shows that the Borough contains a low proportion of 20 to 29 year olds with the 35 to 59 years age group containing the largest proportions.

18.6% of the population in the Borough are aged under 16years and 19.2% are of pension age (male over 65 or female over 60)

However, it is the extremes of the age ranges that are prone to experience some kind of disadvantage and discrimination. This discrimination is known as ageism.

Older people

Older people often experience higher levels of disabilities related to physical, sensory, mental health and dementia. It can be more difficult for older people in the rural areas to access services, leading to feelings of isolation and loneliness. There is also a high level of fear of crime within the older population, as they feel more vulnerable.

Children and young people

The views and needs of children can often be overlooked, as they are not seen as old enough to make decisions or have reasoned opinions. We embrace the recommendations in Lord Laming's Report into the Victoria Climbié case and will work towards fulfilling our commitments in the Children Act (2004) and the *Every Child Matters* Green Paper. As a result the Borough Council's Cabinet have nominated a Member Champion for Children and Young People.

We are committed to tackling ageism both as an employer and as a service provider. We recognise the value of having a workforce with a diversity of ages and therefore, will aim to promote equality of opportunity and good relationships between all our employees. We aim to promote the Council as an 'Employer of Choice' and create improved opportunities for young people to become employed by the Council. We will also encourage older and younger people to be involved in the decision making processes of the Council through improved community engagement and involvement.

*ONS - Office for National Statistics

People of different religions or beliefs including those who do not have a religion or belief

The 2001 Census showed that nearly 78% of the Borough's population say they are Christian, with Hindus 0.5%, Muslims 0.3%, Sikh 0.2%, Buddhist 0.1%, with other religions showing 0.2%. Around 14.2% of residents regard themselves as having no religion. Religious identity is heightened at critical points in a person's life, such as birth, old age, in moments of illness, death and burial and special religious seasons. Fear of religious intolerance can have a negative impact on community relations and expressions of identity.

We will seek to ensure that people can worship and express their religious and other beliefs freely, without fear of intimidation and that an individual's choice to practice their religion or belief is respected. However, we will not permit our employees to impose on others religious, political or other views that seek to limit the dignity and rights of others, cause offence, or incite racial, religious or other hatred, whilst carrying out their employment.

We will respect the right of every citizen of Hinckley & Bosworth and employee to hold political and other beliefs, or to be a member of a Trade Union if they wish.

We aim to provide flexible and responsive services and employment practices that are sensitive and respectful of religious and other beliefs, practices and obligations.

Lesbians, gay men, bisexuals and transgender people

Lesbian, gay, bisexual and transgender (LGBT) people, can be a less visible group in our community whose needs often go unidentified. While some people are confident and open about their sexuality, many are aware of the significant risks, including violence and harassment that openness can bring. LGBT people may confront bias and discrimination in everyday activities such as when shopping, travelling on public transport, as well as trying to access employment and services. A person's LGBT status can make them visible and a target for being ostracised, harassed or assaulted and the object of phobic belief.

We are committed to tackling LGBT discrimination by our employees, Members, contractors, partners and the users of our services. We will strive towards developing a positive working environment for all our lesbian, gay, bisexual and transgender employees where they feel safe and supported, by working towards combating prejudice, harassment and violence both inside and outside the Council.

Other groups

We realise this is not an exhaustive list of people and communities who face discrimination. As this policy is reviewed we will update our commitments.

2.5 Current anti-discrimination legislation

We value the follow legislation in supporting our functions in generating a culture of equality and diversity.

- **Disability**
 - The Disability Discrimination act 1995 (amended 2005)
 - Disability Equality Act 2003
- **Gender**
 - Equal Pay Act 1970, and the Equal Pay for Work of Equal Value Amendment 1983
 - Sex Discrimination Acts (as amended) 1975 and 1986
 - Sex Discrimination (Gender Reassignment) Regulations 1999
 - Sex Discrimination (Indirect Discrimination and Burden of Proof) Regulations 2001
 - Gender Recognition Act 2004
- **Race**
 - Race Relations Act 1976
 - Race Relations (Amendment) Act 2000
 - Race Relations (Amendment) Act 2003
- **Religion and Belief**
 - Employment Equality (Religion or Belief) Regulations 2003
- **Sexual Orientation**
 - Employment Equality (Sexual Orientation) Regulations 2003
- **Age**
 - Employment Equality (Age) Regulations 2006
- **General**
 - The Equality Act 2006
 - Employment Equality (Religion or Belief) Regulations 2003
 - The Trade Union and Labour Relations (Consolidation) Act 1992

- The Employment Relations Act 1999
- The Employment Act 2002
- The Employment Act 2006
- The Public Interest (Disclosure) Act 1998
- The Protection from Harassment Act 1997
- The Crime and Disorder Act 1998
- The Freedom of Information Act 2000
- Human Rights Act 1998

Hinckley & Bosworth's commitment is supported by a legal duty to provide all services and employment opportunities fairly, without discrimination, and to abide by all relevant Codes of Practice. There will be a need for the Borough to review our policies and practices in the light of any future legislation.

2.6 Responsibility for delivering this policy & plan

Employees

All Council employees are required to show commitment to promoting equality and diversity through their work and relationships both with our customers and other employees whether they are direct employees of the Council, contractors or agency staff. They are expected to work towards delivering the actions within the Equality and Diversity Action Plan and all other equality policies and plans.

Heads of Service

Heads of Services must ensure that their policies, procedures and functions reflect the principles and contents of the Equality and Diversity Plan and all other equality policies and plans. Heads of Service are responsible for delivering actions within the Equality and Diversity Action Plan relevant to their area of work.

Strategic Leadership Board

The Chief Executive has responsibility for the Council's performance on Equality and Diversity issues. The remaining members of the strategic Leadership Board take responsibility for actions within their own areas.

Corporate Equalities Steering Group (CESG)

The Corporate Equalities Steering Group has responsibility for providing direction in respect of and overseeing the Council's discharge of its statutory responsibilities in relation to race, disability, age and gender and other areas of equalities legislation.

Executive

The Executive is required to make decisions, which are in line with the Council's overall policies and budget. The Executive Equality Diversity Champion has overall responsibility for the implementation of the Equality and Diversity Policies and related policies, with other Executive Members having responsibility for key objectives of the plan relating to their portfolios.

Councillors

Councillors are responsible for promoting equality and diversity throughout the community and by scrutinising the equality and diversity work of the Council to ensure it is effective and genuinely eradicating discrimination and promoting equality and diversity across the Borough.

Partners, contractors and voluntary groups

We recognise that we can't deliver our ambition to eradicate unlawful discrimination and promoting of equality and diversity on our own. Therefore, we expect our partners, contractors and voluntary groups to work towards similar aims in their own work, either through their own equality and diversity policies or by complying with our policies and procedures.

We should all be proactive in eradicating discrimination throughout the work of the Council and should draw the attention of management to alleged unlawful or unfair discriminatory acts or practises.

2.7 Making information about the Council and its services available to the public

We acknowledge that our services will only be successful if all our customers know about them and how to use them. We therefore aim to provide a wide range of information about our services to all sections of the community.

We have made significant improvements to the Council's own website, which includes more up- to-date information on the Council's services. The website also delivers a number of services including bill payment, job applications and real time information on your area.

We aim to provide information through a range of other media including local press, our own council publications, home visits for various customers including housing tenants etc.

We also provide alternative services including internal interpreters, external interpreters, translated documents, Braille, audio and large print

As required under the Freedom of Information Act (FOI), we have produced a downloadable publication scheme, which explains what types of information will be available, and how people can obtain it.

2.8 Making sure our employees know about this policy & plan

Our employees are required to comply with and support the Council's policies in relation to equality. Failure to do so may result in action being taken against employees. We will ensure that all our employees:

- Are made fully aware of the Equality and Diversity Policy and related policies how they affect their work,
- Understand any actions plans relevant to them and their responsibilities for implementing these plans,
- Are provided with a copy of the summary statement of this policy.

We will also issue the summary statement as part of the information given to everyone who applies for a job with us, and to any contractor or organisation employed by the Council to carry out work on our behalf. This is so that anyone seeking work knows about our policy and that anyone seeking contracts or work from us will be clear about the expectations that the Council will have of them and their own employees.

2.9 Committing resources

The commitments within the policy and plan would not be delivered if the Council were not prepared to commit significant resources. The biggest resource that we have is people. We have a dedicated Equality Officer and both Management and Member Diversity Champions.

Each Directorate has commitments within their Service Plans to deliver equality and diversity actions and the relevant budgets and resources have been identified to ensure these happen.

2.10 Equality Impact Assessments

Each Service area will conduct Equality Impact Assessments in accordance with Service programmes and include identified actions in their equality action plans. This will provide the added value of identifying actions that need to be mainstreamed.

In carrying out Equality Impact Assessments, Service areas will identify gaps in service delivery and adverse impacts of existing and proposed policies and practice in relation to equality.

2.11 Training Staff

We recognise that the most effective way to deliver this scheme and any other equality and diversity initiatives is by training our staff.

The Council's Human Resources Section coordinates the corporate training programme. Equality and Diversity are an essential element of staff training and development and have been incorporated into the programme.

Currently every member of staff undergoes equalities training through our Corporate Training Programme. This training may be carried out by ELearning, Drama training, face to face tuition or other appropriate means.

Our programme for developing leadership within the authority includes equality and diversity competencies as part of the assessment of trainees. This helps share

ownership of the responsibility for the promotion of equality and diversity throughout the authority. Equality and Diversity competencies are also included in employees' Performance and Development Appraisals

This will also be included in the Member Development Programme to ensure Members are fully aware of their role in promoting good community relations through their community leader role.

Project specific training will also be designed to meet the various requirements of the Equality Standard, for example, implementing equality monitoring systems, conducting impact assessment training, carrying out a self assessment etc.

2.12 Monitoring and evaluating

a) Equality and Diversity

In order to measure if this plan is being effective we are committed to monitoring and measuring our achievements.

* To help do this in a tangible way we will measure our achievements against the Equality Standard for Local Government (the Standard). The Standard is a performance management tool to help us remove the barriers which exist and create disadvantage and discrimination. It provides a framework for managing and delivering the commitments set out in this Equality and Diversity Plan and the Council's Race Equality Scheme.

The Standard has 5 levels, these are:

Level 1	Commitment to a comprehensive equality policy
Level 2	Self-assessment and consultation
Level 3	Setting equality objectives and targets
Level 4	Establishing Information systems and monitoring against equality
Level 5	Achieving and reviewing outcomes

The Standard is a key performance indicator for best value and we will be reporting our achievements through our Performance Indicators (Appendix 2) shows the current equality and diversity Performance Indicators that will be used to measure our performance.

Each directorate Business Delivery Plan includes equality and diversity tasks which will be performance managed.

In addition to this we will ask Scrutiny to scrutinise the equality and diversity work of the Council and make recommendations to Cabinet for improvement actions.

During the course of the life of this plan a Best Value Review will be carried out on the equality and diversity work of the Council to ensure we are meeting our aims and providing value for money.

* Note that from April 2009 a new Equality Framework will apply.

b) Monitoring our policies and functions for adverse impact

In order to establish if our policies or functions are having an adverse impact on particular groups it is vital to carry out equality monitoring.

Monitoring allows us to test:

- How different groups are affected by our policies and functions (e.g. how often and why people use our services, how often and why they make complaints etc).
- Whether people from all groups are equally satisfied with the way they are treated and the services we provide
- Whether services are provided effectively and according to need to all communities and
- Whether services are suitable and designed to meet different needs (e.g. cultural needs, language barriers etc).

To help us identify policies and functions which have an adverse impact on different groups we will monitor using a variety of methods:

- Statistical analysis of data,
- Satisfaction surveys
- Random or targeted surveys, and
- Meetings, focus groups and our citizens' panel.

This monitoring information will then feed into the service improvement process to ensure that the outcomes have been dealt with.

We currently monitor a number of areas across the Council including service uptake, customer satisfaction and the make up of our staff.

However, there is an inconsistent approach to monitoring across the Council, therefore, one of the tasks of the project group is to develop a corporate approach to equality monitoring and ensuring it is implemented throughout all the Council's services.

2.13 Access to Services

Our Customer Service Strategy sets out to address the varied needs of our customers when accessing our services. This Strategy sets out our commitment to improve the services we currently provide and ensuring that the people that need those services are able to access them easily.

This Customer Service Strategy defines our approach to being **Customer Focused**; putting the customer at the heart of everything we do and being dedicated to serving the needs of our customers.

- **Responsive services**: that meet people's needs and demonstrates that that we have listened and understood their demands and expectations.
- **Quality services**: that are, efficient, cost effective, consistent and value and delivered through a highly trained workforce

- **Accessible services:** that provide a choice about how and when to access services

Our “customers” are the community we serve; local residents, local businesses and visitors to the Borough. The community includes those to whom we provide services. It also includes those to whom we do not provide services but with whom we interact e.g. those against whom we take action. It encompasses our partners, statutory and voluntary, local and national.

Section 3

3.1 Equality and Diversity Action Plan 2007-10

The following action plan sets out what we will do to achieve our commitments in our Equality and Diversity Policy, Race Equality Policy, Disability Equality Policy and our Gender Equality Policy.

The Corporate Equality Action Plan overarches the sub-plans including specific action relating to Race, Disability and Gender

Section 4 -The Race Equality Policy

4.1 General

The purpose of this policy is to reaffirm our commitment to achieving race equality for everyone who works, lives and visits the Borough. In many ways this is a recommitment to the strategic aims outlined in the previous scheme. These are:

- To achieve fair and equitable provision of good quality services to all individuals and groups irrespective of their ethnic origin or any other irrelevant factor
- To ensure equality and ease of access to services to all individuals and groups irrespective of their ethnic origin or any other irrelevant factor
- To provide recruitment services and employment conditions which are fair to all individuals and groups irrespective of their ethnic origin or any other irrelevant factor

However these have been further developed to embrace the broader impact of the Council on local equality and diversity issues. The strategic aims of the revised plan are as follows:

- **Community Leadership**
We will ensure that in our work with partner organisations from the statutory, private, voluntary and community sectors we actively promote race equality and share good practice. We will support and encourage partner organisations to

embed race equality in their own policies and practices and in turn we will learn from positive initiatives our partners have developed

- **Service Delivery**

We will provide services to our customers that are accessible and free of unlawful discrimination. Promoting race equality will improve the way public services are delivered for everyone

- **Employer of Choice**

We will increase the number of people applying for employment with the Council (whether as a direct employee or contractor) by promoting the Council as an Employer of Choice

- **Mainstream Equality and Diversity**

We will firmly embed race equality within our business planning processes to ensure equality action plans are thoroughly performance managed

- **Promote and Celebrate Diversity**

We will aim to celebrate diversity through the full range of the services we provide particularly through our leisure, culture and arts provision. This aims to overcome stereotyping and demonstrate the positive impact of diversity within the community

- **Train and Equip**

We will provide members, directors, managers, employees and those delivering services on behalf of the Council with the knowledge and skills to deliver their responsibilities within the Race Equality Scheme

The actions outlined in Appendix 2 demonstrate how we plan to fulfil these aims

4.2 Background

Direct discrimination has been outlawed since the 1976 Race Relations Act but, as the inquiry into the death of Stephen Lawrence showed, this is not enough to prevent organisations, groups and individuals from behaving in a way that indirectly causes discrimination.

The government therefore, recognised that positive steps were needed to promote racial equality by requiring organisations to examine their activities to identify where direct or indirect discrimination is happening and to take action to put it right. This resulted in the Race Relations Amendment Act (2000) (RR (A) A), which came into force in April 2001.

One of the primary aims of the legislation was to tackle institutional racism, defined in the McPherson report as:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

The Act places a 'general duty' and some specific duties on all public authorities, including local councils, to promote race equality. The aim of the duty is to make racial equality central to the way public authorities work and at the heart of policy making, service delivery and employment practice. This duty means that public authorities must have due regard to the need to:

- a. eliminate unlawful racial discrimination;
- b. promote equality of opportunity; and
- c. Promote good relations between people of different racial groups.

The purpose of a Race Equality Scheme is to outline how the Council will meet its requirements under the Act.

4.3 General and Specific Duties

The Act imposes a number of general and specific duties on public authorities and these are listed below:

1. Publish a Race Equality Scheme which sets out how we will meet the general and specific duties
2. Assess all functions and policies for relevance to the general duty to promote race equality and publish the list in the scheme
3. Assess and consult on the likely impact of proposed policies on the promotion of race equality
4. Monitor policies for any negative or adverse impact on race equality
5. Publish the results of any assessment, consultation and monitoring
6. Make sure there is public access to services and information
7. Provide training for staff in relation to the duties required by the Act
8. Carry out detailed employment monitoring by ethnic group and publish the results each year.

4.4 Progress so far

Race equality schemes are now in their second phase and continue to build on the work to eradicate discrimination and promote race equality. Hinckley & Bosworth Borough Council's first Race Equality Scheme has achieved many things. The main achievement has been to bring race equality to the forefront of our day-to-day working practices and long term planning.

Specific improvements include:

- Improved equalities monitoring within Human Resources processes – this has enabled us to gain a better understanding of our workforce and target improvement actions for improvement. We have been moving towards our targets for increasing the proportion of Black and minority ethnic staff
- Impact assessments in which service areas identify gaps in service delivery and adverse impacts

- All staff training – Staff have received a variety of training courses on equality and diversity and their responsibilities under various pieces of legislation. This varies depending on the purpose of people’s jobs
- We have drafted guidance for all staff on improving communication and consultation with hard to reach groups
- Establishment of Common Monitoring Project for Racist Incident Reporting with Leicestershire County Council and joint working with the Local Police Force to review cases of racist incidents
- Range of community events – we have taken part in and helped fund a range of community events to help improve community relations

4.5 Identifying relevant functions and policies

Race equality will be more relevant to some functions than others. Relevance is about how much a function affects people, as members of the public or as employees.

To decide whether a function or policy is relevant to the general duty to promote race equality, we should consider whether that function or policy could affect different ethnic groups in different ways or affect good race relations.

There are several questions we need to ask to decide if a policy, procedure or function is relevant to the race equality duty:

- Whether, and how, each of the three parts of the general duty – eliminating discrimination, promoting equality of opportunity, and promoting good race relations – applies
- Which ethnic groups are affected, and
- Whether there is any reason to believe that people are, or could be, differently affected because of their ethnic group

To help us do this we will list all our functions and assess which ones are relevant to the duty. In some cases we will also consider the relevance and effect of particular policies.

In order to prioritise the order in which we carry out assessments we will consider:

- Whether there is already evidence that the function or policy is affecting some ethnic groups differently
- Whether there is any public concern that the function or policy in question is causing discrimination, and
- Whether there is any public concern that the function or policy is damaging good race relations

Evidence to help us decide will include complaints, outcomes from previous assessments e.g. Best Value or Comprehensive Performance Assessment, and issues raised through the impact assessment process or the annual self assessment process.

4.6 Assessing and consulting on the likely impact of proposed policies and functions

The Race Relations Act requires us to assess the impact of all our policies and functions (including the proposed ones) on race equality. Assessing the impact of a policy or function will help to identify whether that policy or function might have different impacts on some groups of people and whether it contributes to good community relations. The assessment will involve using:

- Information that is already available,
- Research findings,
- Population data, including census findings,
- Comparisons with similar policies in other authorities,
- Survey results,
- Data on ethnicity collected at different stages of a process (for example, when people apply for a service and then when they receive the service),
- One-off data-gathering exercises, or
- Specially commissioned research.

Consultation

Consultation and community engagement is a key element in the development of our policies and functions to ensure that they are free from discrimination and help promote good community relations.

Further information on our consultation work can be found in the Consultation, Communication & Community Engagement Strategy and the Corporate Plan.

4.7 Meeting the specific duties for employers

The requirements of the Race Relations Act duty for employers is largely related to monitoring our staff make up and changes within that make up.

We are specifically required to monitor numbers and ethnicity, as follows:

- The workforce profile
- Applicants for employment, training and promotion
- Staff who receive training
- Staff who benefit or suffer from performance appraisals
- Staff who are involved in grievance procedures
- Staff who are subject to disciplinary procedures
- Staff and the reason for leaving employment with us

The ethnic categories that we use are those contained in our Community. We collect ethnicity data on detachable equal opportunities questionnaires which are included in the job application packs. These details are updated annually.

The annual staff survey uses equalities monitoring to help us identify any differences in our employees' experiences at the Council.

We will analyse any patterns of inequality that are shown by our monitoring of employment, and take what ever steps are needed. This may include taking Positive Action. For example, if our continued monitoring of the ethnicity of staff show that a particular ethnic group is unjustifiably under-represented, we may focus our recruitment efforts on that group.

4.8 Racist Incidents

“A racist incident is any incident which is perceived to be racist by the victim or any other person” (Stephen Lawrence Inquiry Report)

We recognise that racial harassment and attacks are a reality in the lives of many people in our community. We are committed to helping people not only report those incidents but also support victims of racist incidents by carrying out follow up actions to remove the threat if it is related to one of our own services or contacting relevant agencies to deal with the problem.

The Council's main Argents Mead Building is a racist incident reporting centre where members of the public who have been subject to a racist attack can report the incident in a safe non-confrontational environment.

We are part the Common Monitoring Project with Leicestershire County Council to establish a coordinated way of reporting racist incidents across the County.

For more information on reporting racist incidents please look on our website or telephone the Community Safety Team via Customer services on **01455 238141**

4.9 Review of the Race Equality Scheme

We will conduct annual reviews of progress in implementing this scheme, and will publish annual reports. At the end of the three year period we will produce a revised version to cover the following three years.

Section 5 – The Disability Equality Policy

5.1 Introduction

The Council has a statutory responsibility, called the Disability Equality Duty, under the Disability Discrimination Act 2005, to promote disability equality in the provision of its

services (both those directly provided and those provided through contractors) and as an employer.

The purpose of the Disability Equality Scheme is to clarify the Council's approach to disability equality and the actions it will take to promote the equality of disabled people, and to prevent unlawful discrimination and the harassment of disabled people that is related to their disability.

It is important that all staff across the Council understand and implement the same approach. The Disability Equality Scheme and Action Plan outline the work that will be needed to develop this common understanding and approach to customer care, employee care, and service provision.

The Disability Equality Scheme sets out the Council's arrangements for:

- Assessing, consulting on, and monitoring its functions and policies for any adverse impact on promoting disability equality, and for taking timely action to remove any adverse impact
- Involving disabled people in these processes
- Publishing a three-year action plan on disability equality, reporting on it and updating it every year
- Making sure that its services are accessible to disabled people
- Training staff.

The current legislation has arisen from the government's recognition that disabled people experience significant disadvantage and discrimination in comparison with non-disabled people.

For example:

- Disabled people in employment are more likely to work in manual and lower-skilled or unskilled occupations, and less likely to work in managerial, professional and high-skilled occupations.
- The average gross hourly pay of disabled employees is about 10 per cent less than that of non-disabled employees.
- Disabled people are still only half as likely as non-disabled people to be qualified to degree level and are twice as likely as non-disabled people to have no qualification at all.

The Disability Equality Duty recognises the need to ensure equal opportunities for disabled people and to challenge outdated attitudes and prejudice towards disabled people and disability. Thus it places a responsibility on public bodies, as the largest providers of employment and services, to ensure that disabled people get a fair deal and can take a full part in economic, social, cultural and civic life.

To achieve this we must work towards the changes in attitudes and practices which will remove the barriers that result in discrimination against disabled people.

A barrier-free society would benefit from the talents and contributions of all its citizens, and enable disabled people to take their place in all aspects of community and public life – the right to be included and involved.

Most of all, a barrier-free society would welcome disabled people, promote disabled people's rights to independence and full participation, and value their contributions as citizens.

5.2 The Strategic Framework for the Disability Equality Policy

The Corporate Equality Policy presents an overall framework informing elected members, staff, external partners and residents how the Council seeks to ensure that the elimination of discrimination and promotion of equal opportunities underlies both its employment practices and its service delivery.

What we have to do

The Disability Equality Scheme sets out how the Council will put into action its general and specific duties arising from the Disability Discrimination Act 2005 to:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled people's needs, even if this requires more favourable treatment

(Doing the Duty, Disability Rights Commission, p. 2)

we must:

Meet our obligations by:

- Involving disabled people in our policy making, service planning, delivery, monitoring and review
- Finding out what disabled people most need (disabled people's service delivery priorities)
- Ensuring that services make life better for disabled people
- Explaining how disabled people can make their views known on issues which particularly affect them, such as planning and transport
- Ensuring that we ourselves, and those delivering services to disabled people on our behalf, act in accordance with recognised best practice on disability equality
- Monitoring our progress and telling disabled people what has been achieved, on a regular basis.

5.3 Responsibility as an employer to:

- Give all staff a positive understanding of disability equality and the terms 'disabled' and 'disability' so that all employees have a clear role to play and a responsibility for delivering the Disability Equality Duty
- Give staff the opportunity to declare themselves as a disabled person within an organisational culture which is informed, understanding, supportive, and free from negative bias, harassment, bullying and discrimination
- Meet the reasonable access needs of disabled employees and potential employees, including at the advertisement and recruitment stages
- Provide support for employees who become disabled
- Monitor the number of disabled people who are Council employees, as well as the number leaving the Council's employment
- Positively promote employment to disabled people.

As an employer, we will promote equality of opportunity between disabled and non-disabled employees, so that:

- All employees are aware of, understand and value the importance and significance of having a diverse workforce, which includes disabled people
- All employees understand fully the need to make reasonable adjustments in order to improve access for disabled people in employment and service delivery
- We take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people
- We eliminate harassment of disabled employees that is related to their disability
- Disabled employees feel confident that any complaint of discrimination, harassment or bullying will be taken through to a fair and satisfactory outcome.

5.4 Access

Many people associate the term 'access' with physical access to buildings such as ramps or lifts. This is only part of the picture. A broader and better understanding of the term encompasses how all disabled people access goods, services, facilities and information as well as buildings.

Access needs are better thought of as any reasonable improvement or adjustment which enables a disabled employee to carry out their job or a disabled service user to receive the same high quality level of service as a non-disabled person.

Access needs include a range of improvements from the provision of large font or easy to read documents to appropriate customer service practices or the availability of a hearing loop service. There are many other ways in which employment and services can be made accessible to disabled people. Some represent a worthwhile investment and many others are low-cost or cost-free.

Perhaps the most significant improvement in access will occur when people think inclusively, so that disabled people's access to information, goods, services, buildings and employment is built into the policy, business and service planning processes rather than added on at the end. To be successful, this will also require changes in attitude towards disabled people and to disability in order to ensure barrier-free access and full disability equality.

We have a legal duty to anticipate that disabled people will want to use our services and we should plan to make changes so that they are able to do so. Legislation requires that we should not wait until a disabled person tells us they want to use our services before we consider making changes.

The Disability Discrimination Act 2005 requires all public authorities to promote equal opportunities for disabled people so that disabled people have equal chances to contribute to society and to receive the services they need. In some situations, this will mean disabled people being treated more favourably than non-disabled people in order to make those chances equal.

5.5 The social and medical model of disability

There are two generally recognised models of disability, the **social model** and the **medical model**.

The **social model** is based upon the understanding that barriers faced by disabled people are created by society, and the lack of recognition of the needs of disabled people in accessing goods, services, buildings, facilities and information.

The **medical model** defines disability in terms of mental and / or physical impairment, so that the barriers encountered by a disabled person are the products of recognised medical conditions.

Many people, both disabled and non-disabled, reject the medical model on the basis that it fails to recognise that many of the barriers to disability equality are attitudinal, and are the products of lack of knowledge and understanding, fear, and of discrimination.

The social model recognises the barrier, not the impairment, and responds positively by consulting with the disabled person and involving them in decision-making, in order to meet their needs.

5.6 Hinckley and Bosworth's population of disabled people

The profile of disabled people who access our services is continually changing. Numbers are expected to increase as the population ages, and as a direct result of the new legislation, which widens the definition of disability. A continually updated composite overview of the changing profile of the Borough's disabled people and their access needs is required to provide better information for decision makers and service providers.

16% of the Borough's population have a limiting long-term illness (LLTI). In addition the 2001 Census shows that a total of 10,969 people (11%) of the population are providing unpaid care to those with limiting long term - illness

5.7 Service delivery outcomes

What we will do:

- The Council has integrated legislative requirements on equality matters within its employment and service planning processes and will review these to include the new legislative requirements on disability equality.
- The Council will improve its monitoring of service take-up and demographic profiles of service users, in order to better identify gaps in service provision, thereby improving access for disabled people to Council services.
- The Council will work with voluntary, public and private sector partners to develop best practice in disability equality in employment and service delivery within the Council itself and across the city as a whole.
- The Council will develop more inclusive and accessible communication mechanisms and will keep employees, service users, and interested stakeholders informed of its progress in promoting disability equality in accordance with its Communications, Consultation and Community Engagement Strategy.

5.8 How disabled people are to be involved in producing our Disability Equality Scheme and Action Plan

A key aim in producing the Disability Equality Scheme and Action Plan is to involve disabled people directly in creating corporate priorities for service delivery to both disabled citizens and Council employees.

What we will do:

- We will engage with our advisor on disability issues, to establish how best to do this and will contact a variety of disabled people's organisations and individuals,
- This corporate approach to involvement, along with similar appropriate approaches, will be used in all Service areas
- The priorities established will be used to inform actions taken by council service and teams through their policies and strategies, business, and service plans.

5.9 How we gather and use information

At present, we do not have accurate statistical information about disabled people in the Borough to whom our services are delivered and could be delivered in the future. We will collect better information about disabled people and use it specifically to improve service

delivery to individuals and to disabled people generally. We will review and develop our data collection methods in line with the requirements of the Equalities Standard

In addition to the general equalities information currently collected, we will ask disabled people to give us more specific information about their access needs. We will seek guidance from the Disability Rights Commission and best practice examples to inform our data collection methods.

Service teams will need to consider whether to collect information about disabled people's impairments, if they can justify that they need to do this in order to improve service delivery. Information from service areas' Equality Impact Assessments can be used to assess the appropriateness of collecting data on impairment, and we will seek guidance on how best to do this.

5.10 How the Disability Equality Scheme will be implemented

Disabled people's priorities will inform our implementation of the Disability Equality Scheme and will be incorporated into Service plans and equality action plans.

A rolling programme of corporate staff training in equalities will begin for managers and key service deliverers. Service equality action plans will identify the service-specific disability equality training required and the timetable for delivery.

5.11 Annual reporting system

Disabled people will be involved in the processes of setting targets and assessing progress, and the timetable for co-ordinating this activity will be centrally organised.

Progress on achieving disability equality will be published annually and departments will contribute to a corporate report. Service and Corporate reports will feature revised, rolling three-year targets using current systems and formats on reporting performance.

Service areas will monitor their progress regularly in order to ensure that the actions identified are achieving objectives, and if not, take early action on these.

5.12 What will happen to the Disability Equality Policy next year?

We are required to review the scheme and action plan annually. We will continue to involve disabled people in action planning and performance review so that, at the end of the year we will be in a position to strengthen the targets for 2009 and further shape those for 2010.

Section 6 - Gender Equality Policy

6.1 Introduction

Gender roles and relationships structure men and women's lives. Women are frequently disadvantaged by policies and practices that do not recognise their greater caring responsibilities, the different pattern of their working lives, their more limited access to resources and their greater vulnerability to domestic violence and sexual assault. Men are also disadvantaged by workplace cultures that do not support their family or childcare responsibilities, by family services that assume they have little or no role in parenting, or by health services which do not recognise their different needs. Both sexes suffer from stereotyping of their roles and needs.

The Equal Opportunities Commission's 'Facts about Women and Men in Great Britain 2006' report outlines some of the analyses of statistics related to men and women. Examples include:

- The income gap for all adults is 44%, and is widest in retirement, where women receive 47% lower weekly income than men. This is in a large part due to the effect on their pension of time out of the workforce raising children or working part-time.
- The gender pay gap is widest at 41% in banking, insurance and pension provision.
- The private sector has a full-time gender pay gap of 22.5%, compared with 13.3% in the public sector.
- In broad terms the differences between women's and men's jobs have declined dramatically since the 1970s, for example in professional jobs the percentage of women has increased from one in ten to 42%. However certain occupations are still mainly held by women or men, particularly in skill shortage areas. For example, fewer than 1% of people in plumbing occupations are women and only 2% of childcare workers are men.
- White women and ethnic minority women and men are particularly likely to be concentrated in low-paid jobs. Many Chinese and Bangladeshi men work as cooks or waiters, and care assistant is one of the most common jobs for white, Pakistani, black Caribbean and black African women.

In April 2007, the Sex Discrimination Act 1975 was amended by the Equality Act 2006. This imposes a new duty on all public authorities to have due regard to the need:

- To eliminate discrimination and harassment that is unlawful under the Sex discrimination act 1975 (SDA) and discrimination that is unlawful under the Equal Pay Act 1970 (EqPA)
- To promote equality of opportunity between men and women

The duty is intended to address the fact that, despite 30 years of individual legal rights to sex equality, there is still widespread discrimination – sometimes intentional, sometimes unintentional – and persistent gender inequality. This applies to policy making, service provision, employment matters, enforcement and decision making. The gender equality duty also requires public authorities to have due regard to the need to eliminate unlawful discrimination and harassment against transsexual people in the fields of employment and vocational training. This includes people who intend to undergo, are undergoing or have undergone gender reassignment.

The general duty is supported by a specific legal duty to prepare a Gender Equality Scheme which sets out:

- In formulating its overall objectives, to consider the need to include objectives to address the causes of any gender pay gap.
- To gather and use information on how the public authority's policies and practices affect gender equality in the workforce and in the delivery of services
- To consult stakeholders (i.e. employees, service users and others, including trade unions) and take account of relevant information in order to determine its gender equality objectives.
- To assess the impact of its current and proposed policies and practices on gender equality
- To implement the actions set out in its Scheme within three years, unless it is unreasonable or impracticable to do so.
- To report against the scheme every year and review the Scheme at least every three years

6.2 Gender Equality Policy Objectives

The purpose of this Gender Equality Scheme is to reduce the inequalities that still exist between men and women.

The objectives of this Scheme are to:

- Increase the **accessibility of our services** to ensure that both men and women are able to access them easily in a way that is convenient for them.
- Raise awareness of **services that are targeted** at specific genders.
- **Reduce the gender pay gap** and increasing **flexible working** in our own workforce.

6.3 Targeted Services

We currently provide some services that are targeted at particular groups. These include:

- **Victims of domestic violence**

Domestic violence is a crime that Hinckley and Bosworth Borough Council takes very seriously. It is also the largest single reason why people become homeless in

Leicestershire. Domestic violence includes any psychological, social, emotional, physical or economic abuse of an individual by family member, carer, partner, or ex-partner in an existing or previous domestic relationship.

Hinckley and Bosworth Borough Council is committed to helping anyone who is or has been a victim of domestic violence. We can offer help, advice, support and guidance on how to deal with any instances of domestic violence. Statistically approximately 1 in 4 women and 1 in 5 men are affected by domestic violence. We deal with 100+ cases a year and have shown our commitment to helping victims of domestic violence by employing a dedicated Domestic Violence Coordinator.

A Domestic Violence Directory detailing useful contacts, advice and information has been produced by Hinckley and Bosworth Domestic Abuse Forum in association with Hinckley and Bosworth Community Safety Partnership.

For confidential help and advice on domestic violence please contact the Domestic Violence Co-ordinator on 01455 633733 or 07966 202181.

- **Increasing awareness and reporting of Hate Crime**

A hate crime is any incident where a person has been targeted because they are believed to be different, or any incident that is motivated by: age, disability, gender identity, race, religion/belief or sexual orientation. We have changed from a racist incident reporting procedure to a Hate Crime reporting system in partnership with Leicestershire County Council. All reported incidents will be investigated by our Community Safety Team.

For further information on all of these services look up the Councils web pages at *(insert link)*

6.4 Reducing the gender pay gap and increasing flexible working

Employment is the area that has traditionally seen the most noticeable inequality between men and women specifically related to pay.

Job evaluation of all council jobs was completed in November 2006 and this, together with a single status agreement, addressed any internal gender pay inequalities.

The Councils workforce gender profile has remained largely unchanged over the previous twelve months with 54.7% of the workforce female, there are 27.70% female employees in the top 5% of earners. We have set ourselves targets to progress towards the national upper quartile for PI 11a by increasing the number of females in the top 5% of earners with a target of 31.82% for 2008/9

Hinckley and Bosworth Borough Council already supports the principle of flexible working and has recently approved a Flexible Working Policy. This covers time based flexible working such as:

- Flexi time
- Job sharing
- Part-time
- Compressed hours
- Term time working

The Policy also covers location based flexible working such as:

- Home working
- Mixed location working
- Mobile working
- Occasional working

The Policy advocates the principal that all employees should have the right to request voluntary flexible working.

Currently more women than men take up flexible working opportunities; this is often due to greater caring responsibilities.

6.5 Working with other organisations

We work with many organisations to deliver our services and improve the quality of life for people living and working in the Borough. The main partnership in the Hinckley & Bosworth Borough is the Local Strategic Partnership. This is a partnership of the public, private and voluntary organisations. We will ensure that gender equality is promoted through this partnership as part of partnership agreements and the work of the sub-groups within the Community Strategy.

6.6 Information Gathering

Evidence gathering is part of the process of achieving greater equality for men and women and treating employees, service users and members of the community more fairly. We must gather information to identify any potential barriers to our employment practices and our services or when people are experiencing different levels in quality or satisfaction with service. The purpose of collecting this information is to ensure our services are being used by those who need them most and that there is a consistency in the quality of the service provided. The information, therefore, needs to be regularly reviewed and responded to by Managers.

Many of our services have been engaged in equality monitoring for a number of years. Our current monitoring forms include ethnicity, disability and age and gender. This monitoring information is not only recorded for service take up but also for customer satisfaction. We are able to identify any disparities in satisfaction between different customers.

We also gather information on our recruitment and selection processes and by data collection through annual equal opportunity monitoring forms via our Human Resource systems including gender, age, ethnicity, disability and sexual orientation.

6.7 Review of the Gender Equality Scheme

We will conduct annual reviews of progress in implementing this Scheme, and will publish annual reports. At the end of the three year period we will produce a revised version to cover the following three years. This review will involve input from customers, residents and employees.

Section 7

Glossary of Terms

Adverse Impact

There is a significant difference in patterns of representation or outcomes between different sections of the community with the difference amounting to a detriment for some people.

Discrimination

Unfair treatment as a result of prejudice. It can be intentional or unintentional, regardless, it is less favourable treatment.

Direct Discrimination - Under sex and race legislation direct discrimination means treating a person less favourably than another, purely on the grounds of sex, race, gender reassignment or disability. For example not offering a person a job because she is a woman, refusing to promote a person because he is black, a landlord advertising a rented flat with a clause that disabled people cannot apply.

Indirect Discrimination - This can happen when an apparently neutral provision, criterion or practice would put persons from a particular group at a disadvantage compared with other persons, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary. An example of this is inflexible working hours that would limit parents with childcare responsibilities being able to apply for a particular job

Diversity

Diversity refers to all of the different things that make up our local community, recognising that difference is good and celebrating the diversity of people, practices, activities, understandings, backgrounds and more.

Equality

This ensures everyone is treated equally when accessing services or as employees or councillors. It is not about treating everyone as the same, but about recognising difference and try making sure people have equal opportunity in their dealings with the Council.

Equality Monitoring

The process of collecting and analysing data about residents' backgrounds, linking this data and analysis with the planning and implementation of policies and measuring how far we are achieving our aims.

Functions

The full range of activities carries out by a public authority to meet its duties.

Impact Assessment

An assessment of policies, procedures and functions to make sure the Council does not discriminate and that it promotes equality. It involves anticipating the effects of decisions on different sections of the community so that where negative effects are found, action is taken to avoid them and promote equality.

Institutionalised Racism

'The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture and ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people' As defined in the MacPherson enquiry

Mainstreaming

Building equality and diversity into everyday work so that it is integral rather than additional.

Policies

Policies are the sets of principles or criteria that define the ways in which an organisation carries out its role or functions and meets its duties.

Positive Action

The deliberate introduction of measures to eliminate or reduce discrimination. An example of this would be if disabled people were under represented in management positions training could be set up for senior managers to educate them on how effective and capable our disabled community is and that they therefore shouldn't be discounted because of a negative perception.

Positive action is not treating one group of people more favourably than another, that is positive discrimination which is illegal in the UK

Prejudice

An opinion or belief that is not based on facts, but on some preconceived irrational feeling. Prejudice can manifest as, among other things, bigotry, bias and dislike. If acted upon, prejudice becomes discrimination.

Racial/Ethnic Group

A group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

Stereotyping

A stereotype is a simplified mental picture of an individual or group of people who share certain characteristics or qualities. The term is often used in a negative sense. An example of stereotyping would be "all young people wearing hoodies are up to no good"

Victimisation

When a person has been treated less favourably than another person because:

- 1) They have made allegations of race, sex or disability discrimination or unequal pay. It does not matter if the allegations are not true, providing they were made in good faith.
- 2) It is known that he or she intends to bring a case under equality legislation.
- 3) He or she has given evidence in such a case.

Section 8

What to do if something goes wrong

Members of the Public

If you think we are not providing a service in line with this policy or you think you have been treated unfairly in any way, you can complain to the Borough Council. Our complaints procedure <http://intranet/svc/corpserv/legal/documents/Complaint%20Leaflet%20January%202007.doc> explains how you can do this. You can obtain a copy of the procedure by visiting the Reception, Hinckley & Bosworth Borough Council, Hinckley Leicestershire, by telephoning 01455 238141, or by emailing human.resources@hinckley-bosworth.gov.uk. You can also make a complaint by telephoning or by writing to the Department or part of the Council you are unhappy with.

Borough Council employees

If you are concerned about any equality issues relating to your employment you can speak to your line manager, or to the Human Resources Team.

If you feel embarrassed, humiliated, offended, distressed, alarmed, apprehensive or fearful because of someone else's behaviour towards you, you have the right to make a complaint and ask for the behaviour to be stopped. The Councils Harassment and Bullying Policy <http://intranet/svc/corpserv/hr/policies%20%20procedures/Policies%20and%20%20Procedures/Section%20E3%20-%20Personal%20Harassment%20Policy%2009.10.03.doc> explains how to do this and how you can get support from our Counselling Service. You can find out more information by speaking to your Human Resources Advisor.

You also have the right to take up issues through the Grievance Procedure <http://intranet/svc/corpserv/hr/policies%20%20procedures/Policies%20and%20%20Procedures/Disciplinary%20Procedure%2013.07.05.doc>. You can obtain information about this procedure from your line manager, your Human Resources Advisor.

If you are a member of a Trade Union, you can contact them for advice and support. Please refer to your local Trade Union representative for more details.

Letting us know what you think

We welcome your comments and suggestions at any time. Please contact the Equalities Officer on Tel 01455 25 5679 if you wish to discuss this policy or make any comments or suggestions on the work we are aiming to do to carry out this policy. Alternatively you can E mail us on human.resources@hinckley-bosworth.gov.uk

Appendix 1
Corporate Equality Action Plan 2007-2010

Action	Update/Comments	Completion/ Target Date	Progress Rating** (R, A, G)	Lead Officers/ Groups
CORPORATE EQUALITY ACTION PLAN				
H&BBC to publicly and formally adopt the Equality Standard for Local Government	Equality Standard formally adopted by (1) SLB, (2) Cabinet and (3) full Council	14/02/2007	Green	Strategic Leadership Board
Ensure the member scrutiny system is established and working to monitor performance on the Equality Standard	Completed	30/4/2006	Green	Mike Brymer
Launch the Equality Standard within all Services	(1) Staff briefing to be circulated to all employees (add dates), (2) Awareness raising events to be rolled out to service areas (start date to be agreed)	31/03/2007	Green	Steve Atkinson
Integrate equality as a key theme within the Community Plan 2007 - 2012	Outstanding action.	31/03/2007	Green	Mike Brymer
Establish a Corporate Equality Steering Group (CESG) to effectively monitor/coordinate implementation of the Standard	CESG established and is meeting regularly. Inaugural meeting took place on 4 th August 2006; terms of reference agreed.	30/4/2006	Complete	
Develop a strategy for Impact and Needs/Requirements Assessments	Completed 13/12/2006.	31/12/06	Complete	
Develop and implement a corporate equalities training strategy	Outline equalities training strategy agreed at CESG 4/8/2006; implementation approach to be agreed.	31/03/2006	Green	

Develop corporate communication, consultation & Community Engagement Strategy	Completed July 2008	31/7/2008	Complete	Jacqueline Puffett
Integrate equality within the Best Value and other review process	Reported as part of Performance Management Framework	31/12/2007	Complete	Mike Brymer
Ensure effective mechanisms are operating to respond to harassment and hate incidents	3 and 6 month reviews for new employees. BVPI 174 &175 are reported Corporately	30/6/2006	Complete	Ron Grantham
Apply a transparent way of evaluating jobs that aims to ensure equal pay for equal work	Job Evaluation Scheme agreed locally	31/3/2007	Green	Julie Stay
Develop a portfolio of evidence for Equality Standard Level 3	Compilation of portfolio folder	28/06/08	Green	Ivor Pollock
Develop/implement self assessment processes to mainstream equality in service delivery and employment practices	Agree Policy February 2007	28/02/07	Green	
To achieve Level 3 of the Equality Standard	Peer Review March 2009	31/03/09	On target	
To review following Level 3 validation	Using new Equality Framework	April 2009 on		
**Progress indicated using traffic light indicators - Red Amber Green				

Action	Update/Comments	Completion/ Target Date	Progress Rating** (R, A, G)	Lead Officers/ Groups
RACE EQUALITY ACTION PLAN				
Adopt and publish revised Race Equality Scheme	Policy adopted			Ivor Pollock
Review list of HBBC policies and carry out Equality Impact Assessment – based on 3 year plan	Priority 1 & 2 completed	July 2008	Green	
Issue guidance and formats for equalities monitoring including Ethnic monitoring	Members by November 2008 E Learning Depot Wardens	Nov 2008 March 2008 Jan 2009 Aug 2008	Completed	Jacqueline Puffett/Mary Backes
Ensure proper employment monitoring recording is carried out	a) via job application process b) annually for existing employees	March 2008 March 2008 Jan 2009	Ongoing Complete WIP	Daniel Brookes/ Julie Stay Julie Stay
Publish Workforce monitoring in relation to Disciplinary Grievance procedures	Report to Strategic Leadership Board	Oct 2008	Green	Julie Stay
Achieve performance indicator targets as detailed in Appendix 2	a) PI 2a Equality standard for Local Government b) PI 2b duty to promote Race Equality c) PI 11b top 5% comes minority ethnic community d) PI 17a % of black and ethnic minority employees	Level 3 March 2009 100% March 2009 5.55% 2008/09 3.4% 2008/09	WIP WIP WIP Green	CESG

Action	Update/Comments	Completion/ Target Date	Progress Rating** (R, A, G)	Lead Officers/ Groups
DISABILITY EQUALITY ACTION PLAN				
Adopt and publish Disability Equality Scheme	Policy adopted and published		Green	
Review list of HBBC policies and carry out Equality Impact Assessment based on 3 year plan	Priority 1 & 2 completed	July 2008	Green	
Ensure proper monitoring of Disabled employees	a) via recruitment monitoring form b) via monitoring form for current employees	Ongoing March 2008 Dec 2008	Green ongoing Complete WIP	Daniel Brookes Julie Stay
Revise the Corporate Communication, Consultation and Community Engagement Strategy to provide access and to ensure information is available to disabled people in accessible format	Strategy adopted July 2008	July 2008	Green	Jacqueline Puffett/Mary Backes
Revise the Corporate Communications, Consultation and Community Engagement Strategy incorporate guidelines for communicating with and involving disabled persons	Completed and adopted in July 2008	July 2008	Green	Jacqueline Puffett/Mary Backes
Positively encourage disabled people's participation through Council meetings	<ul style="list-style-type: none"> • Advertise public meetings to disabled people • Monitor take-up • Provide accessible information • Use assessable buildings 	Ongoing	Ongoing	Louisa Horton

Ensure that disabled people are enabled to vote in local and national elections	Involve disabled people in reviewing accessibility to vote	Ongoing	Ongoing	Louisa Horton
Raise awareness of disability legislation with Councillors as part of Members overall awareness of Equality	<ul style="list-style-type: none"> • Provide disability equality briefings and training • Meet our obligations to disabled Councillors 	Nov 2008	Green	Becky Owen
Ensure that disabled people and disability equality are represented in a positive and appropriate way in our publicity	<ul style="list-style-type: none"> • Monitor our publicity • Present positive images of disabled people 	Ongoing		Jacqueline Puffett
Ensure that information and advice provided for staff about customer service to disabled people meets legal requirements	<ul style="list-style-type: none"> • Review service delivery standards • Incorporate guidance and best practice • Monitor our service delivery to disabled people 	Ongoing		Service Managers
Review all Council buildings to ensure that there is accessibility	Monitor and incorporate guidance and best practice	Ongoing	Green	Malcolm Evans
Ensure that any new Council developments and environmental improvement projects meet the needs of disabled people, in line with the Disability Discrimination Act	Issue guidance on inclusive design principles and practice in relation to disability equality	Ongoing	As required	
We will promote independence for disabled people and work to increase the availability of adapted housing	Continue to work with disabled people to increase their independence	Ongoing	As required	Housing Operations
Maintain the number of disabled people we employ at 4.5%	<ul style="list-style-type: none"> • Review employment policies, in particular: recruitment and selection, attendance management and redundancy selection 	Ongoing	Green	Julie Stay

	<ul style="list-style-type: none"> • Liaise with County and other organisations in respect of employment of Disabled persons via disabled employment support programmes 	Ongoing	Ongoing	Julie Stay
Ensure access to training opportunities for all disabled employees	<ul style="list-style-type: none"> • Ensure that we have in place facilities for people with learning disabilities to receive support to ensure that they are able to access learning opportunities 	Ongoing	Ongoing	Ivor Pollock
Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people	<ul style="list-style-type: none"> • Be proactive in making reasonable adjustments in line with individual employee need and in accordance with legislation • Monitor the adjustments made • Review them in relation to changing employee need 	Ongoing	Green	Julie Stay
To ensure that all disabled job applicants are guaranteed an interview provided they meet job requirements to commit to the Disability two tick scheme	To achieve 'two tick' status	October 2008	Green	Julie Stay
Ensure that there are sufficient car parking facilities in all HBBC car parks for disabled persons.	Completed in 2006 following discussions with Disabled Action Group and residents	2006	Green	Steve Merry

Action	Update/Comments	Completion/ Target Date	Progress Rating** (R, A, G)	Lead Officers/ Groups
GENDER EQUALITY ACTION PLAN				
Inclusion of gender as one of the strands of the equality impact assessments	Included in EIA's April 2008	April 2008	Green	Ivor Pollock
Include gender equality in all Council contracts	Included as part of the Procurement Policy	April 2008	Green	Julie Horrocks
Implement an Equal Pay Audit – Job Evaluation	Completed and implemented May 2007	May 2007	Green	Julie Stay
Encourage more women into senior management positions	Support of the LRIP Senior Woman's Network Performance against BVPI 11a	Ongoing	Ongoing	Julie Stay
Increase awareness of the Council's flexible working arrangements at the pre-application stage of recruitment	Information to be included in pre-employment pack	June 2007	Green	Julie Stay
Increase take-up of Flexible Working options	Measure increase in uptake	Ongoing	Green	Julie Stay

Appendix 2

Equality and Diversity Performance Indicators

Indicator and Description	2006/07	2007/08	2008/09	2009/10
PI 2a Adoption of the Equality Standard for Local Government and level reached	Level 1	Level 2	Level 3	
PI 2b Race Relations Amendment Act 2000: General Duty to promote Race Equality	16%	68%	79%	100%
PI 11a % of top 5% of earners who are women	32%	27.7%	31.82%	36.38%
PI 11b % of top 5% of earners from Black and minority ethnic communities	5.15%	5.55%	5.55%	5.55%
PI 11c % of top 5% of earners who are disabled	5.55%	5.55%	5.55%	5.55%
PI 16a % of local authority employees meeting DDA definition of disability	3.93%	4.04%	4.15%	
PI 17a % of local authority employees from Black and minority ethnic communities	2%	3.4%	3.4%	3.4%
PI 74 Satisfaction of council tenants with the overall service provided by the landlord, broken down by ethnicity	Tenant survey not due until 2007			
PI 75 Satisfaction of council tenants with opportunities to participate in management and decision making in housing services broken down by ethnicity	Tenant survey not due until 2007			
PI 156 % of authority buildings in which all public areas are accessible to disabled people	100%	100%	100%	100%
PI 174 Number of racist incidents recorded by the authority per 100,000 population	11.8%	13.76%	15.73%	TBA
PI 175 % of racial incidents that resulted in further action	100%	100%	100%	100%
PI 255 Actions against domestic violence - % of 11 questions on action set by the Audit Commission to which the authority can answer yes	72.7%	81.8%	90.9%	TBA

SCRUTINY COMMISSION – 3 DECEMBER 2009

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES

RE: SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS

1 PURPOSE OF REPORT

- 1.1 To provide Members with information regarding Registered Social Landlords (RSLs) who are currently actively developing or managing stock within the Hinckley and Bosworth Borough Council area.

2 RECOMMENDATION

- 2.1 That Members note the content of this report to inform their scrutiny of the operation of RSLs within the Borough.

3 BACKGROUND TO THE REPORT

- 3.1 The Chairman of the Scrutiny Commission suggested that the next topic for Scrutiny be the provision of RSL (Housing Association) properties across the Borough. A discussion paper was presented at the Scrutiny Commission meeting on 29th October 2009, which gave an overview of the issues Scrutiny might care to discuss.

- 3.2 In particular, information was requested on the following areas:

- Housing Associations operating in the Borough
- Houses by location
- Houses by type
- Houses by condition
- Draft section 106 agreements for RSL developments
- Lettings policies of RSLs.

- 3.3 Hinckley and Bosworth Borough Council do not operate a preferred partners list for developers, so any RSL is free to operate within the Borough, with the Council's consent. The main RSLs who develop and manage stock in the Borough are as follows:

- Waterloo Housing Group (deMontfort Housing Society)
- East Midlands Housing Association
- Nottingham Community Housing Association
- Home Group (Riverside Housing)
- Midland Heart
- Derwent Living
- LHA Asra
- Orbit Housing Group
- Midlands Rural Housing Association (manage stock only; not involved in development).
- Hanover (a sheltered housing scheme for older people)

4 **REGISTERED SOCIAL LANDLORDS**

4.1 **Development**

There are two ways in which RSLs can be involved in developing new housing in the Borough. Some RSLs have their own development services, but more often RSLs are approached by developers who wish to sell on the affordable housing element of the site they are developing. The majority of affordable housing is delivered by way of planning gain, via a section 106 agreement. A sample of a standard section 106 agreement for affordable housing is provided as appendix 1.

4.2 **Local Connection Policy**

At present, all section 106 agreements include a local connection policy, where housing in the first instance is offered to people with a local connection to that settlement. If there is no one on the housing register with a connection to the settlement, a “cascade” mechanism operates where offers are then made to people with a connection to the neighbouring parishes, and then to the wider Borough. All initial lettings of new properties are nominated to the RSL from the Council’s waiting list. Subsequent lettings are usually divided between the local authorities lists, and the RSLs own waiting lists, on a sliding scale which gives more vacancies to the RSLs as time passes (although the Council usually maintains at least 50% nomination rights).

4.3 **Location of stock**

As might be expected, the majority of RSL properties are located in the main urban areas of Hinckley, Barwell, Burbage and Earl Shilton. Appendix 2 shows the most up to date details of the type of property and the locations in which RSLs hold stock. By far the largest RSL managing stock in the Borough is Orbit Housing Group, because a number of Council properties were handed over to Orbit in a trickle transfer process. This table relates to rented social housing stock. Details of intermediate tenures are not readily available, as residents have the right to buy out the full share of their property, and therefore it is lost to affordable housing stock. The grant received from the HCA to help build the property is recycled into building another property elsewhere.

4.4 **Lettings policies.**

All of these RSLs operate their own waiting lists, and their lettings arrangements vary according to their priorities, although most are very similar to the Council’s own allocation policies. Examples of lettings policies published on RSLs websites are attached at Appendix 3. Midlands Rural Housing Association is an organisation set up to manage accommodation specifically in rural areas, and therefore has a policy which only accepts applicants with a local connection to the village in which the vacancy occurs.

4.5 **Contact between the Council and RSLs.**

There are both formal and informal mechanisms for contact between the Council and RSLs. The Council hosts a quarterly RSL Forum, to which all RSLs with an interest in working in the Borough are invited. At the RSLs’ request, the Forum alternates between housing management and housing development issues, as the personnel who attend are very different. The RSLs who are active in rural housing (EMHA, MRHA, Waterloo and NCHA) also attend the steering group meetings for the Rural Housing Enabler work.

4.6 Informal contact takes place between the RSLs and allocations staff, and the Housing Strategy and Enabling Officer. These are usually around specific issues – for allocations regarding nominations from the Council to RSL vacancies, and for the Housing Strategy and Enabling Officer around the new development of housing – they are often included in the negotiations concerning the type, size and tenure of affordable housing on sites. The Housing Strategy and Enabling Officer also meets with RSLs and the HCA to discuss and support the RSL bids for Social Housing Grant.

4.7 **Stock condition**

The Council does not keep any records on the condition of RSL stock. However, all social landlords are required to meet the Decent Homes standards by 2010.

5 **FINANCIAL IMPLICATIONS (DB)**

None

6 **LEGAL IMPLICATIONS (AB)**

None

7 **CORPORATE PLAN IMPLICATIONS**

This meets priority 5 of the Corporate Plan “Decent, well managed and affordable housing”.

8 **CONSULTATION**

None directly, although RSL colleagues have helped with providing information for this report.

9 **RISK IMPLICATIONS**

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

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

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
None		

10 **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The lack of rural affordable housing is a concern within the Borough. Strong links with RSL partners help to fulfil our aspirations to meet the needs of rural communities. Work is ongoing with RSLs with rural expertise to try and increase the provision of rural housing by way of Rural Exception Sites in smaller settlements. Our RSL partners are also providers of specialist and supported accommodation and will therefore help the Borough to meet identified needs for Special needs and BME groups.

11 **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account: provision of new affordable housing in the Borough is subject to approval via the planning process. It is therefore important that RSL partners have a good understanding of the requirements for affordable housing in the Borough to successfully gain planning permission for development.

Background papers:Scrutiny Commission Discussion Paper 29 October 2009.

Contact Officer: Valerie Bunting, Housing Strategy and Enabling Officer x5612

Appendix 1

DRAFT S106 AGREEMENT

RE

AFFORDABLE HOUSING

DATE

200

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

- and -

- and -

PLANNING AGREEMENT

SECTION 106 TOWN AND COUNTRY PLANNING ACT 1990

Relating to the residential development of land
at

Hinckley and Bosworth Borough Council
Council Offices
Argents Mead
Hinckley
Leicestershire LE10 1BZ

THIS AGREEMENT is made the

day of

200

BETWEEN

(1) HINCKLEY AND BOSWORTH BOROUGH COUNCIL of Council Offices Argents
Mead Hinckley LE10 1BZ ("the Borough Council")

(2) whose registered office is situate at

("the Owner")

(3) whose registered office is situate at

("the Mortgagee")

RECITALS

1. The Council is the Local Planning Authority for the purposes of this Agreement for the area within which the Land is situated
2. The Owner is the owner in fee simple in possession free from encumbrances of the Land
3. The Mortgagee is mortgagee of the Land under a legal mortgage dated and made between the Owner and the Mortgagee.
4. The Owner has applied to the Council for planning permission to carry out the Development
5. To facilitate the Development the Council require the provision of affordable housing on the land.
6. The Council has resolved to grant planning permission for the Development subject to conditions and subject to the making of this Agreement without which planning permission for the development would not have been granted

NOW THIS DEED WITNESSES as follows:-

1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Agreement (including for the avoidance of doubt the Recitals hereto) the following expressions shall have the following meanings unless the context requires otherwise:-

"Affordable Housing Development" means the units of Rented
Accommodation and the units of

	Shared Ownership Accommodation to be constructed on the Affordable Housing Land
"Affordable Housing Land"	[means that part of the Land upon which the Affordable Housing Development is to be constructed such part to be determined in accordance with Paragraph 1 of the Second Schedule] [means the land edged blue on the Plan upon which the Affordable Housing Development is to be constructed]
"Commencement of Development"	shall mean the time when the development is initiated or begun by carrying out any of the operations specified in Section 56(4) (a) (b) (c) or (d) of the Planning Act (other than works of demolition site clearance and fencing survey soil tests or archaeology tests) and "commence" or "commenced" shall mutatis mutandis be construed accordingly
"Development"	the residential development of the Land pursuant to the Planning Permission
"the Land"	the Land as described in the First Schedule hereto.
"Occupation"	means in relation to the Development beneficial occupation of any part of it for residential purposes but shall not include <ul style="list-style-type: none"> (i) daytime occupation by workmen involved in the erection of any part of the Development; or (ii) the use of any dwelling house(s) for the marketing of the Development; or (iii) the storage of plant and materials

	and "occupy" and "occupied" shall be constructed accordingly
"Plan"	the plan annexed hereto
"Planning Act"	the Town and Country Planning Act 1990 (as amended)
"Planning Application"	the Planning Application made by the Owner to the Borough Council on reference number [] for [outline] [detailed] planning permission for the Development.
"Planning Permission"	the planning permission to be granted pursuant to the Planning Application for the Development subject to conditions.
"Registered Social Landlord"	means a registered social landlord within the meaning of the Housing Act 1996.
"Rented Accommodation"	means the [] dwellings [to be determined in accordance with Paragraph 1 of the Second Schedule] [shown hatched black on the Plan] to be constructed as part of the Development and transferred to the Registered Social Landlord under the provisions of this Agreement
"Shared Ownership Accommodation"	means the [] dwellings [to be determined in accordance with Paragraph 1 of the Second Schedule] [shown cross hatched black on the Plan] to be constructed as part of the Development and transferred to a Registered Social Landlord under the provisions of this Agreement

1.2 In this Agreement

- 1.2.1 Words importing the masculine gender shall be deemed to include the feminine and the neuter and the singular the plural and vice versa and words denoting natural persons shall include corporations and vice versa unless the contrary is expressly provided or the context otherwise requires.
- 1.2.2 Obligations and liabilities of a party comprising more than one person are obligations and liabilities of such persons jointly and severally provided that no person shall be liable in respect of any breach (and for this purpose breach shall include the failure to perform any positive obligation) other than in respect of land in his beneficial ownership AND further no person shall be liable for any breach of covenant first occurring after he has disposed of such interest in such land or the part thereof in respect of which such breach occurs.
- 1.2.3 Any reference to a numbered clause or sub-clause or to a Schedule is (except where indicated to the contrary) a reference to the corresponding clause or sub-clause or a Schedule to this Agreement.
- 1.2.4 Any reference to any statute or any section thereof includes any amendment modification consolidation or re-enactment thereof and any statutory instrument direction or regulation made thereunder for the time being in force.
- 1.2.5 The clause headings in this Agreement are for ease of reference only and shall not affect the construction thereof.
- 1.2.6 The expressions "the Borough Council" "the Owner" and "the Mortgagee" shall where the context so admits include their respective successors and assigns.
- 12.7 No failure or delay by the Borough Council to exercise any right power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same or some other right or power of the Borough Council.

2. STATUTORY BASIS

This Agreement is made pursuant to Section 106 of the Planning Act Section 111 of the Local Government Act 1972 and in pursuance of all other powers enabling the parties hereto respectively with the intention that the covenants given by the Owner in this Deed bind (so far as provided by this Agreement) its successors in

title (being owners for the time being of the Owners interests or a part thereof in the Land).

3. PLANNING OBLIGATION

3.1 Each covenant by the Owner contained herein is a planning obligation for the purpose of Section 106 of the Act and enforceable by the Borough Council

4. THE OWNER'S COVENANT

4.1 The Owner hereby covenants with the Borough Council to observe and perform the obligations set out in the Second Schedule

5. GENERAL

5.1 This Agreement is a local land charge and shall be registered as such

5.2 Any dispute under or arising out of the operation of this Agreement may be referred to a single arbitrator if all parties to the dispute shall agree such arbitrator or in default of agreement to be nominated (upon the application of any party to the dispute) by the President for the time being of the Law Society in accordance with and subject to the provisions of the Arbitration Act 1996 or any statutory modification or re-enactment thereof for the time being in force.

5.3 Any notice agreement consent or approval to be given under the terms of this Agreement shall be in writing and sent by ordinary post and:-

5.3.1 in the case of the Borough Council be addressed to the Planning Office, Council Offices, Argents Mead, Hinckley, Leicestershire, LE10 1BZ; and

5.3.2 in the case of the Owner shall be sent by ordinary post to its registered office or the Owner's address above or such other address as it/he shall provide in this regard.

5.4 The Owner shall notify the Borough Council within 14 days of such commencement of the Commencement of the Development.

5.5 The Mortgagee consents to the Owner entering into this Agreement and acknowledges that this Agreement binds the proposed development. The Mortgagee shall only be liable for any breach of this Agreement if it has itself caused the breach whilst mortgagee in possession. It shall not be liable for any

pre-existing breach although for the avoidance of doubt any of its successors in title shall be so liable.

- 5.6 If the Planning Permission expires is revoked or otherwise ceases to exist before the Commencement of Development this Agreement will cease to have effect and as from such time there shall be no further obligations on any party in relation to any matter that has occurred or may arise under this Agreement.
- 5.7 The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and no person other than the parties to this Agreement or their successors in title or assigns shall have any rights under it nor shall it be enforceable by any person other than the parties to it or their successors in title.
- 5.8 Nothing in this Agreement shall prohibit or limit the right to develop any part of the Land in accordance with a planning permission (other than the Planning Permission) granted after the date of this Agreement.
- 5.9 The Borough Council will upon the written request of the Owner at any time after the obligations of the Owner under this Agreement have been fulfilled issue written confirmation thereof and thereafter cancel all related entries in the Register of Local Land Charges.
- 5.10 The Owner shall pay the Borough Council's reasonable legal costs in respect of the preparation and completion of this Agreement.

IN WITNESS THE Borough Council the Owner and the Mortgagee have executed this Agreement as a Deed on the day and year first before written.

THE FIRST SCHEDULE

The Land

square metres/hectares/acres of land at and shown for identification edged red on the Plan

SECOND SCHEDULE

The Owners' Covenants

- [1. No Development shall commence until the Owner shall have submitted to and obtained the written approval of the Borough Council (such approval not to be unreasonably withheld or delayed) to plan(s) indicating the location of the

Affordable Housing Land and the Affordable Housing Development including the Rented Accommodation and the Shared Ownership Accommodation]

[1] [2] Subject to paragraph [3] [4] below no more than dwellings authorised to be constructed pursuant to the Planning Permission shall be occupied until

(a) the Owner shall have constructed the Affordable Housing Development and

(b) the Owner shall have transferred the freehold of the Affordable Housing Land to a Registered Social Landlord along with sufficient rights and services to enable beneficial occupation at a price agreed with the Registered Social Landlord which shall enable them to let all of the Rented Accommodation and to dispose of the Shared Ownership Accommodation by way of a shared ownership lease to persons in need of affordable housing within the Borough of Hinckley and Bosworth in accordance with the terms of this Agreement

[2] [3] The Owner shall notify the Borough Council

(a) within 14 days of such occupation of the date of the occupation of the first dwelling constructed pursuant to the Planning Permission

(b) within 14 days of such transfer of the date of such transfer and the Registered Social Landlord to whom the Affordable Housing Development was transferred

[3] [4] No part of the Rented Accommodation shall be used for any purpose other than for the provision of Affordable Housing for rent and no part of the Shared Ownership Accommodation shall be used for any other purpose than the provision of Affordable Housing for disposal of by way of a grant or assignment of a shared ownership lease in both cases to persons in need of affordable housing within the Borough of Hinckley and Bosworth and being such person(s) as shall be agreed between the relevant Registered Social Landlord and the Borough Council as being persons who satisfy one of the following:

(i) was/were born in the [Parish of] [Borough of Hinckley and Bosworth];

(ii) is/are residing in the [Parish of] [Borough of Hinckley and Bosworth];

(iii) used to live in the [Parish of] [Borough of Hinckley and Bosworth] but has/have been forced to move away through lack of Affordable Housing;

(iv) is/are employed in the [Parish of _____] [Borough of Hinckley and Bosworth]; or

(v) has/have local connections with the [Parish of _____] [Borough of Hinckley and Bosworth];

(vi) such other person(s) in the absence of (i) to (v) above as shall be agreed between the relevant Registered Social Landlord and the Borough Council as being persons who satisfy any one of the conditions set out in (i) to (v) above within the Borough of Hinckley and Bosworth

PROVIDED THAT if within 28 days of the Registered Social Landlord notifying the Housing Manager of the Borough Council in writing of a dwelling becoming vacant no such qualifying person or persons can be found to occupy the dwelling the relevant Registered Social Landlord may let the dwelling to any person or persons who satisfy their normal letting criteria

AND FURTHER PROVIDED THAT

(i) nothing herein shall prevent the Owner from using the Affordable Housing Development for any purposes connected with the Development whilst the Owner is carrying out residential development thereof; and

(ii) nothing shall prevent the Registered Social Landlord to whom the Affordable Housing Development is transferred from disposing of the Affordable Housing Development or any part thereof under Section 16 of the Housing Act 1996 and following such disposal of the freehold of any part of the Rented Accommodation or the Shared Ownership Accommodation such part shall be free of the covenants in this paragraph [3] [4]

THE COMMON SEAL of HINCKLEY)
AND BOSWORTH BOROUGH COUNCIL)
was hereunto affixed in the presence of:-)

Authorised Officer

SIGNED AS A DEED by)
in the presence of)

THE COMMON SEAL of)
was hereunto affixed)
in the presence of:-)

Ss/legal/agreements/s106/affordablehousing

Appendix 3

WATERLOO HOUSING GROUP

Allocation Rules

On each scheme, each year, between 50% and 100% of vacancies will go to cases nominated by the local authority in accordance with agreements made when the properties were first let. The remaining vacancies go to transfer and waiting list applicants.

Single applicants are normally only eligible for 1-bedroomed or studio flats, and will be considered for either type. Young single people (under 25) in particular will normally be expected to consider studio flats (these are fully self contained).

Couples are normally only eligible for 1-bedroomed accommodation, but occasionally some 2-bedroomed flats in certain areas may also be available.

Single people or couples will be considered for 2-bedroomed flats if they have a verified need for dependent children to stay on a regular basis.

Families will be eligible for 2-bedroomed or larger accommodation, depending on the number of people living in the family. Children of the same sex, or young children of different sexes, will be expected to share a bedroom. Only children of different sexes over 10 will normally qualify for separate bedrooms.

In certain, limited circumstances, smaller families may be allocated larger properties than indicated above, if this will help create or restore more balanced communities. However, this is only in specific locations and circumstances.

Flats and maisonettes are considered as being an adequate housing option for families. However, some priority is given to tenants wishing to transfer to a house at a later date.

Special units with support for older or disabled people are provided on many developments and these will only be offered to such applicants who have a permanent need for this type of accommodation. Ground floor flats on most developments are especially suitable for disabled people and priority is given to such applicants.

A special list with full details of Disabled-suitable properties is available.

Pets such as dogs and cats are not allowed in any Society property without a private garden, and all offers of property are made on this condition.

If you need any assistance or further advice, please do not hesitate to ask Society staff. They will be pleased to assist.

Application Procedure

All applicants must complete an application form, giving in confidence details of personal circumstances, and make their choice about type and location of accommodation.

Applicants will be awarded points according to the category of their need. The pointing scheme broadly follows the standard Reasonable Preference groups of the 1996 Housing Act. Extra points are given for time waiting. The total number of points given will determine when applicants will receive an offer of housing. However, this will be affected by the popularity of the accommodation chosen and the number of vacancies which occur. The Property Details Lists provide information on these factors.

For example, at present, eligible single applicants interested in the Society's high-rise apartment blocks will find they have to wait only a short time for accommodation; families interested in the Society's houses in Gamston will find a long waiting list ahead of them. Situations change continually, and advice can be obtained from the Society.

To ensure effective tenancy management, some lettings may be made outside of the points scheme. These lettings are covered by policies such as Local Lettings, or the Balanced Communities approach. Senior Society staff have delegated authority to make flexible lettings decisions in such circumstances. Further details are available on request.

All registered applicants receive confirmation of their registration in writing. This includes details of the points awarded to them, and a renewal card. To remain on the waiting list the application must be renewed every 6 months by sending in the renewal card at the appropriate time. Failure to renew will result in the application being cancelled.

Applicants must inform the Society immediately of any change of circumstances affecting their housing situation. This may require the completion of a new application form, and may result in a change of points, or cancellation of an application if the applicant is then considered to be adequately housed.

Before an offer of accommodation is made every applicant will be visited in their home to ensure that details on the form are correct. Applicants will be offered property from anyone of the choices they have made, and must be prepared to accept such an offer. Offers of accommodation will always be made in writing.

Applications will be cancelled if, without good reason, an offer of accommodation is refused. Applicants will be notified in writing when this happens and will be given reasons for the decision, together with an opportunity to appeal against it.

At any one time, the Society needs to ensure a reasonably balanced community in its schemes or estates; therefore, people who for any reason may find it difficult to manage a tenancy without causing problems for their neighbours, or for staff, may have their application deferred. Their application will be accepted and registered, but allocation of a property will be postponed until such time that it will not upset the existing balance of the area. Full investigation of such matters will be conducted before such decisions are made.

All applicants must be able to accept accommodation when offered; those who are not ready to accept an offer will have their application deferred, and will not accrue the extra points for time waiting. Applicants will need to inform the Society when they are ready to move so that they can rejoin the waiting list.

Eligibility Criteria

The Society has an open waiting list. We do not have residential qualifications, and applications will be accepted from any area in the Country. However, there are certain criteria that may prevent an applicant being considered:

An applicant will be ineligible and their application rejected if:

The applicant is a class of person who central government tells us must be ineligible, for example, asylum seekers.

An applicant is likely to be ineligible and their application rejected if:

1. No points can be awarded because there is no reason or need to move.
2. There is other accommodation available to the applicant, suitable for their needs, either owned or tenanted, or being offered at that time.
3. The applicant owns, or has equity in, a property the value of which is more than a certain amount (value guidelines are reviewed from time to time).
4. The applicant is currently in prison, or is on bail and did not have a home address in the areas requested immediately prior to detention, or did not have a home address in the area for 12 months following release, or there is a reason to suppose that the ex-offender is likely to pose a risk to others in the neighbourhood.
5. The applicant is under 18 years of age, other than in exceptional circumstances.
6. The applicant was a tenant of the Society who owes rent or has broken other tenancy conditions.
7. The applicant has a County Court Order against them, and/or has been subject to eviction from other property, or has incurred other housing debts (although exceptions may be made, e.g., if there are mitigating circumstances, and debts are being repaid in a manner acceptable to the Society).
8. The applicant has been responsible for anti-social behaviour; or racial harassment; or, because of views expressed, is likely to cause intimidation or harassment to other residents, staff or agents of the Society; or is otherwise deemed unable or unwilling to properly conduct a tenancy.
9. The applicant gives false or misleading information, or unreasonably withholds information needed to assess their application.

The term "Applicant" includes any member of the household.

An applicant who is rejected under 8) or 9) will be excluded from re-applying to the waiting list for a period of 2 years. However, the applicant does have a right of appeal against the rejection decision, and this should be made in writing to the Society within 14 days of the rejection being made.

DERWENT LIVING

Can I apply for housing?

You can get an application pack from us by either calling into our offices or by requesting a form over the telephone, in writing, by fax, email or a form can be downloaded from our website. When you receive an application form there will be an accompanying guide to explain how to complete this, along with information on where our properties are and an indication of the demand for these.

How we allocate our empty properties

When allocating properties we will consider applications from:

Direct (Waiting List) applicants.
Council Nominations.
Housing and Employment
Mobility applicants.
Referrals from other agencies.
Transfers within our existing housing.

a) Working with Councils

We work in partnership with Councils where we have properties to help them meet the housing need in their area. This is done through a "Nomination Agreement" which means that a number of our vacant properties are offered directly to people on the Councils waiting list.

We would advise you to make an application to your local Council for accommodation at the same time you apply to us.

We will tell you when we have a nomination agreement in place with a Council and provide their contact details.

Nominated applicants are always assessed according to the same criteria as those applicants who apply directly to us for housing.

b) Common Housing Register

In some areas we operate a Common Housing Register with the local Council. This is where Housing Associations agree to allocate properties through one central Housing Register, which is normally managed by the Council. If you are applying for accommodation in an area where there is a Common Housing Register you will only need to complete one application form. We will tell you when there is a Common Housing Register in place and who to contact to apply for housing.

c) Transfers

If you are a Derwent resident and have been living in your current home for six months or longer, you may be eligible for a transfer to another property within our stock. If you are accepted you will be awarded points according to the details specified within our Transfer Policy.

Please contact your Housing Officer on our main office number for further information.

Who will we not accept applications from?

We will not accept you onto our waiting list if:

You owe money to your present or previous landlord. (We will only consider an application where the debt has been cleared or there is evidence of a repayment schedule with the landlord).

You have been involved in anti-social behaviour or have had legal action taken against you because of this.

You have caused serious damage to a previous property.

You have given false information on your application or withheld relevant information.

You are subject to Immigration Control within the meaning of the Immigration Act 1999.

You are excluded from entitlement to Housing Benefit as detailed in Section 115 of the Immigration and Asylum Act 1999.

Information to support your application

When you complete your application form, we may need some supporting documents from you, depending on the information you have put in your form.

How we allocate points

When we allocate points we take into account the following factors:

Your present housing circumstances.

The condition of the property you are living in, access to household amenities and if these are shared.

Whether you are overcrowded or if the property is too big for your needs.

Whether the property you are living in affects your health either physically or mentally.

Whether your current home is unsuitable due to a medical condition you may have.

Full details of the points system are provided in our Allocation Policy.

Please contact a Customer Service Advisor if you require a copy of this.

Who can apply for housing?

To apply for housing you should be at least 18 years of age. In some circumstances we will house 16 and 17 year olds, please contact a Customer Service Advisor for more information.

Supported Housing

To be eligible for supported housing, this is where homes benefit from the help of a Resident Manager and/or emergency call system; the main applicant must be at least 60 years of age or over 40 with a disability. For example, when you have applied for housing due to your present medical circumstances you may have to submit a supporting letter from your Doctor.

Please read the information guide that accompanies the application form to see whether you need to send in additional documents.

Delays in sending documents to us can mean that we are not able to make offers of accommodation to you.

Do you have any pets?

Please note that we have a strict policy of not allowing tenants to keep cats or dogs in flats, with the exception of registered guide dogs and hearing dogs for the deaf. We will allow tenants in houses to keep either one cat or dog after obtaining written consent.

The type and size of property offered

In order to make the best use of our housing we will normally only offer you a property, which is the right size for your needs and the number of people who will be living with you. If you have children under ten years of age and want to be considered for a flat we will normally only offer you a ground or first floor flat.

On certain schemes, we have an age restriction on who can apply. This is normally due to the size,

locality and suitability of the properties we have there. Information on our schemes will include details of where there is an age restriction.

Other housing options

We are committed to helping our existing residents find the home most suited to their needs and this can be done in one of the following ways:

a) Mutual Exchanges

Mutual Exchanges are a way for you to swap your home and tenancy conditions with another Housing Association or Council tenant. Exchanges can be a quicker way for you to move than a transfer.

If you wish to have your name registered for a Mutual Exchange and advertise your property, then please contact a Customer Service Advisor.

b) Housing Employment and Mobility Service

This is a national scheme, which can help you to move to different parts of the country by putting you in touch with other Housing Associations or Councils outside your area, who may be willing to help. There are qualifying criteria for you to be able to register onto this scheme, for example you may need to move because of your job or to be closer to your family for support.

Please contact a Customer Service Advisor for further information.

Considering the needs of the community

In some areas we will use a Local Lettings policy, outside our normal points allocation system, in order to assist in achieving balanced and sustainable communities. We will advise you if such a policy is in place on a particular scheme.

What can you do if you are not happy with a decision made about your application to us?

If you are not happy with any decisions that are made about your application, then please contact a Customer Service Advisor who will explain how your form has been assessed.

Should you wish to complain further then please contact a Customer Service Advisor and ask for a copy of our Complaints Policy. This will explain what additional action you can take in order for us to resolve the complaint you have.

Equality and diversity

We are committed to promoting Equal Opportunities in the provision of housing services and in the employment of staff and contractors, regardless of race, colour, nationality, ethnic and national origin, religious belief, age, gender, marital status or sexual orientation.

SCRUTINY COMMISSION – 3 DECEMBER 2009

REPORT OF THE HEAD OF CORPORATE & SCRUTINY SERVICES

RE: SCRUTINY REVIEW: AFFORDABLE HOUSING IN THE LOCAL DEVELOPMENT FRAMEWORK – SCOPING OF REVIEW

1. PURPOSE OF REPORT

To provide Members with some initial thoughts to allow them to scope the review of Affordable Housing Policy in the LDF.

2. RECOMMENDATION

- (i) That the content of this report be approved as a basis for the Scrutiny review of Affordable Housing;
- (ii) That a small working group be set up to look at the Affordable Housing policy in the Core Strategy.

3. BACKGROUND TO THE REPORT

3.1 The Chairman has requested that this review be undertaken into the allocation of affordable housing in the borough following discussions at the last Scrutiny Commission meeting.

3.2 It is suggested that the review covers the following:

- Ensuring the best use of affordable housing in the LDF
- Reviewing the policy for allocating affordable housing
- Localising the local housing allocations policy to make affordable housing available to those from the direct local area (ie Parish/town)
- Accessing those who are not on the waiting list for a Council property
- Possibilities for inputting into developers' plans for affordable housing.

3.3 It should be noted that this review will NOT be concerned with housing numbers but with how the Council's policy can influence the allocation of properties.

4. FINANCIAL IMPLICATIONS [DB]

None arising directly from this report

5. LEGAL IMPLICATIONS [LH]

None at this stage.

6. CORPORATE PLAN IMPLICATIONS

This review supports the Corporate Aim of Decent well managed and affordable homes.

7. **CONSULTATION**

No consultation has been undertaken in the preparation of this report, however in the course of the review internal and external input will be necessary.

8. **RISK IMPLICATIONS**

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
None at this stage		

9. **KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

Whilst this report has no direct impact on the community, the Scrutiny review itself may have a positive impact on communities including vulnerable groups in providing affordable housing for local people. There may also be an impact on Parish Councils in supporting the policy. The review will also assist in ensuring services are accessible to all by investigating ways of communicating information to all residents including hard to reach groups.

This review may affect rural areas due to the need for affordable housing in these areas and investigating the possibility of making housing available in the first instance to people local to the particular Parish.

10. **CORPORATE IMPLICATIONS**

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

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

Background papers: None

Contact Officer: Becky Owen, ext 5879



A Borough to be proud of

Hinckley & Bosworth
Borough Council

REPORT NO SC52

Overview and Scrutiny Work Programme 2009/2010

ISSUE 2009/05: DECEMBER 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 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
	Housing Associations review	Present baseline information for review		Decent, well-managed and affordable housing		Housing Associations
	Affordable Housing review	Scoping of Review	Ensure best use of affordable housing in the LDF	Decent well managed and affordable housing		
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	

	Anti poverty strategy update	Monitor progress of strategy	Ensure strategy is operating successfully	Thriving Economy		
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 – Date TBC (January 2010)						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Disabled Adaptations	Request of Members	Reduce waiting time for adaptations	Safer and healthier borough	Director of Community & Planning Services / Executive Member	
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 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)
	Update on void properties in Earl Shilton	Request of Members – monitoring of situation	Reduce number of void properties	Decent, well-managed and affordable housing	Head of Community Services (Housing) & relevant Executive Member
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	Energy Consumption and costs	Request of Members	Monitor energy use and costs	All Corporate Aims	Head of Community Services (Environment) / Executive Member
Performance Management Information	Audit Block 4	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Internal Audit reports: Out of Hours & Members' expenses	Audit programme	Ensure value for money	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
	Budget Monitoring 2 nd Quarter 2009/10	Ensure Value for Money	Ensure the Executive delivers good value improving services	All Corporate Aims	Director of Finance/ Accountancy Manager
Tracking of implementation with previous recommendations	Town Centre Masterplan Implementation	To update Members on implementation	Monitor progress	Thriving Economy	
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 – Date TBC (January 2010)					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	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
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
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
	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 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

DECEMBER 2009 – MARCH 2010

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 DECEMBER 2009 TO 31 MARCH 2010

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>
Revised Street Trading Consent Policy	Community & Planning Services	Executive 9 December 2009			Committee Report <i>(Steve Merry)</i>
Communication and Engagement Strategy	Corporate & Scrutiny Services	Executive 9 December 2009			Committee Report <i>(Jacqueline Puffett)</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>
Constitution – residual issues	Corporate & Scrutiny Services	Council 15 December 2009			Committee Report <i>(Louisa Horton)</i>
CAA/Organisational Assessment	Strategic leadership	Council 15 December 2009			Verbal report <i>(Steve Atkinson)</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>)
Carbon Management Plan	Community & Planning Services	Executive 20 January 2010			Committee Report (<i>Rob Parkinson</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>)
Medium Term Financial Strategy	Finance	Council 26 January 2010	Finance & Audit Services Select Committee		Committee Report (<i>Sanjiv Kohli</i>)
Funding of Staffing and Senior Management Restructure	Finance	Council 26 January 2010			Committee Report (<i>Sanjiv Kohli</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 25 February 2010			Committee Report (<i>Sharon Stacey</i>)
Approval of Capital Programme, Revenue Budget and Council Tax	Finance	Council 25 February 2010	Finance and Audit Services Select Committee 1 February, Executive 20 January		Committee Reports (<i>Sanjiv Kohli, David Bunker, Ilyas Bham</i>)

MARCH 2010

No decisions to be taken.

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.