

Date: 20 January 2010

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

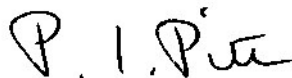
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 28 JANUARY 2010** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

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

Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 28 JANUARY 2010

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 3 December 2009 attached marked 'SC54'.

3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

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

4. DECLARATIONS OF INTEREST

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

5. QUESTIONS AND PETITIONS

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

RESOLVED 6. COMMUNITY SAFETY PARTNERSHIP ANNUAL REPORT

Verbal report and presentation.

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

RESOLVED 7. SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS

Report of the Director of Community & Planning Services attached marked 'SC55' (pages 1 - 9).

A maximum of 30 minutes has been allocated for this item.

RESOLVED 8. DISABLED ADAPTATIONS IN COUNCIL PROPERTIES

Report of the Director of Community & Planning Services attached marked 'SC56' (pages 10 - 13).

A maximum of 30 minutes has been allocated for this item.

RESOLVED 9. PLANNING APPEAL DECISIONS – 6 MONTHLY REVIEW

Report of the Director of Community & Planning Services attached marked 'SC57' (pages 14 - 17).

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

RESOLVED 10. DEVELOPER CONTRIBUTIONS - UPDATE

Report of the Director of Community and Planning Services attached marked 'SC58' (pages 18 - 20).

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

11. CARBON MANAGEMENT PLAN

Report of the Director of Finance attached marked 'SC59' (pages 21 - 63).

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

RESOLVED 12. ANTI POVERTY STRATEGY UPDATE

Report of the Head of Corporate & Scrutiny Services attached marked 'SC60' (pages 64 - 69).

This should be read in conjunction with the report and Strategy considered at the meeting of the Scrutiny Commission on 3 December 2009.

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

RESOLVED 13. NHS NEW PATIENT RIGHTS CONSULTATION

Report of the Head of Corporate & Scrutiny Services attached marked 'SC61' (pages 70 - 72).

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

RESOLVED 12. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC62' (pages 73 - 88).

14. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for December 2009 – March 2010 attached marked 'SC63' (pages 89 - 95).

15. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

- (i) Finance & Audit Services Select Committee, 7 December 2009. Attached marked 'SC64' (pages 96 - 100);
- (ii) Council Services Select Committee, 19 November 2009. Attached marked 'SC65' (pages 101 - 103).

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

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

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

HINCKLEY & BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

3 DECEMBER 2009 AT 6.35 PM

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

Mr JG Bannister, Mr DM Gould, Mrs A Hall, Mr DW Inman, Mr CG Joyce, Mr K Morrell, Mrs S Sprason and Mrs BM Witherford.

Officers in attendance: Mr C Bellavia, Mr G Chilvers, Ms K Harris, Miss L Horton, Miss R Owen and Mrs S Stacey.

Mr G Puszczynski of Clockwise Credit Union attended the meeting for item 6 on the agenda – Credit Union update.

293 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mr Batty, Mrs Francks, Mr Ladkin and Mr Sutton.

294 **MINUTES (SC46)**

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

RESOLVED – the minutes of the meeting held on 29 October 2009 be confirmed and signed by the Chairman.

295 **DECLARATIONS OF INTEREST**

Mrs Hall declared a personal interest in item 8 – Anti Poverty Strategy.

296 **CREDIT UNION - UPDATE**

George Puszczynski from Clockwise updated the Commission on progress made towards setting up a Credit Union for Hinckley and Bosworth. It was reported that he had visited the Earl Shilton Community House where the Credit Union would be based and staff had been trained as volunteers for the service. A Manager was yet to be recruited and a launch would be arranged.

The Scrutiny Commission, having instigated this work, continued to support the project and felt that when the Earl Shilton branch was operating successfully, the possibility of opening more branches should be investigated as there was a need for this across the whole Borough. In response, Mr Puszczynski reported that he would be looking around Hinckley shortly.

Mr Gould arrived at 6.40pm.

RESOLVED – the work undertaken by Mr Puszczynski and officers be endorsed and the Scrutiny Commission be kept informed of progress and future developments.

297 LAA2 CHALLENGES FOR ADULT PHYSICAL ACTIVITY (SC47)

The Scrutiny Commission was provided with an update on progress in LAA2 against the Adult Physical Activity target, NI8. It was reported at the target was for an additional 3.404 people in Hinckley & Bosworth to be physically active by March 2011, which was a high target despite the huge success against the LAA1 targets. The success of events this year, such as the town centre run, was highlighted and it was noted that in future a cycling event and swimathon would also be organized in addition to a range of activities across the entire Borough.

A Member suggested that whilst a lot of good publicity had been received in response to the town centre run, some complaints had also been received about the road closures and concern was expressed that additional events would add to the complaints. In response it was explained that the events would be spread out over time, with the cycle event taking place on a Sunday to minimise disruption, and the road being closed for a shorter period of time for the run.

RESOLVED – that progress be noted.

298 ANTI POVERTY STRATEGY (SC48)

Members were advised of progress against the Anti Poverty Strategy and Action Plans since the last update. Members were pleased with progress and that other agencies had contributed to the strategy and action plans.

It was noted that a letter had been received from the Secretary of the Older Voices Forum requesting the authority's support for lobbying central government about pensions. The Older Persons Champion said he would be attending the AGM on 11 January and would therefore show support on behalf of the authority.

Concern was expressed with regard to fuel poverty and how a relationship could be constructed with energy providers to allow for discussion about this. It was also felt that some work needed to be undertaken with regard to pre-pay meters to ensure that users are paying the same as those without pre-pay meters. It was agreed that innovative ways of working with power companies needed to be considered.

RESOLVED –

- (i) a progress update be brought to the next meeting of the Scrutiny Commission
- (ii) the report and actions be noted.

299 CORPORATE EQUALITIES (SC49)

The Scrutiny Commission was informed of actions taken to meet the requirements of the Equality Standard for Local Government in advance of the IDeA Peer Assessment in January, when it was hoped that 'achieving' level would be attained.

Concern was expressed with regard to access to shops and whether the Council could do anything to encourage proprietors to make their premises accessible. In response it was noted that in some cases it was not viable to adapt them, but it was felt that some powers to enforce should be passed down to local authorities. It was also suggested that a letter be sent to inaccessible premises to bring this to their attention. It was agreed that accessible shops should have a sign in their windows to show that they are accessible and that this should be recommended to the Executive.

RESOLVED –

- (i) the achievements and actions to date be noted;
- (ii) the Executive be RECOMMENDED to consider producing signs for shops in the Borough to show they are accessible.

300 SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS (SC50)

Members were provided with information to support their review regarding Registered Social Landlords (RSLs) who were developing or managing stock within the Borough. A list of the social housing rented stock held in the Borough by each RSL was presented. It was explained that a comprehensive list of stock was not available and this list had been compiled through the council's individual records and from information provided by RSLs.

Members were advised that since the Council did not regulate RSLs, performance information was not provided. From April 2010 a new regulatory regime for all social housing landlord functions was being introduced by the Tenants' Services Authority, which would provide comparable performance information. Members were advised that a number of new bodies had been set up recently, including the National Tenants' Voice, on which our chair of TAP had been selected to sit. A Member asked for more information on the "National Tenants' Voice" and the "HCA", and it was agreed that this information could be provided at a future meeting.

It was felt that the Scrutiny review needed a clear objective to enable questioning of relevant witnesses. One key area of the review was highlighted as the need to investigate how RSLs interacted with communities – for example Councillors were accountable to their electorate with regard to Council-owned houses, but RSL residents wouldn't have the same facility. Another area raised was how the Council could influence RSLs to ensure their properties were well insulated and energy efficient.

It was agreed that the next stage of the review would be to obtain inspection reports from the six largest RSLs, then bring these to the next meeting of the Scrutiny Commission when four of these organisations would be selected to be invited as witnesses and questions would be scoped. Representatives from two of the organisations could then be invited as witnesses to the meeting in March, with the other two invited in April. The review would be concluded in May, with recommendations agreed based on:

1. Interaction with the Community / Parish;
2. The policy with regard to local need / allocation / energy efficiency;
3. Management of properties, including dealing with antisocial behaviour;
4. Methods of overseeing / linking with organisations in future.

It was also requested that a report be brought to a future meeting about the body that will be in existence to oversee housing standards.

RESOLVED – the review be timetabled and work programmed as outlined above.

301 SCRUTINY REVIEW: AFFORDABLE HOUSING IN THE LOCAL DEVELOPMENT FRAMEWORK – SCOPING OF REVIEW (SC51)

The Scrutiny Commission gave consideration to the scope of the review of Affordable Housing within the Local Development Framework. It was emphasised that this review would not look at housing numbers, but at how the properties were allocated to make the best use of the housing provided and ensuring the right policies were in place to benefit the community. One of the areas to explore was how to access local people in need of housing and encourage inclusion on the Council's waiting list.

It was agreed that a small working group be set up to undertake the review and Members were asked to express their interest in joining this group.

RESOLVED – a working group be formed to undertake the review.

302 OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 (SC52)

Members received the Work Programme for 2009/10. It was agreed that the meeting in January be changed to 28 January.

It was requested that an update on Voluntary Action be brought to a future meeting, and this was agreed for April and requested that Greg Drozd be invited to that meeting.

It was reported that an additional Finance & Audit Services Select Committee had been arranged for 11 January to consider the Medium Term Financial Strategy.

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

303 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC53)

Members received the Forward Plan of Executive and Council decisions.

It was requested that the Neighbourhood Wardens Enforcement Policy and Carbon Management Plan reports also come to the Scrutiny Commission.

RESOLVED – the Forward Plan be noted and the abovementioned items be added to the Scrutiny Commission Work Programme.

(The meeting closed at 8.02 pm)

SCRUTINY COMMISSION – 28 JANUARY 2010

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS

1 PURPOSE OF REPORT

- 1.1 To provide Members with performance information regarding Registered Social Landlords (RSLs) who are currently actively developing or managing stock within the Hinckley and Bosworth Borough Council area. This will assist Members to put together questions for invited partners at a future meeting.

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 This paper follows on from the two previous papers submitted to Scrutiny on the 29th October 2009 and 3rd December 2009. The first paper gave an overview of RSLs operating in the Hinckley and Bosworth area, whilst the second paper gave information on the location of stock, lettings policies, and the interaction between the Council and our RSL partners.

4 REGISTERED SOCIAL LANDLORDS: PERFORMANCE

- 4.1 The organisation which has responsibility for regulating RSLs is currently in a transition period. The Housing Corporation has historically had responsibility for regulating RSLs, and used a “traffic light” system to show whether RSLs had reached a satisfactory standard to show they are viable, properly governed and properly managed.
- 4.2 From April 2010, regulatory powers for housing management services for RSLs and Councils will pass to the Tenant Services Authority (TSA). The TSA will grade landlord’s performance. It is proposed that the Housing Corporations standards will be replaced by six national standards:
- Tenant empowerment and involvement
 - Home – covers quality of accommodation and repairs and maintenance
 - Tenancy – rents and allocations
 - Neighbourhood and community – covers neighbourhood management, local area cooperation and anti social behaviour
 - Value for money
 - Governance and viability.

- 4.3 The TSA has published regulatory judgements on RSL landlords on its website. This judgement is intended to demonstrate the overall assessment of the RSLs compliance with the regulatory framework. This currently draws on the Housing Corporation's standards until the new TSA standards are adopted. The regulatory judgement for the key RSL providers in Hinckley and Bosworth is shown in appendix A of this report.
- 4.4 The Audit Commission is responsible for inspecting housing providers, and this role will continue when the TSA takes over the regulatory role. In evaluating the performance of housing organisations, the Audit Commission uses its' Key Lines of Enquiry (KLOE) as a framework to assess services. The programme of housing association inspections results from the Audit Commission's assessment of the risk and performance of housing associations and follows consultation with the Housing Corporation.
- 4.5 The nature of the programme of inspections means that not all of the main RSL partners have had their services inspected. Where inspections have taken place, the rating and a summary of the RSLs strengths and areas for improvement are set out in Appendix 2. It is worth noting that these inspection reports cover a 5 year period, so a like for like comparison is quite difficult.

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**

No consultation required at this point.

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 and 3 December 2009.

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

Appendix 1: TSA Evaluation						
	Tenant Satisfaction			Regulatory Judgement		
	Overall	Your Views	Repairs	Part 1: Viable	Part 2: Properly Governed	Part 3: Properly Managed
DeMontfort Housing (Waterloo Housing)	93.0%	79.0%	81.0%	The group meets the expectations set out in the Regulatory Code in terms of financial viability.	The governing body, supported by appropriate governance and executive arrangements, maintains satisfactory control of the organisation.	The group generally meets the standard expected given the context in which it works and the available resources.
Derwent Living	81.0%	59.0%	70.0%	The association meets the expectations set out in the Regulatory Code in terms of financial viability, however exposures exist which make it vulnerable to deterioration.	The governing body, supported by appropriate governance and executive arrangements, maintains satisfactory control of the organisation.	The association generally meets the standard expected given the context in which it works and the available resources.
East Midlands Housing Group	83.0%	68.0%	80.0%	The group meets the expectations set out in the Regulatory Code	The governing body, supported by appropriate governance and	The group generally meets the standard expected given

				in terms of financial viability, however exposures exist that make it vulnerable to deterioration	executive arrangements, maintains satisfactory control of the organisation.	the context in which it works and the available resources.
Midland Heart	70.5%	72.6%	66.8%	The group meets the expectations set out in the Regulatory Code in terms of financial viability, however exposures exist which make it vulnerable to deterioration.	The governing body, supported by appropriate governance and executive arrangements, maintains satisfactory control of the organisation.	The group generally meets the standard expected given the context in which it works and the available resources.
Orbit Group (nationally)	80.4%	62.8%	76.0%			

Appendix 2: Performance Information on RSLs in HBBC

Midland Heart

No Audit Commission report available

Derwent Living

Audit Commission inspection May 2005.

Rating: fair service with promising prospects for improvement

Strengths:

- Generating surplus income
- Has schemes for minority group e.g. young homeless
- Community profiling has been carried out
- Planned maintenance exceeds good practice levels
- ASB is thoroughly investigated
- Waiting lists applicants are advised of a range of options
- There are a variety of ways of involving tenants

Weaknesses

- Customer complaints are not thoroughly analysed and used to make improvements
- Performance is not comprehensively monitored, analysed and reported
- Key service issues such as gas servicing and void management are not prioritised

East Midlands Housing Group

Audit Commission inspection January 2008.

Rating: Good service with promising prospects for improvement.

Strengths:

- High performing customer service centre with good access
- Services have been improved as a result of tenant feedback
- The makeup of the board and staff reflect the communities they serve and they have had diversity training
- Refurbishment of properties is to a high standard
- Tenants are used to carry out mystery shopping exercises
- The relet standard is high and there is choice for incoming tenants
- Gas servicing is prioritised with the majority having safety certificates
- There is an in house access team for minor adaptations
- Arrears management is good
- Estate maintenance and management is of a high standard

For improvement:

- Repairs are not on an appointment system and monitoring of performance is unreliable
- Offices are only open from 9 to 5

- Major adaptations are not monitored and there can be a long waiting time
- The HHSRS assessments had not begun.

DeMontfort Housing Society Ltd.

Audit Commission inspection: November 2003

Rating: a satisfactory service which is raising standards of service delivery.

Strengths:

- Leasehold schemes for the elderly – good at involving residents and understanding the needs of this group
- Lettings – the allocations policy is of a good standard

Satisfactory:

- Repairs – high levels of tenant satisfaction but more information on priorities and deadlines needed to be given to customers
- ASB – it is managed well but file management needs improving
- Tenant participation – good structures in place but no initiative to involve those not part of that structure
- Need to provide documents in different languages and offer a loop system at the office
- Recording of complaints needs to be more effective.

Orbit

No Audit Commission Inspection available.

TSA Performance Assessments

	Tenant Satisfaction			Regulatory Judgement		
	Overall	Your Views	Repairs	Part 1: Viable	Part 2: Properly Governed	Part 3: Properly Managed
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Orbit Group (nationally)	80.4%	62.8%	76.0%			

SCRUTINY COMMISSION – 28 JANUARY 2010

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES

RE: DISABLED ADAPTATIONS IN COUNCIL PROPERTIES

1. PURPOSE OF REPORT

To advise Members of the position regarding disabled adaptations in Council properties in respect of the waiting list for adaptations.

2. RECOMMENDATION

The Scrutiny Commission note the contents of the report.

3. BACKGROUND TO THE REPORT

3.1 The council has a responsibility to ensure that the needs of disabled people living in council properties are met, either through the provision of adaptations to the property or through assisting in moving to alternative accommodation which is more suitable for their needs.

3.2 The type of adaptations carried out range from minor works, such as grab rails to major works such as level access showers or extensions to properties. When a tenant identifies that they, or a member of their household has a requirement for an adaptation to their property an assessment will be completed by the Occupational therapist at Leicestershire County Council. Should an adaptation be required they will make a referral to the Council for the work to be undertaken. Unless the Occupational Therapist identifies the adaptation as a priority, the referral will be added to a waiting list.

3.3 The contract for disabled adaptation works was procured during 2009, with N and L being awarded the contract.. They carry out all minor and major adaptations, with the exception of lifts and stair lifts which are carried out by Leicestershire County Council and key safes which are undertaken by a local locksmith. There are usually 1 or 2 major adaptations a year which require building works, such as extensions to provide additional rooms, and these are tendered on an individual basis.

3.4 It is important to ensure the best use of the housing stock and of adaptations which have previously been completed in properties. When an adapted property becomes void the type of adaptation is cross referenced to the waiting list for adaptations to identify tenants who may be suitable for the property. Contact is made with the tenant to discuss a move. However, should they not wish to leave their current home we have no power to enforce the move and the adaptation in their current property will need to be undertaken.

3.5 When an adapted void property can not be matched to an existing tenant on the waiting list for adaptations, attempts will be made to offer the property to a

suitable applicant from the Housing Register. However, with an increasing number of properties being adapted this does prove difficult, particularly when family houses have adaptations such as walk in showers.

3.3 The types and numbers of adaptations carried out in the last five years are shown at Appendix 1. This is a demand led service and information is not known about the future potential need for adaptations to properties. Once tenant profiling work commences, possibly in the spring of 2010, information on the future needs of tenants will be collated and may provide a better picture of future demand.

3.4 **CURRENT POSITION.**

The current budget for disabled adaptations has been increased to £357,150. Within 2008/09 £191,307 was spent. There is currently no waiting list for minor adaptations such as grab rails or for stair lifts and ramps. Currently the waiting list for level access showers is approximately 11 -12 months. It is anticipated that with the available budget this year this could be reduced to 9 months.

To further reduce waiting times for level access showers to 3 months it is anticipated that an additional budget of £110,000 would be needed in 2010/11. This estimate is based on the levels of referrals remaining at current levels.

3.5 **FURTHER CONSIDERATIONS.**

The effective management of disabled adaptations can include other measures other than increasing the budget. The following could be considered:

- Incentives could be given to people in unsuitable properties who require major adaptations to encourage them to move to adapted properties. For example, a one off payment or practical help towards organising the move. This could be particularly welcome for elderly people who do not have the support to help with the upheaval of moving home.
- Some authorities do not carry out major adaptations for single people in family houses, requiring them to either move to more suitable accommodation or remain in an unadapted property. This would reduce the number of major adaptations carried out, but could be damaging from a reputational point of view and also is not considered good practice in Inspections.
- An issue with the adaptation process is that referrals are made by Occupational Therapists who are not responsible for the budget and therefore there is sometimes a question over whether enough challenge is made to the tenant requesting the adaptation or a thorough discussion on alternatives, such as moving. Increased, robust challenge should be made to Occupational Therapists when ever there is any question over a referral, since this has already been proven to change the nature of a referral or in some cases the referral being withdrawn all together.

A county wide project is currently underway considering adaptations. Whilst the primary focus is on Disabled Facilities Grants in the private sector some of the work, such as referral processes and working between agencies will be relevant for council house adaptations and may result in improvements to the customers and to reduce waiting times.

4. **FINANCIAL IMPLICATIONS (IB)**

No additional capital funding have been identified to fund any increase. Any increase would therefore need to be found from existing HRA Capital Budgets.

5. **LEGAL IMPLICATIONS (AB)**

Contained in the body of the report

6. **CORPORATE PLAN IMPLICATIONS**

Contributes to Decent, well managed and affordable homes.

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Delays in providing adaptations to vulnerable tenants.	Consider different ways of providing the service or increased budget.	Sharon Stacey

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

The provision of disabled adaptations in council properties affects all areas of the Borough where there are council properties. By the nature of the service it impacts on disabled people who are requiring adaptations to their properties to enable them to live reasonably in their homes.

10. **CORPORATE IMPLICATIONS**

Considered within the report.

Background papers:None

Contact Officer: Sharon Stacey, Head of Community Services (Housing)

APPENDIX 1

Financial Year	Number of Jobs	Number of Contracts	Showers	Stairlifts	Vertical Lifts	Keysafe	Rails -Handrails, Stair Rails, Grabrails, Kee- Klamp	Ramps - Wooden, Concrete	Room Conversions - Bedrooms, Outbuildings, Groundfloor W.C	Special Smoke Alarms	Steps	Kitchen Works, Door widening, Hoists, Hardstanding, Central Heating, Lights, Taps Etc.
01/04/09 to 18/12/09	249	2	29	17	2	47	111	7	2	9	2	25
01/04/08 to 31/03/09	368	1	36	6		78	164	15	2		12	55
01/04/07 to 31/03/08	366	1	39	7		71	166	19	3	1	12	48
01/04/06 to 31/03/07	370	2	46	7	3	63	176	18	2	2	21	32

SCRUTINY COMMISSION – 28 JANUARY 2010

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: PLANNING AND ENFORCEMENT APPEAL DECISIONS

1. PURPOSE OF REPORT

To inform Members of the Planning and Enforcement appeal determinations that have been made contrary to the decision of the Local Planning Authority.

2. RECOMMENDATION

The report be noted.

3. BACKGROUND TO THE REPORT

Since the last report to the Scrutiny Commission in September 2009 there have been 7 appeal decisions made by the Planning Inspectorate. 3 appeals have been dismissed and 2 allowed; with 2 split decisions. In addition, 1 has been withdrawn. **Of those allowed, one was a delegated decision by officers; and the other an officer recommendation to committee where members decided to overturn officer's recommendation.**

4. APPEALS ALLOWED

4.1 Appeal by Mr Richard Timson against the refusal of planning permission for a detached dwelling with access to Flamville Road on land to the rear of 60 Lychgate Lane, Burbage. (App No. 08/01102/FUL) (written representations)

4.1.2 The application was recommended for approval by officers but Members refused the proposal on the grounds that the proposed dwelling would result in over development of the site, and would be out of character with the area which would result in loss of amenity to surrounding residents.

4.1.3 The Inspector disagreed and considered that the detached nature of the proposal would not conflict with the regular pattern and spacing created by semi-detached properties. The proposed dwelling had an active frontage aiding the integration of the unit into the street scene. On balance the Inspector considered that the proposal was in keeping with the streetscene and complied with Policy BE1 of the adopted Local Plan.

4.1.4 Subsequently consideration was given to the relationship between the proposed dwelling and the neighbouring properties, between which it was noted there was a distance of 17m, below the recommended 25m as contained within Supplementary Planning Guidance. The Inspector gave consideration to the presence of the highway between the properties and considered that the interaction between bedroom windows at a distance of 17m would not have an adverse impact on the living conditions of residents. The impact on the residents of number 62, Lychgate Lane was also considered and the Inspector took into account the distance between the properties, and the form of the development adjacent to the boundaries. He

concluded that the proposal would not have an unacceptable impact on the living conditions through loss of light, overlooking or loss of outlook, and the proposed dwelling was therefore found to be acceptable.

4.1.5 Cost implications are budgeted staff resources. No external costs.

4.2 Appeal by Mr T G Orton against the refusal of planning permission for a two storey front extension consisting of two bedrooms, studies and dining room at 6 Butt Lane, Hinckley. (App No. 09/00384/FUL) (Written Representations).

4.2.1 The application was a delegated decision issued by Officers.

4.2.2 The Inspector disagreed with the decision and was satisfied that the proposal would respect the scale and character of both the dwelling and streetscene. In reaching this decision the Inspector considered the varied age, size, design and style of the properties on Butt Lane. The Inspector took account of Saved Policy BE1 which seeks to ensure residential extensions are in keeping with the design and character of existing property. The Inspector recognised that the proposed extension would completely change the character of the front elevation, however concluded that this change would not necessarily result in harm.

4.2.3 This application is the subject of a separate appeal for costs the outcome of which will be reported at a later meeting.

4.2.4 Cost implications are budgeted staff resources. Depending on the outcome of the Costs Decision there may be a cost implication for the Authority.

5. **SPLIT DECISIONS**

5.1 Appeal by JS Bloor (Ltd) and Ensco (536) against conditions 9, 22 and 23, attached to planning permission 08/00349/FUL, which required the submission of a Green Travel Plan, provision of and/or improvement to bus stops and provision of bus passes respectively. The permission was for the erection of 145 dwellings and construction of roads, sewers and associated works on land at Sword Drive and Stoke Road, Hinckley, Leicestershire. (Written Representations)

5.1.2 The application was recommended for approval by officers and granted planning permission by Planning Committee. The appeal was against three conditions imposed on the decision notice.

5.1.3 The Inspector considered the main issues to be whether in the interests of sustainable development and reducing car use, the submitted travel plan meets the requirements of condition 9; whether condition 22 is sufficiently precise in its wording to encourage travel other than by private car; and whether the wording of condition 23 is sufficiently precise and in relation to the contents of a travel pack and whether the provision of free bus passes are necessary.

5.1.4 Condition 9

The Inspector clarified that the purpose of a travel plan is to change people's travel behaviour, the success of which is measured through targets. The

Inspector considered that the appellant's targets would fail to demonstrate a change due to too short a time frame and provision of information alone insufficient to achieve significant change in travel behaviour. It was therefore concluded that the submitted travel plan was ineffective and did not comply with the requirements of condition 9.

5.1.5 Condition 22

The Inspector considered the location of the nearest bus stops and their location in relation to the site. When taking into account advice contained within the Leicestershire County Highways, Transportation and Development (Htd) document the Inspector considered that bus stop provision along with their quality could be improved, which as a consequence, is likely to increase bus use. The Inspector concluded that additional provision of bus stops could be justified but re-worded the condition to ensure it was appropriately worded including that the required works are carried out prior to first occupation.

5.1.6 Condition 23

The Inspector considered that travel packs for new residents are important in encouraging from the outset the use of sustainable modes of transport and therefore a condition requiring travel packs is necessary. By not defining what the travel packs should include the condition was considered imprecise. The Inspector therefore re-worded the condition, deleting reference to provision of free bus passes which he considered failed to meet the requirement of Circular 11/95 '*The Use of Conditions in Planning Permission*'.

5.1.7 In conclusion the Inspector dismissed the appeal in regard to condition 9, but allowed the appeal with regard to conditions 22 and 23 however amended the wording of the conditions accordingly.

5.1.8 Cost implications are budgeted staff resources. No external costs.

5.2 Appeal by Mrs T Satchwell against the refusal of consent for tree works for the removal of 1 beech tree and works to 1 yew tree (09/00370/TPO) at 1 Grange Court, Desford.

5.2.2 The application was a delegated decision issued by Officers.

5.2.3 The Inspector disagreed with the Officers recommendation and considered the Beech a suppressed specimen that due to its location and lack of space around the tree would never attain its full potential and its removal would not detrimentally have an effect on the character of the surrounding conservation area or the aims of the original Tree Preservation Order.

5.2.4 The Inspector noted that the Yew was a pleasant specimen although with limited visual amenity value to the wider public realm. The amount proposed to be removed would leave a visually unattractive specimen with a poor silhouette and not in accordance with good arboriculture practice. The Inspector agreed with the Officer that the reasons given by the appellants that the works would increase natural daylight to the dwelling was insufficient to warrant the level of pruning proposed.

5.2.5 Cost implications are budgeted staff resources. No external costs.

6. **FINANCIAL IMPLICATIONS (AB)**

All the above costs have been met from existing revenue budgets. The future costs for the decision at 6 Butt Lane Hinckley, (App No. 09/00384/FUL) will be reviewed separately on the outcome of the decision.

7. **LEGAL IMPLICATIONS (AB)**

None as this report is for noting only

8. **CORPORATE PLAN IMPLICATIONS**

8.1 The Council needs to manage its performance through its Performance Management Framework in relation to appeals.

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

None.

10. **RISK IMPLICATIONS**

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

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

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

Management of Significant (Net Red) Risks		
Risk Description	Mitigating Actions	Owner
Financial implications to the Authority in defending appeals	Take into account the risk in refusing and the likely success of an appeal	

11. **RURAL IMPLICATIONS**

None.

12. **CORPORATE IMPLICATIONS**

None.

Background Papers: Application files and appeal documentation

Contact Officer: Simon Wood, Head of Planning, ext 5692

SCRUTINY COMMISSION – 28 JANUARY 2010

REPORT OF DIRECTOR OF COMMUNITY AND PLANNING SERVICES
RE: DEVELOPER CONTRIBUTIONS

1. **PURPOSE OF REPORT**

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

2. **RECOMMENDATION**

That the report be noted

3. **BACKGROUND TO THE REPORT**

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

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

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

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

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

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

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

When analysing the database, there is one agreement greater than 5 years old which contains a claw-back totaling £298.75 – Barlestone PC.

There are no agreements with claw-backs that require expenditure between 4 – 5 years of age.

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

4. **FINANCIAL IMPLICATIONS (IB)**

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

5. **LEGAL IMPLICATIONS (AB)**

Contained in the report

6. **CORPORATE PLAN IMPLICATIONS**

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

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

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

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

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

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

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

None

10. **CORPORATE IMPLICATIONS**

By submitting this report, the report author has taken the following into account: [if you require assistance in assessing these implications, please contact the person noted in parenthesis beside the item]

- Community Safety implications [Ron Grantham, ext 5832] N/A
- Environmental implications [Jane Neachell, ext 5968] N/A
- ICT implications [Paul Langham, ext 5995] N/A
- Asset Management implications [Malcolm Evans, ext 5614] N/A
- Human Resources implications [Julie Stay, ext 5688] N/A
- Planning Implications [Simon Wood, ext 5692] N/A
- Voluntary Sector [VAHB] N/A

Background papers: S106 Database & Circular 05/5

Contact Officer: Sally-ann Cooper ext 5654

REPORT OF DIRECTOR OF FINANCE
RE: CARBON MANAGEMENT PLAN 2009-2014

1. **PURPOSE OF REPORT**

To advise Executive of the progress of the Carbon Management Programme and to seek agreement for the Carbon Management Plan 2009-2014.

2. **RECOMMENDATION**

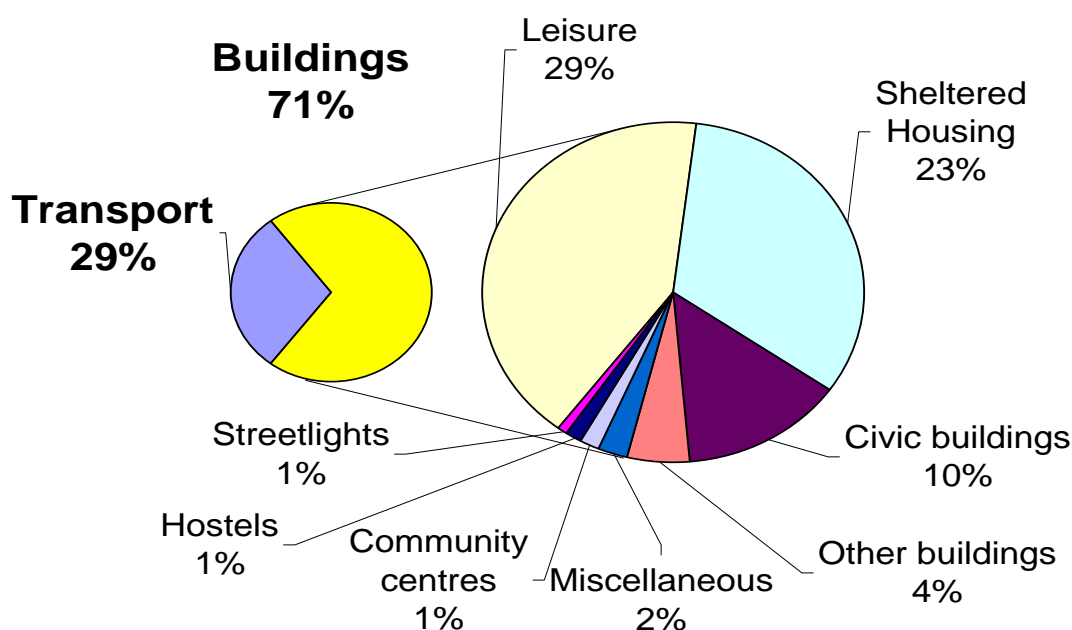
Scrutiny notes the Carbon Management Plan 2009-2014 and supports the Executive decision on 20 January 2010 confirming the target for CO₂ reduction from Council activities as 20% of the 2008-09 baseline by 2013-14.

3. **BACKGROUND TO THE REPORT**

- 3.1 The Carbon Trust (CT) has been operating the Local Authority Carbon Management Program (LACMP) since 2005 to assist local authorities develop carbon reduction programs for their own activities. It is a ten-month program of support through a structured project program with change management and technical support from the CT. 215 public bodies have joined the program. Officers considered joining with Harborough DC in 2008 but felt unable to commit the required two days per week for the entire 10 months. To date Leicester City, Leicestershire CC, Rutland CC, Charnwood BC and Harborough have been through the full program.
- 3.2 Recognising that there were local authorities that had not to date participated, CT and East Midlands Improvement and Efficiency Programme proposed a pilot scheme for Leicestershire and Lincolnshire district councils for a shortened period of 3 months. EMIEP funding and coordinating the project. Much of the original program of identifying and base lining energy usage had already been carried out to obtain the NI 185 baseline figures for 2008-09
- 3.3 Following support from SLB and COB a Board was formed headed by Sanjiv Kohli with Cllr. K Lynch and Trevor Prowse with a Carbon Management Team with Rob Parkinson as Lead Officer. The project was launched in September 2009 with support from Enviros Consulting. The programme consisted of ideas and good practice workshops, Webinars (on line interactive seminars) and direct visits from consultants. The Team identified possible projects and information was entered into Carbon Trust Toolkit Spreadsheets to identify factors such as pay back periods for schemes etc. The Programme has a strict methodology which leads to the production of the Carbon Management Plan. (CMP) This seeks to identify what current emissions are, identified schemes to reduce consumption, and how these will be delivered with the aim of embedding carbon management within the organisation for the future. The intention is that the CMP is regularly reviewed by the organisation and new schemes delivered. A copy of the plan is on the website and hard copies in the Members Room.

- 3.4 On starting the plan it was recognised that the Council is about to embark on probably the largest change in corporate buildings for many years as it moves into temporary accommodation prior to the final move to offices on the new Crescent Development along with Flexible Working. In moving to the Goddard Building there is the benefit of the closure of Argents Mead balanced against the restrictions on the Goddard building both from its design and listed status.
- 3.5 From the baseline of 2008-09 it is clear that the largest sources of CO₂ and therefore cost is the Leisure Centre, Sheltered Housing and Transport for both fuel for our fleet and Mileage Claims. Energy costs for Hinckley Leisure Centre are met under the contract by Sports & Leisure Management but the CO₂ is counted against our targets.

Source of CO₂ emissions from Transport and Buildings



- 3.6 The Board felt that a 20% reduction in CO₂ by 2014 was an ambitious but achievable target for the Plan, taking into account the future building moves and severe financial pressures reducing the opportunities for investment. The Board considered that more stringent targets could be considered in the future as the plan is reviewed. This has been accepted by the Carbon Trust on the draft submission. The Council is already committed to minus 4% this and next year i.e. 7.84% by 2011 through the LAA targets for Leicestershire Districts and County. Members have expressed interest in the 10:10 campaign which will be discussed later.

3.7 The key points from the Plan are:

- If no action is taken emissions of CO₂ will rise by 134 Tonnes by 2014 (3774 TCO₂ 2008-09)
- Based on Government predictions of rising energy and fuel costs the direct costs to HBBC will rise by an additional £287,000 per year by 2014 with no reduction and £73,000 if the 20% reduction is achieved. (SLM costs not included)

- External funding of £137,000 is required to achieve significant reductions in the Leisure Centre and funding from the HRA for works within the Sheltered Housing if significant reductions are to be made.
- The operation of both Goddard Building and Argents Mead until its closure will reduce potential reductions during 2010. This has been difficult to model as emissions from Goddard are not yet determined and therefore the savings for 2010/1 should be regarded with caution due to this and that many of the schemes will not achieve savings over a full year. The total savings will therefore be less overall. Unfortunately the CT toolkit is somewhat limited in accounting for such variations from the norm.
- Responsibility for energy and its reduction should be incorporated into performance management with managers and staff taking responsibility for reducing consumption as part of everyone's job. Management support of the plan needs to be from the highest level and performance regularly monitored and reported to both management and Members.
- For the plan to be successful in meeting the targets, significant resources both existing and new will be required. This need to be identified against all the other pressures on staff and finances but to do nothing is not an option either in terms of the environment or the council's finances.

3.8 Whilst energy efficiency measures have been incorporated into individual corporate buildings during projects, this is the first time that it has been considered across all activities and represents the start of a long process of gaining greater control over emissions and the costs of energy and fuel in providing council services across the borough. It is requested that Members support the measures both through financial considerations and their personal support by agreeing the HBBC Carbon Management Plan 2009-2014.

3.9 The 10:10 campaign was initiated from an environmental pressure group seeking to get individuals and private or public sector organisations to commit to a 10% reduction in their CO2 emissions during 2010 compared with 2009. It has gained considerable support from local authorities and political groups. Several members have requested consideration of this Council signing up to the pledge. Officers whilst supporting the sentiment of the pledge are concerned that due to the uncertainties of the funding for schemes next year, there is the risk that this short term target would not be achieved and it is already signed up to 7.84% of 2008-09 by 2010/11. It would also require recalculation of the baseline for the calendar year of 2009 and for 2010 whilst NI 185 and the CMP are based on financial years. Many of the authorities signing up to 10:10 report against calendar years within their CMPs. NI185 changed the requirement to financial years for this first year of target reductions. It is therefore suggested that the Council supports the principles of the campaign and has aspirations of a 10% reduction but is committed to the 20% reduction by 2014 target detailed above.

4. **FINANCIAL IMPLICATIONS [DB]**

Contained within the report and Plan

In 2008-09 spend on electricity was £151,630 and gas £161,692. These figures do not include SLM expenditure at the Leisure Centre.

Investments in energy saving projects will need to be considered against existing budgets.

5. **LEGAL IMPLICATIONS [LH]**

None

6. **CORPORATE PLAN IMPLICATIONS**

- Cleaner & greener neighbourhoods
 - Minimising our negative impact on the environment through reducing CO₂ emissions in the borough
- Decent, well managed and affordable housing
 - Ensure future housing developments are sustainable (incl H&BBC housing)
 - Improve energy efficiency in the home

7. **CONSULTATION**

Carbon Management Team, Carbon Management Board, Scrutiny Environment Group.

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
Not implementing a Carbon Management Plan could result in missing the target of reduction in carbon dioxide emissions	Delivery of Carbon Management Plan	Rob Parkinson
Reputation to be the significant risk along with failure to deliver one of our key targets (reduction of CO ₂).	Delivery of Carbon Management Plan	Rob Parkinson

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

The report has identified that the Sheltered Housing provided by the Council is a significant emitter of CO₂ due to the need for higher levels of heating for elderly persons. By reducing the cost of energy through efficiencies and careful management, elderly persons will be able to maintain suitable heating levels but at reduced cost to them in recharged fuel costs.

The need to reduce travel mileage within the borough needs to be balanced against ensuring that rural communities still receive good services from the staff. Flexible working incorporating staff operating from home or drop in centres may assist in achieving both.

Awareness raising initiatives identified within the plan will need to ensure that they are accessible by all including staff and residents with disabilities.

The driver for reducing fuel costs particularly in the rural area may assist delivering improvements in coordinating services through service transformation reviews.

10. **CORPORATE IMPLICATIONS**

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

- Community Safety implications
- Environmental implications are contained within the report and assists the Council in meeting commitments within the Climate Change Adaptation and Mitigation Strategy 2008-13
- ICT implications The Council has already implemented many of the key reductions possible with IT through the move to Thin Client Technology with LCD screens and server rationalisation with virtualisation management software. The Council has already seen the benefits this has delivered within the baseline year. The ICT Manager is reviewing other measures particularly around the move of the data centre to the Goddard Building and the constantly changing world of IT
- Asset Management implications are contained within the Plan and the Capital programme for office moves. The Estates and Asset Manager and his team will play a key role in the delivery of the plan and responsibility for energy within the Council.
- Human Resources implications – The issue of mileage claims and national agreements may be considered if changes to the business mileage scheme are identified as part of reducing business mileage.
- Planning Implications will be considered as projects are developed on a case by case basis but improvements assist in more sustainable buildings.
- Voluntary Sector

Background papers: Carbon Management Programme papers on Enshare (web area)

Contact Officer: Rob Parkinson Head of Community Services (Environment)

Hinckley & Bosworth Borough Council
Carbon Management Programme

Carbon Management Plan 2009-14



DECEMBER 2009



Hinckley & Bosworth
Borough Council

A Borough to be proud of



working with



Hinckley & Bosworth Borough Council Carbon Management Programme

Carbon Management Plan (CMP)

Date: 18 December 2009

Version number: Final V2_0

Owner: R Parkinson

Approval route: CMP Board approved

Approval status: CMP Board approved

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Foreword from Steve Atkinson (Chief Executive) and Councillor Keith Lynch (Executive Member for Finance and Carbon Management Programme Lead Member)

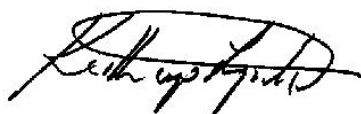
The Council recognises that climate change arising from carbon emissions, and the impact it will have on all of our lives, is one of the most significant issues for the future. As a signatory to the Nottingham Declaration, Hinckley and Bosworth Borough Council has a crucial role to play. Not only can the Council lead by example and address its own emissions, but also it can promote the benefits in terms of both carbon reductions and financial cost savings to its residents, whether at work or in their own homes, as energy prices continue to rise into the future.

We fully support this Carbon Management Plan which identifies the Council's current carbon emissions and then puts in place a programme to reduce emissions from our buildings and transport over the next five years. As an "Excellent" Council we should do no less. This authority is currently undertaking the largest programme of changes in operational buildings and its transport fleet seen in many years, as it seeks to reduce costs and improve services for residents. The next five years will see a number of temporary office moves before relocating to a permanent facility on The Crescent Shopping Centre in Hinckley in 2014. Due to these temporary moves and the current economic climate, we are unable to be as immediately proactive in reducing emissions as we would have wished. We have committed to an ambitious 20% reduction in our 2008-09 carbon emissions by March 2014 which will be difficult to achieve. However we will commit to greater reductions in future years as we move towards more efficient buildings and vehicles. It is recognised that this plan is only the starting point and will be developed over the years as our knowledge, technology and government targets are increased.

The biggest message from this plan is that to do nothing is not an option either for the sake of the environment or the finances of the Council. We hope that all who live and work within Hinckley and Bosworth Borough will fully support the Council in these actions as the Council moves towards lowering the impact of its services on our environment.



S Atkinson
Chief Executive



Cllr K Lynch
Executive Member for Finance and Carbon Management Programme Lead Member.

Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for local authorities - it's all about getting your own house in order and leading by example. The UK government has identified the local authority sector as key to delivering carbon reduction across the UK in line with its Kyoto commitments and the East Midlands Carbon Management programme is designed in response to this. It assists councils in saving money on energy and putting it to good use in other areas, whilst making a positive contribution to the environment by lowering their carbon emissions.

Hinckley & Bosworth Borough Council was selected in 2009, amidst strong competition, to take part in this ambitious programme. Hinckley & Bosworth Borough Council partnered with the Carbon Trust on this programme in order to realise vast carbon and cost savings. This Carbon Management Plan commits the council to a target of reducing CO₂ by 20% by 2014 and underpins potential financial savings to the council of around £573,000.

There are those that can and those that do. Local authorities can contribute significantly to reducing CO₂ emissions. The Carbon Trust is very proud to support Hinckley & Bosworth Borough Council in their ongoing implementation of carbon management.



Richard Rugg
Head of Public Sector, Carbon Trust



Foreword from the Director of Finance (Section 151 Officer) with responsibility for Asset Management and Carbon Management Programme Sponsor.

The Council recognises its responsibility to actively put measures in place to reduce carbon emissions both directly through a programme to reduce emissions from our buildings and transport and indirectly through increasing awareness of residents and businesses in the Borough of Hinckley and Bosworth. Both measures will require financial resources to implement successfully. Whilst acknowledging the difficult financial pressures resulting from the current economic climate causing often diverging demands on the resources and the challenges that face us in providing high quality services with an ever decreasing funding pot there is an absolute commitment to greatly improve (20% by 2014) on the level of our carbon emissions as this is not only good for the environment (and something we must do) but will also bring significant and much require financial savings.

Energy and fuel costs have seen a dramatic rise in recent years and the Council has witnessed the impact of these increases on its budgets. This trend is not expected to change and we must accept that the price we pay for our energy will continue to increase in the coming years. Current estimates are for energy to rise by 5.3% per annum and fuel by 8.4% per annum. To do nothing is simply not an option as by doing nothing the cost of energy used would, given the recent trend of increased prices, mean, when compared to the 2009 baseline, a forecasted additional budgetary requirement of £287,000 per annum by 2014. Measures to increase energy efficiency as set out in this Plan will reduce energy costs and assist the Council with meeting its future financial challenges.

This is not to say that the Council has been complacent to date. The Council has already made the decision to vacate its current main offices in Argents Mead as it has been accepted that these offices are not energy efficient and therefore not fit for purpose for long term occupation. After an initial transition period in 2010, the Council will start to see some savings in carbon emissions and financial savings from initially occupying a smaller footprint in the Goddard building facilitated by the implementation and roll out of flexible working (thereby in itself reducing transport emissions) with further larger levels of savings being made with the relocation in 2014 to the new offices in the Crescent on the current bus station site. Similarly the Greenfields Industrial Estate development will be commencing shortly with a mixture of Excellent and Very Good BREEAM rated units for rent, creating an example for others of sustainable development whilst generating income for the Council.

We also recognise that over 20% of the Council's carbon emissions are from its Leisure Centre. Although the operation of the Leisure Centre is not under our direct control all avenues are being explored with our Leisure Operator, including external and partnership funding, in order to improve and enhance the infrastructure of the buildings in order to make parts (if not all) of the building more energy efficient.

The tasks facing local government over the next 3 to 5 years are going to be immense and District Councils such as Hinckley and Bosworth are going to be facing a number of challenges and financial pressures. More efficient carbon management must not be regarded as another pressure adding to an already long list but rather as providing the potential to deliver savings which will assist in meeting financial requirements as set out in the Council's Medium Term Financial Strategy.

Sanjiv Kohli ACA

Director of Finance (section 151 Officer) and Carbon Management Programme Sponsor

Management Summary

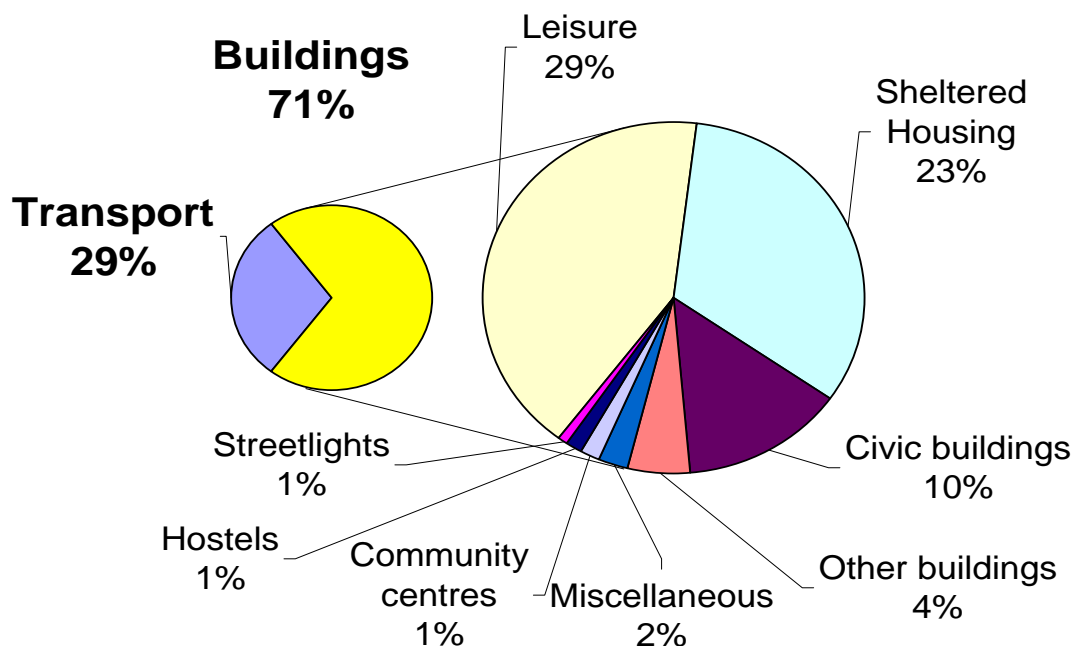
Climate Change and the impact it has on all of our lives will become a major focus of Government and individuals over the coming years. Whether or not you agree with the man made or natural cause theories of Climate Change, it is essential that we reduce our use of natural fossil fuels as sources start to diminish and their security of supply becomes more political. As costs rise it places an increasing pressure on finances of organisations and individuals. Hinckley and Bosworth Borough Council recognises that action is required and this plan is the start of coordinated actions to achieve reductions over the next five years and beyond. It will assist in us delivering our commitments under the Nottingham Declaration and Climate Change Strategy. The CMP will also inspire others to follow our leadership position.

The Council agreed to participate in the Carbon Trust Carbon Management Programme which has been used in over 260 local authorities and other public sector organisations. Supported by East Midlands Improvement and Efficiency Programme and Enviros consultants, officers from the authority undertook a shortened pilot of the scheme delivering the plan in a 13 week timescale. It set the aim as:

Hinckley and Bosworth Borough Council will aspire to reduce the CO₂ emissions from its activities by 20% by March 2014 from its 2008/09 baseline

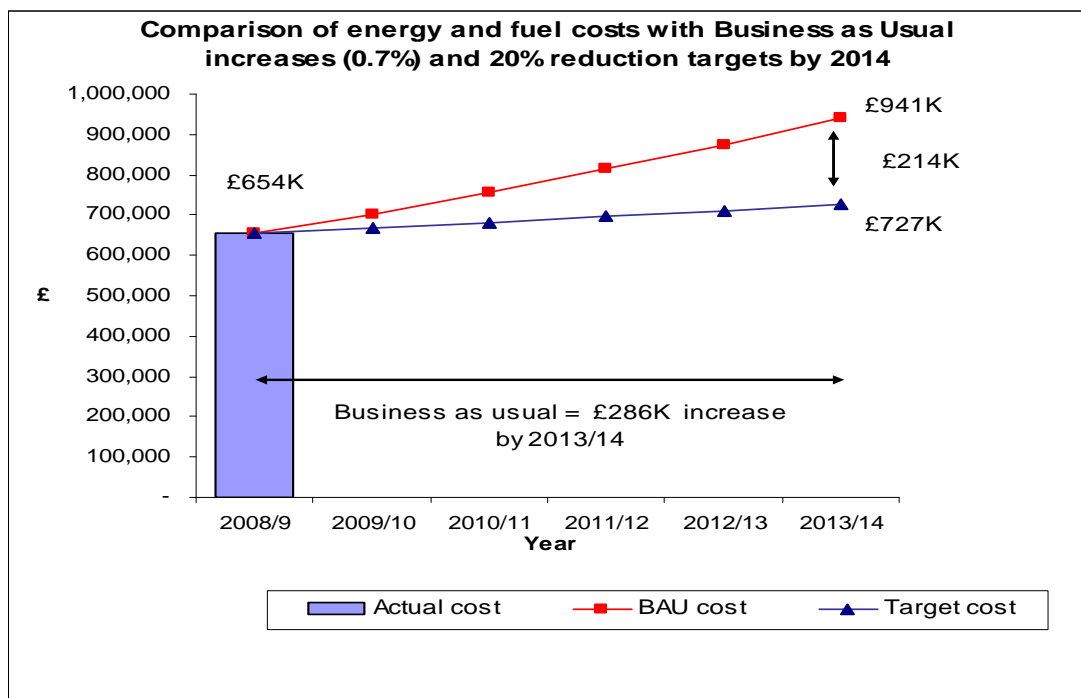
**Baseline emissions for gas, electricity and fuel use for the financial year 2008-9
3,774 Tonnes of CO₂**

Source of CO₂ emissions from Transport and Buildings



If no action is taken, then by 2014 the council’s emissions will have increased by 134 Tonnes of CO₂ per year

The cost of energy for business as usual i.e. no reductions is due to rise by an additional £287,000 per annum by 2014. Even if the target of a 20% reduction is achieved expenditure is predicted to rise by an extra £73,000 above the baseline cost in 2009. It is therefore vital that action is taken to reduce CO₂ emissions and reduce energy costs to the Council. The figures shown below exclude the costs of energy incurred by external contractors in delivering services for the Council but the carbon emissions are included in our baseline.



Therefore the plan develops an approach to reducing energy consumption through a mix of behaviour changing and energy reduction projects identified for a range of the Council buildings. Constraints exist due to the temporary relocation of offices and uncertainty over the futures for the depot and Leisure Centre. The schemes currently identified, many of which require additional feasibility and agreement are predicted to achieve:

The annual cost and CO₂ savings are summarised below against the target of a 20% reduction

	2009/10	2010/11	2011/12	2012/13	2013/14	Total
Annual cost saving	£923	£109,789	£158,050	£155,235	£149,241	£573,000
Annual CO₂ saving	4.31	439.75	611.07	604.06	586.47	2245
% of target achieved	1%	58%	81%	80%	78%	

The figures in the above table include energy and carbon savings from the Leisure Centre and therefore include notional financial savings to Sports and Leisure Management. Further projects will require identification to meet the target by 2014.

The Council has very tight budgets for revenue and capital expenditure due to economic and funding pressures and therefore funding of projects will be challenging. However £30,000 has been identified for 2010/11 and external funding is being sought through grants and partnership working with contractors. For the identified schemes to progress £137,000 of external funding is required. An application for grant funding from Department for Culture Media and Sport (DCMS) to support capital expenditure on the Leisure Centre has been progressed to the final stage. The Council's senior management are also having detailed discussions with it's Leisure Centre operator to improve the air handling system in the pool area which will bring significant savings in carbon emissions and financial benefits for the contractor (some of which may be passed on to the Council)

A major element to the success of the plan are reductions at Hinckley Leisure Centre due to the high emissions (29% of the total) and changes to the fleet transport with reduced emissions arising from a new fleet and efficiency measures. The eventual move to permanent offices on The Crescent Shopping Development and Flexible Working will allow longer term savings.

To do nothing is not an option.

1 Introduction

This Carbon Management Plan is the main outcome from the Council's participation in the pilot Carbon Management Programme (Light) funded by the East Midlands Improvement and Efficiency Programme. Starting in late September 2009 the Council along with four other Leicestershire local authorities and supported by Enviro consulting, produced the plan in 13 weeks. It will continue to be a living document that starts an ongoing internal programme of action that identifies, interprets and continually reduces the Council's carbon footprint. Further work is required in developing reduction projects through auditing and identification of cost and carbon effective measures which will be programmed in.

This document highlights the sources of Hinckley & Bosworth Borough Council's carbon emissions, establishes targets to reduce this baseline and sets out a timetable of actions to achieve the desired reductions.

This plan also details the key internal management arrangements and reporting mechanisms that will be used to maintain the programme's presence and influence within the council's corporate structure.

Climate Change is now a core policy driver across all sectors in the UK. Targets to reduce greenhouse gas emissions spurred by international agreements like the Kyoto Protocol have set the agenda for action. The outcomes from Copenhagen are eagerly awaited.

In 2004 H&BBC signed up to the Nottingham Declaration on Climate Change. It reaffirmed this commitment in 2006 and has identified the reduction of the Council's impact on the environment as a key ambition within the Corporate Plan.

By implementing an internal programme of carbon management H&BBC now have an opportunity to mitigate its rising energy costs. Between 2004 and 2008 prices for both gas and electricity have doubled. In our baseline year of 2008-09 H&BBC spent approximately £816,600 on gas, electricity and vehicle fuel. This cost has already risen and is set to rise more over coming years.

2 Carbon Management Strategy

2.1 Context and drivers for Carbon Management

Global Issues

There is no longer any doubt that the world's climate is changing and the debate has now changed to how quickly this is occurring and the time that the world has left to change its activities to protect future generations from the impacts that will occur. The world's leading countries have met in Copenhagen to seek a common agreed approach to addressing the most important long term issue facing the world and the outcomes are likely to affect us all.

National drivers to take action on Climate Change

The UK Government has placed an emphasis on local authorities setting a leading example on Climate Change. Action by local authorities will be critical to the achievement of the Government's climate change objectives, such as the long term goal to reduce CO₂ emissions by 80% by 2050 in the Climate Change Act.

This has created a number of legislative drivers for LAs:

- **Display Energy Certificates:** Since 1 October 2008 all public sector buildings with a total useful floor area of over 1,000m² have been legally required to show a Display Energy Certificate (DEC) in a prominent place, clearly visible to the public..
- **Carbon Reduction Commitment:** The Carbon Reduction Commitment is a mandatory "cap & trade" emissions trading scheme for organisations whose total electricity consumption is greater than 6,000MWh or approximately £500k. If an organisation falls within the CRC scheme, **all** electricity and fuel emissions are covered. From 2010, poorly performing Local Authorities will be penalised depending on their position in a CRC league table. H&BBC does not currently qualify for CRC

Defra have also created two National Indicators specific to CO₂ reduction:

- **NI185 – percentage CO₂ reduction from LA operations:** the public sector can lead on efforts to reduce CO₂ emissions by setting a behavioural and strategic example to the private sector and to the communities they serve. Measurement against this indicator requires each local authority to calculate its CO₂ emissions from energy and fuel use in its buildings and transport, including outsourced services.¹
- **NI186 – per capita CO₂ emissions in the LA area:** Local authorities are uniquely placed to provide vision and leadership to local communities by raising awareness and to influence behaviour change. The percentage reduction in CO₂ per capita in each LA will be reported annually. This will be produced by central government based on CO₂ emissions in the Local Area from business and public sector, domestic housing and road transport.

Local Drivers to take action on Climate Change

The Council signed the first **Nottingham Declaration** in 2004 and signed again in 2006 committing it to seeking to address the issues of climate change through its stewardship role in the local community and by leading by example.

In the **H&BBC Environment Policy** (Dec 2008) the Council sets out its approach to the environment including the following:

- Introduce and maintain an environmental management system in order to manage the impact we have on the environment and make continual progress in our environmental performance.
- Educate, train and motivate members and staff to conduct their activities in a manner that is environmentally accountable and responsive to environmental standards
- Develop and implement action plans that achieve a reduction in greenhouse gas emissions from our operations and reduce our waste and consumption of scarce resources.
- Decrease the borough's impact on climate change by encouraging the community to reduce greenhouse gas emissions and promote the use of renewable energy through responsible procurement.

To that end H&BBC produced a **Climate Change Adaptation and Mitigation Strategy 2008-11** which was adopted in March 2008 along with an action plan for delivering the key measures. Within the strategy targets were set for CO₂ reductions from our own activities which is directly related to this plan and detailed below.

The Council identified 5 key Aims within the **Corporate Plan 2009-2014** along with ambitions relevant to carbon management detailed below in bold.

- **Cleaner & greener neighbourhoods**
 - **Minimising our negative impact on the environment through reducing CO₂ emissions in the borough.**
- Thriving economy
- Safer and healthier borough
- Strong and distinctive communities
- **Decent, well managed and affordable housing**
 - **Ensure future housing developments are sustainable (incl H&BBC housing)**
 - **Improve energy efficiency in the home**

H&BBC is introducing the **Eco-Management Audit Scheme (EMAS)** which is an accredited internationally recognised environmental management scheme which requires on-going improvements in environmental performance for the councils operations. This will be audited during 2010 and has identified energy reduction as a key area for improvement. The delivery of many of the reductions will be through the actions contained in this plan and monitoring will be reported as part of the system.

Finally, and by no means the least, measures to increase energy efficiency will reduce **energy costs**, which is particularly important for the future given the predicted increases in energy prices. Energy and fuel costs have seen a dramatic rise in recent years, with energy prices increasing by well over 50% since 2004. This trend is not expected to change and we must accept that the price we pay for our energy will continue to increase in the coming years. Current estimates are for energy to rise by 5.3% per annum and fuel by 8.4% per annum.

2.2 Targets and objectives

Hinckley and Bosworth Borough Council will aspire to reduce the CO₂ emissions from all its activities by 20% by March 2014 from a 2008/09 baseline

Local Area Agreement (Leicestershire LAA) NI 185

7.84% reduction on 2008-09 baselines by 31 March 2011

Hinckley & Bosworth Borough Council Climate Change Action Plan

Contains a commitment for a 20% reduction in carbon dioxide emissions from corporate buildings by 2011 and 80% by 2050 (2005-06 Baseline)

H&BBC is going to meet these stretching targets through the following methods:

- Working with Estates and Asset Management to address energy efficiency issues in council-operated and owned properties, with the Business Development and Streetscene service to address issues related to vehicle fuel consumption and corporately, through the Council's transformation and flexible working agenda, to address business travel.
- Working with Housing Services and Community Safety teams to deliver improvements in energy efficiency through the corporate sheltered housing, homeless. Accommodation, community houses and centres.
- Work with our partners, e.g. Sports and Leisure Management SLM (who run the Hinckley Leisure Centres on our behalf) to find ways of reducing energy use.
- Ensuring that all employees are aware that it is part of their posts to ensure that resources are used efficiently and that waste is avoided.
- Seek to use the Capital Programme and Revenue Repairs Programme wherever possible for improvements in energy efficiency of buildings and operations. To seek the highest standards for any new build or refurbishment of existing buildings.
- Sharing best practice and publicising our successes at every available opportunity in order to lead others into taking forward carbon reduction programmes.
- Raising employee and Member awareness on energy saving issues and climate change in order to promote behavioural changes to the way in which energy is viewed and used. Ensure that all staff are aware of the cost of energy and the impact on Council finances.

3 Emissions Baseline and Projections

3.1 Scope

To show improvements it is necessary to understand existing use and the cost of energy. It is not possible to effectively manage what is not measured. The baseline is the financial year 2008-09 as detailed in National Indicator NI 185. This is one of a number of indicators set by Government to encourage local authorities to lead on energy and emission reduction.

NI 185 describes its scope as follows:

"The indicator is to include all CO₂ emissions from the delivery of local authority functions. It covers all an authority's own operations and outsourced services. It relates to the energy used in buildings and transport for delivering the functions of a local authority, but not the embedded emissions in the goods procured by the authority.

There is no exhaustive list of the powers and duties of an authority in legislation. Schools and business travel are included within the definition but social housing provided by the authority or a third party is not included, nor is employee commuting."

The baseline has been calculated using the NI 185 scope and includes:

- Energy use in council operated buildings for example the main offices at Argents Mead, and Florence House, Middlefield Lane Depot, community centres, sheltered housing and sports changing rooms.
- Energy use for equipment and services provided by the Council for example car parking, pumping stations, market lighting and the water fountain at Argents Mead.
- Energy use in buildings used for outsourced council functions for example the Hinckley Leisure Centre
- Fuel use in council owned fleet including the Refuse, Streetscene and Groundcare fleets.
- Fuel use in fleet providing outsourced council functions for example the dry recyclable contractor and housing repairs contractor
- Business travel for council staff including essential and casual users

Commuting mileage will be considered at a later date once a mechanism for recording this has been developed within H&BBC. Waste from the offices will be monitored under EMAS and reported separately.

Further details are contained in Appendix C.

3.2 Baseline

The chosen year for the baseline is financial year 2008-09. Full details are contained in Appendix C

Data for baseline year 2008-09	Total CO ₂ Emission (tonnes)	Buildings and street lights	Transport
Baseline CO ₂ emissions (Tonnes)	3,774	2,669 (71%)	1,105 (29%)
Baseline Cost (£) (excluding SLM)	£654,500	£351,800 (54%)	£302,700 (46%)

Table 3.1 – Summary table of emissions for baseline year 2008-09

From Table 3.1 the significance of the transport element of the emissions both in quantity and cost is clear. With SLM responsible for a significant percentage of the emissions from buildings and the high cost of transport, focus on these two areas will be necessary if significant savings and reductions in emissions are to be identified. The Leisure centre on its own generates over 1,086 Tonnes of CO₂ approximately 29% of the total. A further breakdown of the sources for the baseline year is shown in Figure 3.1 below.

Source of CO₂ emissions from Transport and Buildings

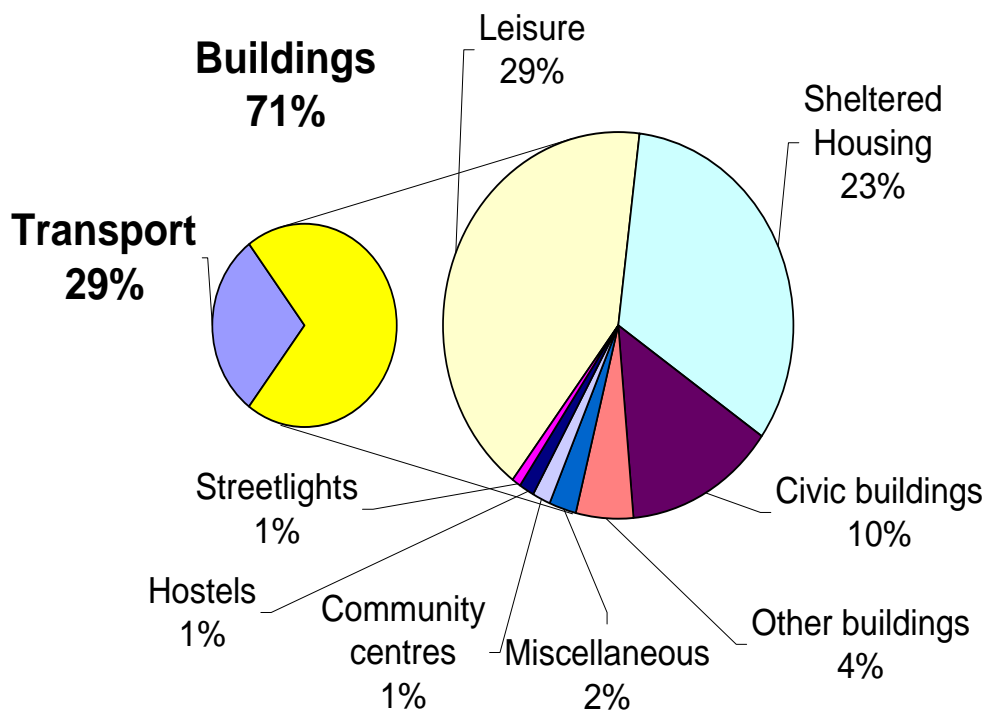


Figure 3.1 Summary of emissions for baseline year 2008-09

3.3 Projections and Value at Stake

This section contains projections relating to the demand for energy and the cost of energy to the Council in a business as usual (BaU) scenario i.e. no actions taken to reduce consumption. Without effective measures being taken energy use and costs will rise over the coming years, which will place additional financial pressures on the Council's finances alongside the other economic and political pressures.

Projections for increased demand for energy in our sector are taken from the DTI's Energy Paper 68 - Energy Projections for the UK, which predicts a 0.7% increase in demand for energy, year on year, for stationary sources and fleet.

If no action is taken then by 2014 the Council's emissions of CO₂ will have increased by 134 Tonnes of CO₂ per year from the baseline of 3,774 Tonnes.

If the target of 20% reduction is achieved then the actual reduction of carbon dioxide will be 889 tonnes per year in 2014.

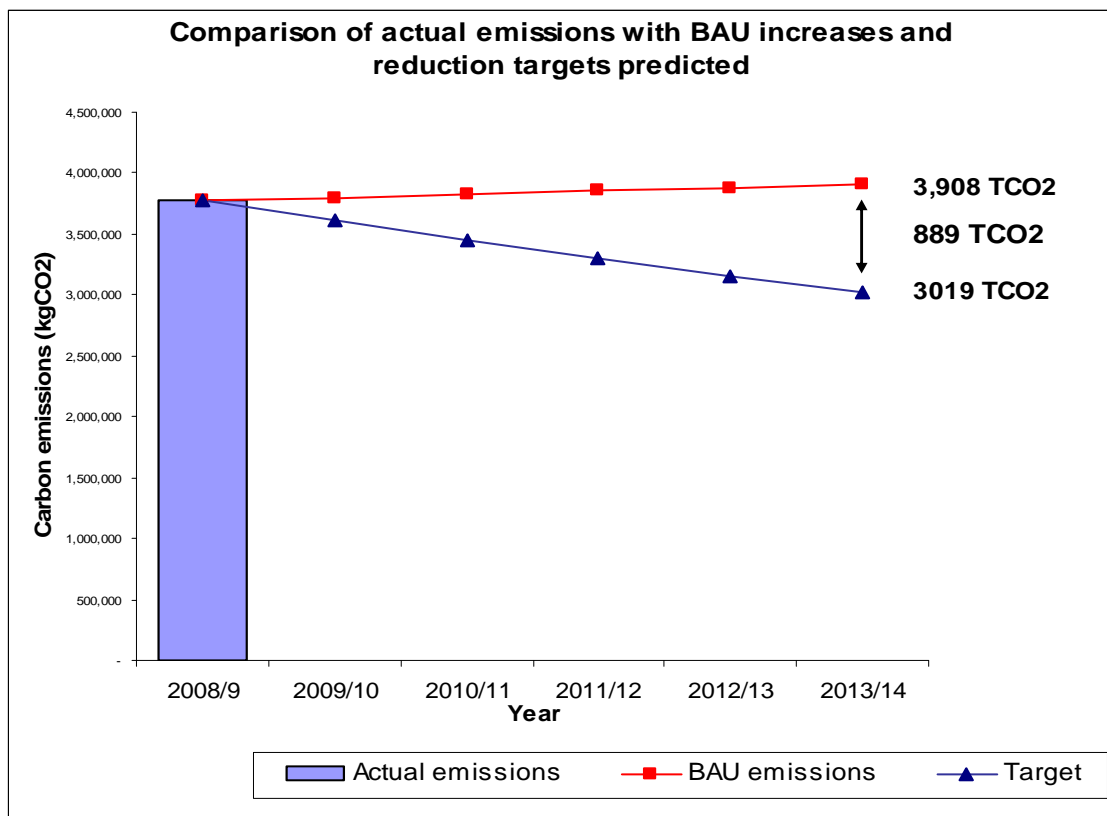


Figure 3.3 Business as usual and targeted reductions in CO₂ emissions

With the closure of Argents Mead and the transfer of staff to other buildings including the Goddard Building there will be a period between May and October 2010 when both buildings will be operating and it is likely that total emissions may rise for that period as one operation is wound down and the other brought into use.

The cost of energy has already doubled over the past few years. **It is projected that there will be an 5.3% cost increase in energy prices and 8.4% for fuel year on year over the next few years** (Department for Business Enterprise, and Regulatory Reform BERR Communication on Fossil Fuel price Assumptions, May 2008).

	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
Cost per year excluding HLC	£654,600	£703,500	£756,300	£813,200	£874,600	£940,800

Table 3.2 Cost of energy to H&BBC on predicted price increases.

If no action is taken to reduce energy consumption then the cost of energy of H&BBC operations will increase by £286,000 per annum by 2014.

Even with a 20% reduction in emissions it will still cost an extra £73,000 above the baseline cost in 2009.

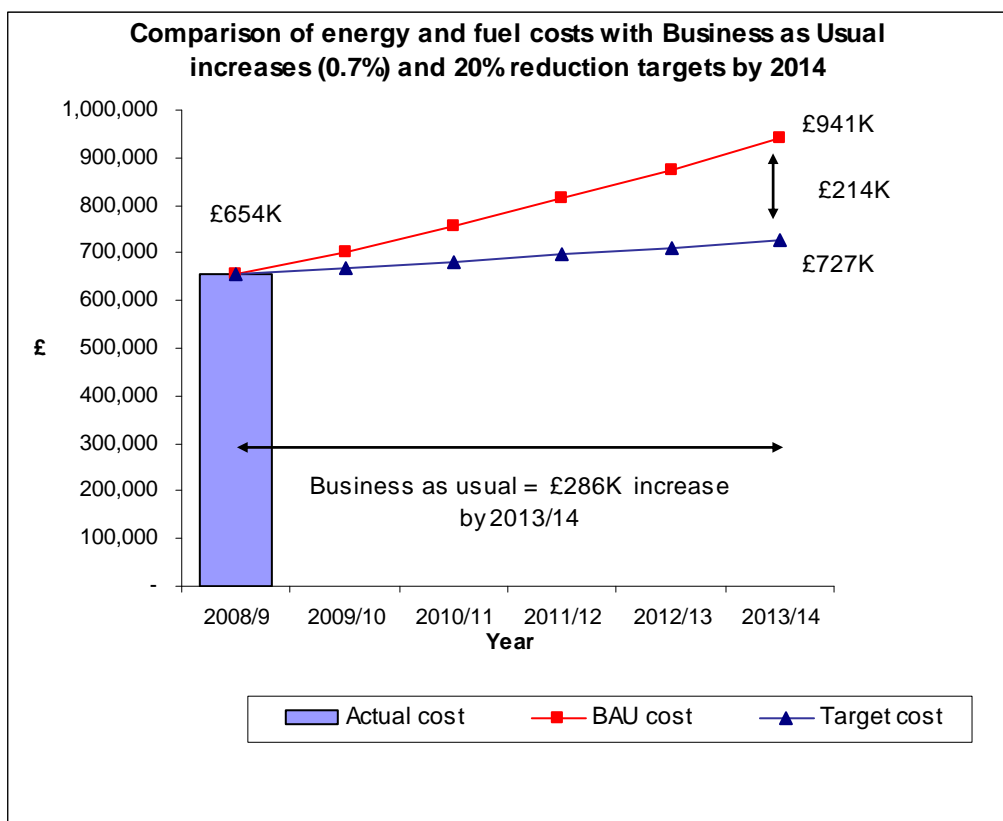


Figure 3.4 Financial Value at Stake from Inaction

It is clear that to do nothing is not an option either on environmental or financial grounds. The sooner projects are implemented, then the larger the total savings over the period of this plan.

4 Carbon Management Projects

In considering projects the current position regarding short and medium term use of buildings across the Council services has been a major factor in the viability of possible improvements. It would be fair to say that the next five years will witness the largest changes in corporate buildings H&BBC has undertaken since 1968, when the Argents Mead offices were built. These changes will be undertaken alongside a Flexible Working Initiative to reduce the overall cost of accommodation and improve service delivery and staff welfare.

Whilst the long term occupation of new, BREEAM rated “very good”, offices on the Bus Station Development will give long term savings in energy, the short term occupation of the Goddard Building and Florence House restrict opportunities in the medium term. The Goddard Building, as a listed building with conservation restrictions has prevented many improvements that the Estates and Assets Manager wished to incorporate into the redevelopment. Funding of the project has also been very tight. All of this is against an economic downturn affecting generation of funding for the capital projects. This has increased pressures on the Capital Programme reducing the opportunities for funding for energy projects. The table below gives anticipated occupations of buildings until 2014.

Argents Mead Offices	Vacate from April 2010 and fully closed by October 2010.
Goddard Building	Occupy from May 2010 until Dec 2014
Florence House Offices	Lease extended until 2014
New Offices on Bus Station redevelopment (The Crescent)	Occupy from Dec 2014 depending on developers
Hinckley Leisure Centre	Contract with SLM extended to April 2014 Cultural services to occupy office space from May 2010
New Leisure Centre	Currently not funded. Options being considered.
William Iliffe Street Hostel	Feasibility study on converting to offices for Housing to occupy from May 2010
Middlefield Lane Depot	Feasibility study for relocation within 1-2 years. Looking at partnering with others.

Table 4.1 H&BBC corporate buildings timetable of moves and closures

The Estates and Assets Team along with the Cultural Services team has been actively involved in an exemplar project for the building of the Hinckley Club for Young Persons development on Richmond Park where high levels of sustainability including energy efficiency measures have been incorporated into the building design. Although the land is owned by the council this will be operated by others and is therefore not covered by this plan. Similarly the Greenfields Industrial Estate development will be commencing shortly with a mixture of Excellent and Very Good BREEAM rated units for rent, creating an example for others of sustainable development whilst generating income for the Council.

Identification of projects has been from the members of the Carbon Management team identifying key opportunities within their service areas, estimation of costs either through Carbon Trust toolkits or by direct quotation/estimation of project cost and then an assessment of the pay back/ contribution towards the reduction targets of CO₂. This has been aided by the support from Enviro through webinars and local workshops with the other participating Leicestershire and Lincolnshire authorities.

Projects within Florence House will require further detailed analysis due to the lease period of only five years before relocation. It is recognised that there is currently few projects proposed for sheltered housing whilst they have significant emissions particularly from heating. Energy surveys will be undertaken to identify measures such as boiler replacements and lighting upgrades are feasible and then funding from the Housing Capital Programme or Revenue Accounts will then be considered against current pressures.

It is recognised that reviews of project progress and identification of new projects will be a key measure in ensuring that the targets are met. These functions will be undertaken through the Capital Programme and Environmental Steering Groups at a minimum of six monthly intervals.

The Council has recently signed up to the Energy Saving Trust's Motorvate Programme which will assist in reducing mileage and improve consumption for vehicle travel. It also had a Green Travel Plan review in 2007 which has not been implemented but will be reconsidered as part of this programme and includes some of the identified projects below.

4.1 Existing projects

Ref	Project	Lead	Cost £			Annual Saving		Pay back (yrs)	% of Target	Year
			Cap'l	Rev'ue	Oper'	Fin £	CO ₂ tonnes			
CP3	Heating control systems could apply to Florence House	M Evans	£2,400		Ex res	£240	4.4 tCO ₂	does not payback	0.6%	2009
CP20	Fuel management could apply to our Transport Fleet	M Brymer	£0		Ex res	£11,573	26.4 tCO ₂	0.0	3.5%	2010
CP26	Rezoning heating at Depot	M Evans		£2,300		£940	17.4 tCO ₂	does not payback	2.3%	2010
	Pool cover on main pool at HLC installed April 2009. Savings to be estimated from AM&T	M Evans		£9,000		N/A	N/A			2009
	Lighting upgrades at HLC lobby during refurbishment. Savings not identified									2009

A number of improvements have been made during general maintenance and refurbishments but the savings not identified or quantified. These will show within any overall improvements and will be reported through monitoring and NI185.

4.2 Planned / funded projects

Ref	Project	Lead	Cost £			Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Res'ce	Fin £	CO ₂ tonnes			
CP8	Awareness raising campaign in Offices. Some awareness raising has already occurred.	R Parkinson	£500	£500	Ex res	£1,411	20. tCO ₂	0.4	2.7%	2010
CP11	Awareness raising campaign to all of our Sheltered housing	R Parkinson	£500	£500	Ex res	£3,289	61.3 tCO ₂	0.2	8.1%	2010
CP12	Awareness raising campaign to all of our Community centres	R Parkinson	£200	£100	Ex res	£75	2.5 tCO ₂	2.7	0.3%	2011
CP16	Awareness raising campaign to our Swimming pool	SLM	£0		SLM	£757	11. tCO ₂	0.0	1.5%	2010
CP22	Replace Fleet Euro 3 with Euro 5 separate project could apply to our Transport fleet	M Brymer	Non energy expenditure		Ex res	£40,234	92. tCO ₂	0.0	12.2%	2011
CP25	Move to Goddard Building	M Evans	Non energy expenditure			£5,056	93.5 tCO ₂	0.0	12.4%	2010

(1) This does not include electrical consumption as this was not currently confirmed.

4.3 Near term projects

Ref	Project	Lead	Cost £			Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Res'ce	Fin £	CO ₂ tonnes			
CP1	Loft insulation Florence House Note 1	M Evans	£1,500		Ex res	£960	4.4 tCO ₂	1.6	0.6%	2010
CP2	Upgrade to condensing boilers Florence House	M Evans	£4,800		Ex res	£1,506	7. tCO ₂	3.2	0.9%	2010
CP3	Heating control systems could apply to Florence House	M Evans	£2,400		Ex res	£960	4.4 tCO ₂	2.5	0.6%	2009
CP4	Automatic lighting controls Florence House	M Evans	£2,294		Ex res	£429	1.9 tCO ₂	does not payback	0.3%	2010
CP5	Localised lighting Florence House	M Evans	£2,731		Ex res	£1,226	5.3 tCO ₂	2.2	0.7%	2010

CP6	Retrofit/replace lighting to T5 Florence House	M Evans	£3,000		Ex res	£196	.9 tCO2	does not payback	0.1%	2010
CP7	Equipment timer controls 10% of Offices	M Evans	£122		Ex res	£33	.4 tCO2	3.7	0.1%	2010
CP10	Retrofit/replace lighting to T5 to 20% of our Sheltered housing	S Stacey		£3,000	Existing budget	£107	1.3 tCO2	does not payback	0.2%	From 2010
CP14	Equipment timer controls to Swimming pool halls	M Evans/S LM	£545		Ex res	£91	1.1 tCO2	6.0	0.1%	2010
CP17	Improvements in Air Handling System at Swimming pool hall	SLM / M Evans	£120,000	600	Joint project	£28,155	130 tCO2	4.3	17.2%	2010
CP19	Biodiesel replacement fuel Transport Fleet	M Brymer	£0		Ex res	£21,406	48.9 tCO2	0.0	6.5%	2010
CP23	5% Reduction in essential/casual user mileage	S Kohli	£0		Ex res	£2,301	5.2 tCO2	0.0	0.7%	2010
CP24	Redesign of refuse routes	M Brymer	£20,000		Ex res	£11,618	26.6 tCO2	1.7	3.5%	2010

Note 1 CP1-6 to be considered as part of refurbishment of Florence House as reception. Further evaluation required as it is a Leased building until 2014.

4.4 Medium to long term projects

Ref	Project	Lead	Cost £			Annual Saving		Pay back	% of Target	Year
			Cap'l	Rev'ue	Res'ce	Fin £	CO ₂ tonnes			
CP9	Upgrade to condensing boilers to one of our Sheltered housing units. (breakdown)	S Stacey	£50,000			£1,189	22. tCO2	does not payback	2.9%	2012
CP15	Voltage optimisation for Leisure centre	M Evans/ SLM	£17,000			£4,566	54.5 tCO2	3.7	7.2%	2011
CP18	Replacement bulbs Communal lights (12.5%) as rolling replacement from 2010	S Stacey		£447	Existing budgets	£75	0.9 tCO2	6.0	0.1%	2011
CP21	Driver training & maintenance	M Brymer		£3,671		£3,297	7.5 tCO2	1.1	1.0%	2012
CP27	Heating control systems 64% of our Sheltered housing	S Stacey	£19,855		New project within Cap prog	£9,135	42.2 tCO2	2.2	5.6%	2011
CP28	Optimum start controls Sheltered housing	S Stacey	£4,182		Ex res	£2,284	10.6 tCO2	1.8	1.40%	2011

Note – Transport improvements are not mutually exclusive and therefore overall improvements will be less than summated improvements.

Additional projects to be identified by CM Team following audits of buildings.

Operational costs require investigation and development.

4.5 Projected achievement towards target

The existing and projects identified above will, if all implemented, achieve the cost and carbon savings shown in Table 4.3 and Figure 4.1 below. This shows that without further projects being identified to increase reductions in future years, reductions will tail off as degradation occurs. Degradation factors take account of the fact that each year of the project the amount of CO₂ saved reduces as projects become less effective unless maintained. It will therefore be necessary to identify new projects and repeat initiatives throughout the lifetime of the plan. The existing project plan includes projects which have not been fully evaluated and others where the impact is not yet quantified. It is therefore proposed that reviews of projects and identification of new projects are timetabled within the meetings of the Environment Steering Group.

The reductions resulting from initiatives e.g. Big Switch Off and projects such as the pool cover and lighting improvements have not been quantified for 2009-10. When figures are available from the annual return the reduction for the year will move the graph down and increase the percentage of target met.

	2009/10	2010/11	2011/12	2012/13	2013/14
Annual cost saving	£923	£109,789	£158,050	£155,235	£149,241
Annual CO₂ saving	4.31	439.75	611.07	604.06	586.47
% of target achieved	1%	58%	81%	80%	78%

Table 4.3 The annual cost and CO₂ savings against the target of a 20% reduction (includes savings to SLM)

Note 1. The effectiveness of some schemes decline over time as equipment and particularly awareness raising reduces the effectiveness of the measure thereby reducing the savings. Therefore new schemes will be required to meet the full target.

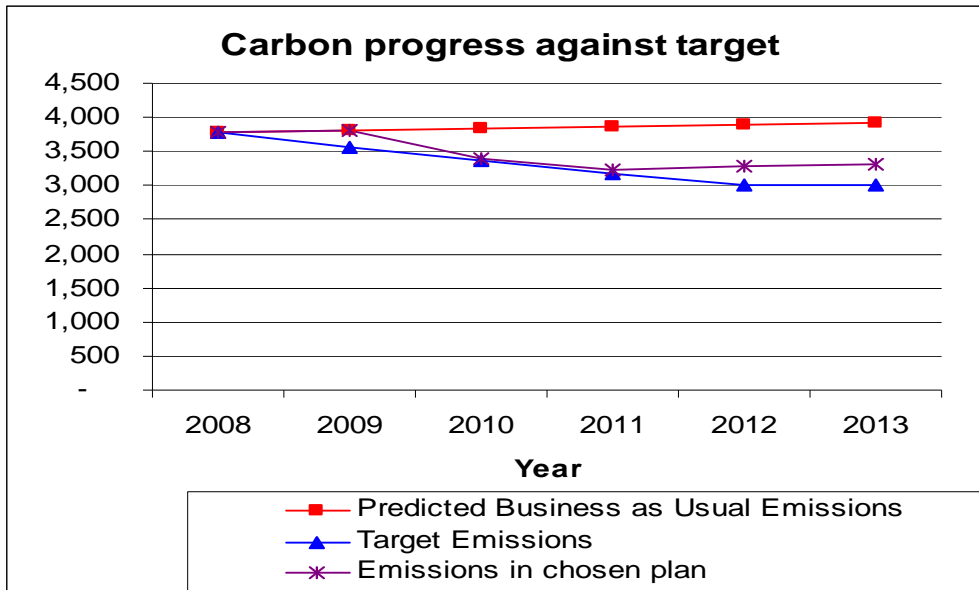


Figure 4.1 Graph of projected reductions against target

The graphs show that the contribution of the identified projects and the relative reductions in each area. Additional reductions will have occurred within 2009-10 which have not been quantified.

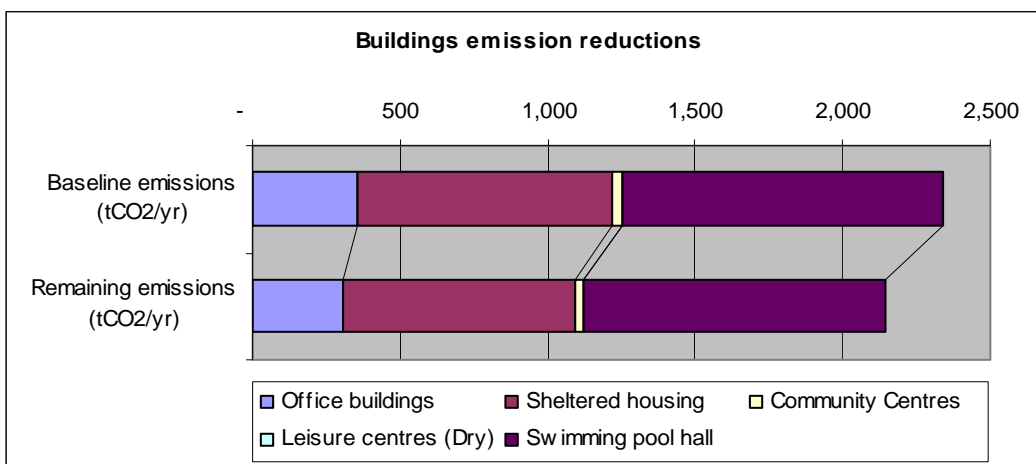
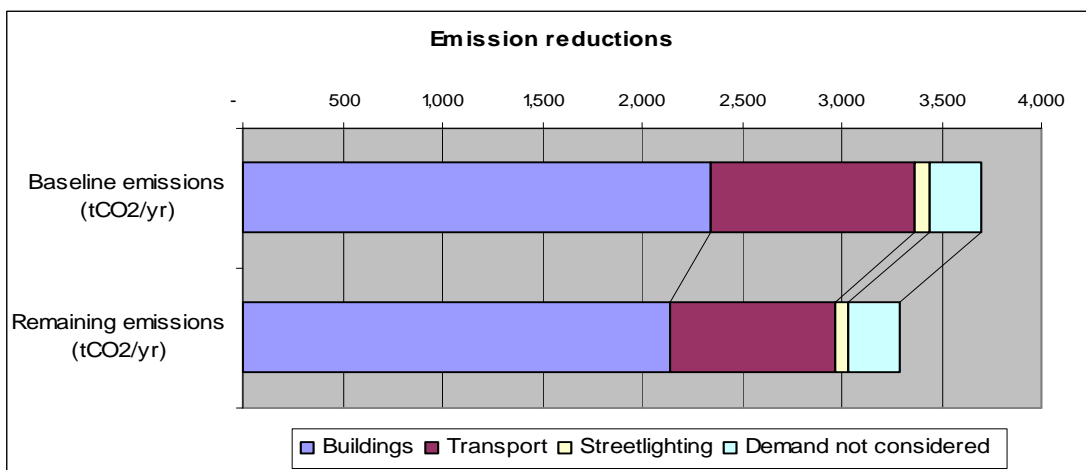


Figure 4-2 Projection of impact of projects on meeting carbon target Total and buildings only

5 Carbon Management Plan Financing

The H&BBC total budgeted Capital programme for 2009/10 through to 2012/13 is £30.1M with H&BBC contribution of £22.3M. This ambitious capital programme has come under pressure due to the drop in land values and other funding streams. It has attracted significant external investment from other agencies to assist in the funding of the Greenfields Industrial Estate and the conversion of the Goddard Buildings. Whilst there is considerable demand on the available funding it has been decided to include £30,000 in 2010-11 specifically for energy efficiency projects on an “invest to save” principle. This funding will be targetted against those identified projects which give a direct return on H&BBC energy costs. Consideration will be given to applying for SALIX funding either through the Leicestershire County Council fund or directly to Salix.

Discussions are continuing with SLM over funding of schemes at the Leisure Centre. This will give H&BBC possible savings in financial terms and significant carbon reductions against the target. The long term future of the existing site will be subject to identifying funding for a new Leisure Centre which is the Council's preferred ambition. Any new building will enable significant investment in energy savings and possibly low carbon technologies as used at the Greenfields Industrial Estate. Investment in the existing building therefore needs to take into account the likely life time of the existing building. As part of the extension of the contract approximately £0.550M has been invested in the centre including some limited energy efficiency measures. There has been recent notification of a possible significant grant award which would fund improvements identified as providing substantial energy efficiency and environmental improvements. The Council's senior management are also having detailed discussions with its Leisure Centre operator to improve the air handling system in the pool area which will bring significant savings in carbon emissions and financial benefits for the contractor (some of which may be passed on to the Council)

Improvements to Housing stock will be funded from existing budgets wherever possible. The boiler replacement will be from the general boiler and central heating capital program as there is currently no programme for boiler replacement in the sheltered housing stock. Lighting improvements will be from existing revenue budgets as general maintenance. Boiler control improvements are likely to be funded from revenue but any upgrades to individual temperature controls will require capital funding. These would appear suitable for Salix funding. Further investigations will be undertaken.

Energy efficiency measures will be required to be assessed before routine maintenance work to ensure all opportunities to improve efficiency are made and costs incurred within existing budgets.

5.1 Assumptions

- Assumption 1 – Energy costs as detailed in Table 3.1 SLM costs included in calculations as savings etc.
- Assumption 2 – Funding for HLC projects to be subject to negotiation and further feasibility studies and a five year life in the current building. Extension of this will affect decisions.
- Assumption 3 – Further reductions in the capital budgets are not made.
- Assumption 4 – For the Goddard Building project the predicted energy consumption and costs are clarified. No net saving of electricity has been included in the project.

5.2 Summary of benefits, resources required, cost and funding sources

		2009/10	2010/11	2011/12	2012/13	2013/14
Benefits		2009	2010	2011	2012	2013
	Annual cost saving	£923	£109,789	£158,050	£155,235	£149,241
	Annual CO₂ saving	4.31	439.75	611.07	604.06	586.47
Cost & funding source	Annual costs:					
	Total annual capital cost	£7,440	£188,388	£45,097	£0	£0
	Total annual operational cost	£0	£490	£583	£577	£572
	Total costs	£7,440	£188,878	£45,680	£577	£572

Note savings from 2010 include ~£43,000 HLC costs which are not included in Value at Stake as SLM are responsible for energy costs.

Capital in 2010/11 includes £137,000 from external funding yet to be confirmed.

Unquantified benefits:

The following list (not exhaustive) details some of the other benefits accruing from these projects that cannot be quantified.

- Improved performance against NI185 and LAA targets
- Increased opportunities for “good news” stories
- Improved reputation regarding energy management
- Staff participation through Grassroots increasing knowledge of other areas of work and improved team working.
- Chance to participate in lighthearted events
- Increased efficiency in collecting waste allowing for reductions in resources required
- Increasing efficiency of old lighting system without the need for full refurbishment.
- Increasing employee awareness of energy saving opportunities in the home.
- Reduced wear and tear on office equipment
- Reduction in ongoing revenue cost for repair/replacement of equipment due to longer life

6 Actions to Embed Carbon Management in our Organisation

The initial assessment of how carbon management was embedded in our organisation highlighted that H&BBC were at level 2 or 3 across the board. This section sets out the actions we will undertake to get to level 5 of the matrix by the end of 2014. The full Carbon Management Embedding Matrix can be found at appendix 1 but the table below shows a summary of the information contained in the matrix.

	CORPORATE STRATEGY	PROGRAMME MANAGEMENT	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	POLICY ALIGNMENT *
Now	3	2	2/3	4	2/3	2	1/2
5yrs	5	5	5	5	4	4	4
Challenge	y	y	y	y	y	y	y

6.1 Corporate Strategy – embedding CO₂ saving across our organisation

The Carbon Management Plan has the support of the Chief Executive, the Director of Finance and Senior Management at H&BBC recognising the necessity for the authority to reduce CO₂ emissions and protect the authority against the financial pressures of increasing energy cost.

Members, through the Executive and Scrutiny Environment Group, are similarly supportive and recognise the role the authority has in stewardship and leadership in actions to address Climate Change. The Executive Member for Finance is the Board Member on the CMP Board and is fully supportive towards achieving our targets for reductions. Against severe financial pressures capital funding has been identified for carbon reduction for at least 2010-11. Realignment of revenue budgets will be required to support projects and small scale measures such as awareness raising.

This is recognised through the inclusion of reducing the negative impact of the Council on the environment and the specific targets detailed in the Corporate Plan and Local Area Agreements. These aims and ambitions are delivered through the inclusion of actions within Business Delivery Plans for each service area. These are then reported at joint Strategic and Operational Board meetings quarterly. Climate Change and energy reduction is identified within the Medium Term Financial Strategy where the target reductions and the Carbon Management Plan are recognised as key risks for the future. Comprehensive Area Assessments from 2010 will require evidence of the Council's Use of Natural Resources and progress on the CMP will form part of that assessment.

Senior management, through the Corporate Operations Board, will set reduction targets within service areas in the Business Development Plan review in January 2010. The accurate recording of energy data will be subject to the Data Quality Policy and reviewed through the TEN performance management Scheme. This will be reported as part of the EMAS scheme and through Scrutiny Environment Group to Scrutiny and Executive on a quarterly period.

Progress with projects will be monitored through the Capital Program Group and Environment Steering Group which will incorporate the Carbon Management Team. Both groups will meet monthly.

Policies and strategies are reviewed for environmental impact through the report template where implications have to be considered and discussed with the relevant officers e.g. asset manager, environmental coordinator. Alignment with the CMP will be required.

6.2 Programme Management – bringing it all together effectively

This factor of embedding Carbon Management is covered in section seven of this Plan. A more structured and ordered timetable of meetings is required to ensure that progress is made against targets.

6.3 Responsibility – being clear that saving CO₂ is everyone's job

The Head of Community Services (Environment) is responsible for the production of the plan but it is everyone's responsibility to seek to reduce energy use in all their work activities. Ultimately it is the Chief Executive who is responsible for the authority's impact on the environment and financial cost to local residents and national government.

The Council has a Climate Change Champion through Cllr David Gould and Cllr Peter Hall, chairman of the Scrutiny Environment Group, which helps promote climate change issues within the Members and externally to the public. Members will shortly be offered training on Climate Change as a pilot for the East Midlands Improvement and Efficiency Programme.

Staff receive training on environmental matters and are regularly advised of issues through the Chief Executive Briefing notes as well as posters, stickers etc.. The Council will encourage staff to be innovative in ideas for saving energy through the staff suggestions scheme which rewards viable suggestions and the Grassroots Group whose members are environmental champions within their work areas.. The results of educating staff through the initiatives detailed in 6.5 bring direct personal benefits if it influences their energy consumption at home thereby also assisting in general reductions of energy per capita (NI186).

The Corporate Operations Board will set targets within service areas to achieve the overall targets as part of the Business Development Plan reviews in January 2010 and ensure the accurate recording of energy data to enable monitoring of trends and reporting to central government through NI185 and EMAS reporting. Service managers will be held accountable for energy consumption within their service areas through the performance management system TEN.

Key individuals will be the wardens and premises officers across our housing and buildings estate as they will be able to influence the use of these buildings both directly and indirectly through the occupants. The inclusion of specific energy related requirements will be considered at the next review of general job descriptions. Where new posts are created or refilled suitable requirements will be incorporated into job descriptions.

6.4 Data Management – measuring the difference, measuring the benefit

It has been highlighted through this programme that improvements are required in the monitoring and reconciliation of utility bills. A programme of monthly meter readings has been introduced with named managers responsible for meters within their service area. Data is uploaded onto a centralised spreadsheet on the Council's intranet. This is accessible by the Creditors team (for reconciling invoices) and the Environment team for monitoring purposes such as NI 185. Managers have also been made

responsible for the quality of the data collected and errors will be raised directly or through the performance management meetings of SLB/COB.

Automated half hour readings are obtained for Argents Mead, Leisure Centre and Depot enabling accurate checking of bills and recording of consumption. This is used to identify abnormal consumption and base loads to help identify opportunities for reduction. The Council is looking to expand the number of meters monitored through funding from RIEP and will use these to evaluate the effectiveness of measures including awareness raising and efficiency measures in buildings. This will assist in determining future projects and approaches to energy saving particularly within sheltered housing.

Energy use trends will be reported quarterly through the SLB/COB performance monitoring meetings assisting in budget profiling for energy costs throughout the year. Similarly reports will be taken to the Scrutiny Environment Group and Environmental Steering Group for information and monitoring against targets. Reports will be available to managers to help identify performance within their areas of responsibility and against set targets.

The Council has a Data Quality Policy and has been assessed at Level 3 giving reassurance to the quality of data produced.

6.5 Communication and Training – ensuring everyone is aware

Energy management awareness campaigns have been run in Hinckley & Bosworth Borough Council during Big Switch Off weeks and as part of the Eco Management Audit Scheme which is being implemented. The EMAS environmental group, Grassroots, meet to promote schemes to other members of staff and act as a consultation body. Plans include expanding this group to be the main focus of changing staff attitudes and increasing the number of meeting to six per annum on a fixed schedule commencing December 2009. This will be achieved by a combination of recruitment in service areas without representatives and providing resource packs and support.

A new recognisable “brand” to be developed in January 2010 will promote this and other environmental campaigns to ensure that the issues become linked in the staff consciousness. The Intranet webpage will continue the brand with all forms of promotion (posters, presentations, e-newsletters) available to download together with short training films and DVDs, and TV news items, available to watch at lunchtime. This theme will be carried into lunchtime meetings with speakers to get the message across. Pages will remain current by regular maintenance and will also include links on promotional material to supporting sites. An interactive page will be developed to enable staff to leave suggestions, messages and information of interest.

Environmental awareness is already included in staff induction sessions, the content of these will be reviewed against the requirements of EMAS and the CMP..

A series of well received short environmental training sessions were run in 2008 which most members of staff attended. Similar sessions will be held on both general in-house energy saving and for specific areas such as building management, caretakers, wardens, and cleaners through a timetable to be produced by February 2010.

Training for Members is being provided by East Midlands Government Office with updating through the Scrutiny Environmental Group on a regular basis.

Joint training opportunities will be identified with the council’s main contractors to encourage the identification of good and bad practice leading to improvement opportunities. Inspace is seeking

accreditation to ISO14001 and is required to train staff on environmental matters. Inspace staff participated in the general awareness raising training already undertaken.

6.6 Finance and Investment – the money to match the commitment

This factor of embedding Carbon Management is covered in section five of this Plan but it is recognised that this will be crucial in the success and future development of the Carbon Management Plan.

6.7 Policy Alignment – saving CO₂ across our operations

The Climate Change Strategy is timetabled for review in March 2010 and therefore the opportunity to include the CMP within that will be taken as evidence of commitment to reducing CO₂ from the council's activities. All capital projects will be subject to a review of their impact on carbon emissions and to ensure all reasonable steps have been taken as part of sustainability appraisal. This will be undertaken by the Environmental Coordinator.

A timetable for EMAS accreditation will be produced by January 2010.

The Green Procurement strategy will be timetabled for review by July 2010 and the guide revised to ensure wherever possible low carbon technologies are considered in preference to existing equipment. The guide already sets standards for paper procurement. The Procurement Manager is a member of the CMP team.

A full review of the essential and casual transport user scheme will be included in the HR service plan for 2010 to determine if potential changes are beneficial in emission and financial terms. Advice on this is contained within the Green Travel Plan report.

EMAS requires the environmental performance of the services areas to be reported and actions to be included in the Business Development Plans. Individual service area targets for energy consumption will be set by the Corporate Operations Board and subsequently monitored alongside general performance.

6.8 Engagement of our Suppliers – working with suppliers to reduce our carbon footprint

Existing contractors will be encouraged to make carbon emission reductions in service delivery for the council. One contractor, Inspace, is seeking ISO14001 and is therefore committed to making improvements in environmental performance.

New contracts will be considered for suitable conditions requiring reductions in energy or fuel consumption. There are increasing financial pressures for contractors to seek to achieve this. The Council's Procurement Manager will review all new contracts as they arise. One of the key elements of the fleet contract renewal is operating cost which is directly linked to fuel consumption.

The Procurement Manager has produced a Green Guide to Purchasing which will be re-launched by July 2010. Ordering of goods is now controlled through preferred suppliers through schemes such as ESPO.

7 Programme Management of the CM Programme

The production of the plan can be regarded as the “easy” part of the programme with the delivery of reductions through projects against tight financial and capacity issues yet to come. It is recognised that good project management will be required to coordinate and inspire delivery of identified and yet to be developed projects. As already mentioned H&BBC already has an ambitious capital programme and a record of strong financial management and good partnership working. With project management skills constantly being developed within the organisation the programme should be delivered as planned. Continuing external financial and policy pressures over the next few years will make this a challenging opportunity for the authority.

7.1 The Programme Board – strategic ownership and oversight

The Carbon Management Programme Board for the development of the Plan is detailed below. The Board will meet to receive quarterly exception reports for projects detailed in the plan and for approval of other developing projects recommended from the Environmental Steering Group or Capital Forum.

As capital projects and other performance are reviewed through quarterly joint Strategic and Operations Board Performance Management meetings, the CM Board will coincide with this timetable. The Corporate Operations Board meets every three weeks enabling any operational issues and approvals to be determined timely. Progress and feedback will be reported at the Scrutiny Environment Group again meeting quarterly.

Project Sponsor	<i>Sanjiv Kohli</i> <i>Director of Finance</i>	01455 255607 <i>Sanjiv.kohli@hinckley-bosworth.gov.uk</i>
	<i>Cllr Keith Lynch</i> <i>Executive Member for Finance</i>	<i>c/o Pat.Pitt@hinckley-bosworth.gov.uk</i>
	<i>Trevor Prowse</i> <i>Director of Community and Planning Services</i>	01455 255964 <i>Trevor.prowse@hinckley-bosworth.gov.uk</i>

Table 7.1 Members of Carbon Management Board

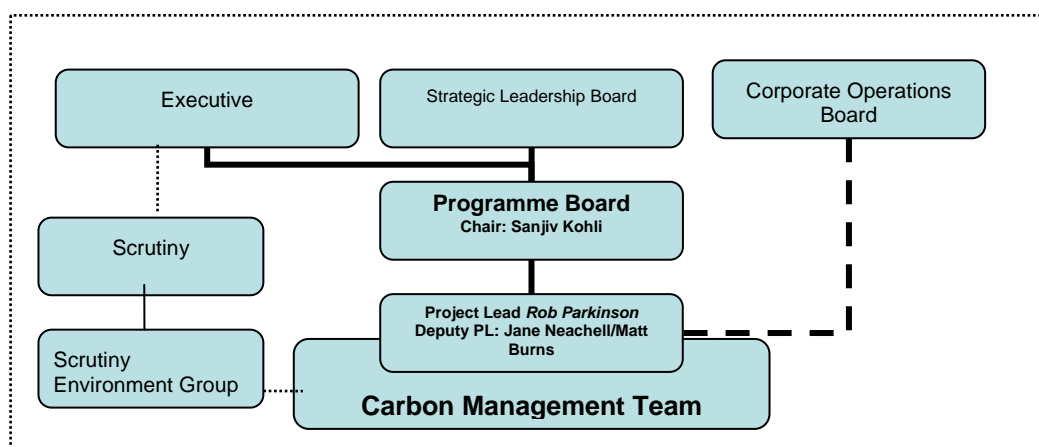


Figure 7.1 Structure for Governance of Carbon Management Plan

7.2 The Carbon Management Team – delivering the projects

The Carbon Management Team who assisted in delivering this plan and its subsequent actions is detailed below. It is proposed that the Environmental Steering Group previously involved with delivering the EMAS project will be merged as many of the individuals are common to both. A full timetable will be produced meeting monthly to drive both the CMP and EMAS projects forward. The Chair will continue to be the Head of Community Services (Environment). On restructuring post April 2010 the post titles will change but the substantive post holders will continue on the Group.

Role	Name and position in the LA	Contact details
Project Leader	<i>Rob Parkinson Head of Community Services (Environment)</i>	<i>01455 255641 rob.parkinson@hinckley-bosworth.gov.uk</i>
Deputy Project Leaders	<i>Jane Neachell Environmental Co-ordinator</i>	<i>01455 255968 jane.neachell@hinckley-bosworth.gov.uk</i>
	<i>Matthew Burns Senior Building Surveyor</i>	<i>01455 255686 matthew.burns@hinckley-bosworth.gov.uk</i>
Carbon Management Team members	<i>Michael Brymer Head of Business Development and Street Scene Services</i>	<i>01455 255852 michael.brymer@hinckley-bosworth.gov.uk</i>
	<i>Olga Ismay Procurement Support Officer</i>	<i>01455 255819 olga.ismay@hinckley-bosworth.gov.uk</i>
	<i>Jacqueline Puffett Communications & Promotions Officer</i>	<i>01455 255630 jacqueline.puffett@hinckley-bosworth.gov.uk</i>
	<i>Paul Langham ICT Manager</i>	<i>01455 255995 paul.langham@hinckley-bosworth.gov.uk</i>
	<i>David Bunker Accountancy Manager</i>	<i>01455 255609 david.bunker@hinckley-bosworth.gov.uk</i>
	<i>Ian Parsons Senior Projects Officer</i>	<i>01455 255673 ian.parsons@hinckley-bosworth.gov.uk</i>

In addition projects funded from the Capital Programme will be reported and monitored through the Capital Forum. This reports directly to the Strategic Leadership Board (SLB) on the progress of the capital programme and is chaired by the Head of Business and Street Scene Services who is also on the Team. Capital programme projects such as those identified within the CMP are required to be project managed under Prince II protocols.

7.3 Succession planning for key roles

It is recognised that the plan will only be successful if key individuals continue to support its delivery against all the other pressures within post holder's daily work. The Strategic Leadership Board members fully support the approach taken and the environmental and financial benefits which will accrue. The Director of Community and Planning Services is leaving from 31 March 2010 as part of the senior management restructuring but his responsibilities will be taken over by the Deputy Chief Executive.

Should the Project Lead (Head of Community Services) leave the organisation this role will be taken on by the current Deputy lead, the Environmental Co-ordinator. When a new appointment is made the role will revert to the new post holder.

Should the Project Sponsor (Director of Finance) leave the organisation this role will be taken on by the Deputy Chief Executive. Consideration will then be given as to whether the role reverts to a new appointee.

With regard to the Member Sponsor, it is for the Leader of the Council to decide who should succeed the current incumbent should the situation arise.

7.4 Ongoing stakeholder management

To maintain momentum and ensure progress is made the following Stakeholders will be involved in assisting delivering the programme:

- Scrutiny Environment Group- Quarterly meetings to review progress of EMAS, Climate Change Action Plan and CMP. Discussion forum with Members to encourage engagement with the public through Members champions and other interested members.
- Grassroots Group- These Staff volunteers are environmental champions within their own work areas have lunchtime meetings approximately monthly. The Environmental Coordinator uses the group to gain ideas and help deliver environmental initiatives within the authority. It is also a email distribution list for rapid information exchange. The group will be key in championing carbon reduction through their work colleagues.
- Residents and businesses within the borough.- Annual EMAS report and regular articles in the Council's Borough Bulletin and website will be produced.
- Citizen Panel- Consultation on proposals affecting residents will be consulted through the panel. Approximately 100 people have identified that they would like to have training forums on Climate Change where CM will be a significant issue.
- CLIMA Group- Officers working group on NI 185,186 and 188 comprising representatives from all Leicestershire Districts, Leicester City, Rutland County District Council and Leicestershire County Council. All Districts and County Councils will have participated in the Carbon Trust full or shortened programme. There is joint provision of activities under all the indicators including funding schemes and information sharing. The group, with Hinckley as the lead, are coordinating the provision of automatic metering for up to four premises per District through regional funding. Whilst the group meet approximately bi-monthly

depending on agendas, the group has also used telephone conferencing to avoid travelling to meetings with subsequent carbon savings.

- **ENABLE-** This is the Environment Group of the Local Strategic Partnership Leicestershire Together and has representatives from local authorities, business and interested groups. It is anticipated that at least annual reports will be made on progress.

7.5 Annual progress review

Under EMAS the council is required to produce an annual Environmental Statement which will incorporate the results and progress with the Carbon Management Plan. This is in addition to the quarterly reporting to the Boards and Groups. This has to be audited by the accrediting body providing reassurance as to the quality and accuracy of the report. This report would be agreed by the Executive prior to publishing.

In addition there is a requirement to report performance against NI 185 and NI 194 to DEFRA through the reporting hub to Defra. Leicestershire districts and county are signed up to the Local Area Agreement target for NI185 as a composite 4% reduction in CO₂ across all district and county operations. This would be reported through Leicestershire County Council including this Council's contribution.

The annual report will show progress through identified projects using the Red, Amber Green methodology and reductions in consumption against individual service areas and overall.

Appendix A: Carbon Management Matrix - Embedding

	CORPORATE STRATEGY	PROGRAMME MANAGEMENT	RESPONSIBILITY	DATA MANAGEMENT	COMMUNICATION & TRAINING	FINANCE & INVESTMENT	POLICY ALIGNMENT *	ENGAGEMENT OF SCHOOLS
5 BEST	<ul style="list-style-type: none"> Top level target allocated across organisation CO₂ reduction targets in Directorate Business Plans Action plans in place to embed strategy. Progress routinely reviewed 	<ul style="list-style-type: none"> Cabinet / SMT review progress against targets on quarterly basis Regular diagnostic reports provided to Directorates Progress against target published externally 	<ul style="list-style-type: none"> CM integrated in responsibilities of senior managers CM part of all contracts / T's&C's Central CO₂ reduction advice available Green Champions leading local action groups 	<ul style="list-style-type: none"> Regular collation of CO₂ emissions for all sources Data externally verified Monitoring & Targeting in place for: <ul style="list-style-type: none"> buildings street lighting transport/travel 	<ul style="list-style-type: none"> All staff given formalised CO₂: <ul style="list-style-type: none"> induction and training communications Joint CM communications with key partners Staff awareness tested through surveys 	<ul style="list-style-type: none"> Finance committed for 2+ yrs of Programme External funding being routinely obtained Ring-fenced fund for carbon reduction initiatives 	<ul style="list-style-type: none"> CO₂ friendly operating procedure in place Central team provide advice and review, when requested Barriers to CO₂ reduction routinely considered and removed 	<ul style="list-style-type: none"> A 'whole school approach' including curriculum Mature programme of engagement in place CO₂ saving in schools having a wider community impact
4	<ul style="list-style-type: none"> CO₂ reduction commitment in Corporate Strategy Top level targets set for CO₂ reduction Climate Change Strategy reviewed annually 	<ul style="list-style-type: none"> Sponsor reviews progress and removes blockages through regular Programme Boards Progress against targets routinely reported to Senior Mgt Team 	<ul style="list-style-type: none"> CM integrated in to responsibilities of department heads Cabinet / SMT regularly updated Staff engaged though Green Champion network 	<ul style="list-style-type: none"> Annual collation of CO₂ emissions for: <ul style="list-style-type: none"> buildings street lighting transport/travel Data internally reviewed 	<ul style="list-style-type: none"> All staff given CO₂ reduction: <ul style="list-style-type: none"> induction communications CM matters communicated to external community 	<ul style="list-style-type: none"> Coordinated financing for CO₂ reduction projects via Programme Board Funding principles and processes agreed Finances committed 1yr ahead Some external financing 	<ul style="list-style-type: none"> Comprehensive review of policies complete Lower level policies reviewed locally Unpopular changes being considered 	<ul style="list-style-type: none"> A clear emphasis on energy / CO₂ reduction in schools Council activities fully coordinated Broad set of education stakeholders engaged Funding in place
3	<ul style="list-style-type: none"> CO₂ reduction vision clearly stated and published Climate Change Strategy endorsed by Cabinet and publicised with staff 	<ul style="list-style-type: none"> Core team regularly review CM progress: <ul style="list-style-type: none"> actions profile & targets new opportunities 	<ul style="list-style-type: none"> An individual provides full time focus for CO₂ reduction Key individuals have accountability for carbon reduction Senior Sponsor actively engaged 	<ul style="list-style-type: none"> Collation of CO₂ emissions for limited scope i.e. buildings only 	<ul style="list-style-type: none"> Environmental / energy group(s) given ad hoc: <ul style="list-style-type: none"> training communications 	<ul style="list-style-type: none"> A view of the cost of CO₂ reduction is developing, but finance remains ad-hoc Some centralised resource allocated Finance representation on CM Team 	<ul style="list-style-type: none"> All high level and some mid level policies reviewed, irregularly Substantial changes made, showing CO₂ savings 	<ul style="list-style-type: none"> A person has responsibility for Schools CO₂ reduction Schools CO₂ reduction projects coordinated Ad-hoc funding
2	<ul style="list-style-type: none"> Draft Climate Change Policy Climate Change references in other strategies 	<ul style="list-style-type: none"> Ad hoc reviews of CM actions progress 	<ul style="list-style-type: none"> CO₂ reduction a part-time responsibility of a few department champions 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Energy data compiled on a regular basis 	<ul style="list-style-type: none"> Regular awareness campaigns Staff given CM information on ad-hoc basis 	<ul style="list-style-type: none"> Ad hoc financing for CO₂ reduction projects 	<ul style="list-style-type: none"> Partial review of key, high level policies Some financial quick wins made 	<ul style="list-style-type: none"> Ad-hoc schools projects to specifically reduce energy / CO₂
1 Worst	<ul style="list-style-type: none"> No policy No Climate Change reference 	<ul style="list-style-type: none"> No CM monitoring 	<ul style="list-style-type: none"> No recognised CO₂ reduction responsibility 	<ul style="list-style-type: none"> No CO₂ emissions data compiled Estimated billing 	<ul style="list-style-type: none"> No communication or training 	<ul style="list-style-type: none"> No specific funding for CO₂ reduction projects 	<ul style="list-style-type: none"> No alignment of policies for CO₂ reduction 	<ul style="list-style-type: none"> No CO₂ / energy reduction policy for schools

* Major operational policies and procedures, e.g. Capital Projects, Through Life Costing, Procurement, HR, Business Travel

Appendix B: Definition of Projects

Project:	Awareness Raising
Reference:	LA7-[Hin]-[8,11,12]
Owner (person)	Jane Neachell
Department	Environmental Health
Description	Awareness Raising on carbon reduction across multiple services
Benefits	<ul style="list-style-type: none"> • Financial savings: £ 5,500 • Payback period: 0.2-2.4 years • CO₂ Emissions reduction: 94.8 tonnes of CO₂ • 12.56 % of target – • NB 1st pass using rules of thumb from toolkit
Funding	<ul style="list-style-type: none"> • The Project cost is estimated at £2300 to provide materials for publicity materials posters etc. • Operational costs will largely be replacing or increasing existing materials from existing budgets within Sustainable development and corporate communications.
Resources	<ul style="list-style-type: none"> • The Environmental Co-ordinator will be assisted by the Communications Officer and team for the production of the programme which will be tailored to the recipient service area. It will also require working with Staff through the Grassroots group and staff at HLC.
Ensuring Success	<ul style="list-style-type: none"> • .Engaging with staff and others to change behaviour through voluntary actions by internalising the required behaviour • Principal risks will be information fatigue therefore programmes need to be interesting and different.
Measuring Success	<ul style="list-style-type: none"> • Raised awareness of energy efficiency measured by reduced consumption and monitoring of energy usage patterns in buildings e.g equipment left on overnight, aM&t monitoring of building consumptions c.f prior to activities.
Timing	<ul style="list-style-type: none"> • Milestones / key dates e.g. <ul style="list-style-type: none"> ○ start date: Feb 2010, refreshers at intervals. ○ completion date: ongoing
Notes	

Project:	Leisure Centre Pool Air Handling
Reference:	LA7-[Hin]-[17]
Owner (person)	M Evans (M Burns)
Department	Estate and Asset Management
Description	Installation of air handling including heat recovery in the main Pool area.
Benefits	<ul style="list-style-type: none"> • Financial savings: £ 28k per annum • Payback period: 4.3 years • CO₂ Emissions reduction: 129 tonnes of CO₂ p.a • % of target – 17% •
Funding	<ul style="list-style-type: none"> • Project cost, estimated £120,000. Costings are initial estimate of £87K with conservative estimate of savings until detail investigation into current usage patterns is carried out. Assumed total cost of £120K Structural feasibility to be carried out shortly • Operational costs, maintenance costs £450. Running costs to be determined estimated at • Source of funding: To be determined. Possible grant or partnership working.. • Meeting with SLM
Resources	<ul style="list-style-type: none"> • Matt Burns to project manage if agreed to progress.
Ensuring Success	<ul style="list-style-type: none"> • This has the potential to significantly reduce CO₂ emissions for the LA but will require close working with SLM who will be able to save on running costs for the centre. • Principal risks: feasibility study ye to be completed.
Measuring Success	<ul style="list-style-type: none"> • Reductions against predicted savings will be measured using the aM&t
Timing	<ul style="list-style-type: none"> • Milestones / key dates <ul style="list-style-type: none"> ○ start date: to be determined following meetings ○ completion date to be determined following meetings
Notes	

Project:	<i>Fleet vehicles replacement</i>
Reference:	<i>LA7-[Hin]-[22]</i>
Owner (person)	<i>M Brymer</i>
Department	<i>Business and Streetscene Services</i>
Description	<i>Replacement of existing 7 year old fleet of vehicles for Refuse and Street cleaning.</i>
Benefits	<ul style="list-style-type: none"> • <i>Financial savings: £ 40k p.a on fuel</i> • <i>Payback period: does not pay back as fleet requires replacement</i> • <i>CO₂ Emissions reduction: 92 tonnes of CO₂</i> • <i>% of target – 12%</i> • <i>Estimated at 10% reduction in emissions from fleet compared with existing. To be confirmed on successful tender and monitoring.</i>
Funding	<ul style="list-style-type: none"> • <i>Project cost, Lease cost subject to tender. Not exceeding £580k</i> • <i>Operational costs, tbc</i> • <i>Source of funding: Revenue costs from general fund.</i> • <i>Tendering process to be completed by</i>
Resources	<ul style="list-style-type: none"> • <i>Project will be delivered from existing staff and resources.</i>
Ensuring Success	<ul style="list-style-type: none"> • <i>This project will link in with others such as round redesign, driver training and fuel management.</i> • <i>Principal risks: will arise if tender prices exceed budget and predicted emissions from vehicles are not realised. Additionally if the collection method is changed within the seven year contract e.g. stopping certain collections or increasing range of materials.</i>
Measuring Success	<ul style="list-style-type: none"> • <i>Fuel usage figures from depot pump monitoring system. Reviewed at least quarterly</i>
Timing	<ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>start date: 09/2010</i> ○ <i>completion date (when it will deliver savings): from 09/2010 for 7 years compared to existing consumption.</i>
Notes	

APPENDIX C Details of Baseline

The baseline year for the data has been chosen as the financial year 2008-09 as detailed in NI185.

Data on energy consumption for the 08-09 baseline has been obtained from utility bills and direct reading of meters across the 70+ separate buildings and meters operated by the authority. To improve the data quality, monthly readings of significant buildings have been introduced during 2009 to improve on the understanding of energy use and to reduce the reliance on estimated billing from the main energy supplier. The supply of electricity and gas was consolidated under a single contract simplifying tariffs and billing.

Energy usage figures for the Hinckley Leisure Centre have been supplied by SLM. The energy costs associated with the Leisure centre are borne by SLM as part of the contract and are negotiated by the company across the 50+ sites across the country they manage. As the analysis shows the Leisure Centre costs are a significant percentage of the total cost and where possible are shown in brackets.

Automatic Monitoring and Targeting (AM&T) has since been installed at the Main Offices at Argents Mead and Hinckley Leisure Centre (electricity, gas and water), and gas and water at Middlefield Lane Depot where the electricity meters are due for replacement shortly. This allows the detailed half hourly data to be uploaded onto a web browser for recording and analysis of usage patterns.

Transport data has been provided from fuel usage through the depot pumps for the council fleet and mileage data from the Council's main contractors Abitibi and Inspace. Essential, casual and Chief Officer data was obtained from travel claims submitted by officers along with rail travel claims.

The emissions and costs of energy used have been calculated using the Carbon Trust toolkits and using the following emission factors and costs. Actual energy costs varied through the year and until consolidated one supplier varied with different tariffs. SLM energy costs are assumed at the same tariff.

Electricity (Grid)	0.523	Kg/CO ₂ /kWh	£0.12	£/kWh
Natural Gas	0.185	Kg/CO ₂ /kWh	£0.04	£/kWh
Unleaded Petrol	2.32	Kg/CO ₂ /litre	£1.08	£/litre
Diesel	2.63	Kg/CO ₂ /litre	£1.03	£/litre (depot)
Average petrol car	0.21	Kg/CO ₂ /km	£0.08	£/km

SCRUTINY COMMISSION – 28 JANUARY 2010

REPORT OF THE HEAD OF CORPORATE & SCRUTINY SERVICES
RE: ANTI POVERTY STRATEGY & CREDIT UNION

1. **PURPOSE OF REPORT**

To provide an update on the Anti Poverty Strategy and action plan, the establishment of a Credit Union for Hinckley & Bosworth and the effect of the economic downturn on residents of the Borough in terms of revenues and benefits.

2. **RECOMMENDATION**

That the report be noted.

3. **BACKGROUND TO THE REPORT**

3.1 Following the work undertaken by the Scrutiny 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 was brought to the last meeting of the Scrutiny Commission for review.

3.4 Information has now been received from Voluntary Action and the Citizens Advice Bureau and is appended to this report.

3.5 In response to a request for information to indicate the effect of the current economic climate on residents of the Borough, it should be noted that whilst benefit take-up has increased by approx 14% due to the downturn in the economy, collection of Council Tax has not suffered, and there has not been an increase in the number of Council house evictions.

3.6 In terms of business rates, whilst many businesses are affected by the recession, performance on collection of business rates is at the same level as previous years. All businesses have been invited to take advantage of the Business Rates Deferral Scheme and there have been approximately 90 applications for this to date.

3.7 The Council has in the last 3 months been working closely with Clockwise to establish a Credit Union in Earl Shilton. Great progress has been made in recruiting volunteers and all of these volunteers have now been trained in credit union Procedures. The Council also jointly, with Clockwise and Orbit Housing, advertised for the post of Manager for the centre in Earl Shilton. There has been a good response to the advertisement and interviews took place on the 20 January. A verbal update will be provided to the Commission of the outcome of these interviews and also on the funding arrangements for this centre and also future centres in Barwell and the potential for a presence in Hinckley Town Centre.

4. **FINANCIAL IMPLICATIONS (IB)**

None arising directly from the report. Any implications arising in future will need to be approved in accordance with the Council's Financial Procedure Rules.

5. **LEGAL IMPLICATIONS (AB)**

None as a direct result of this 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**

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
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 – EQUALITY AND RURAL IMPLICATIONS**

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

10. **CORPORATE IMPLICATIONS**

None.

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

Contact Officer: Becky Owen, ext 5879

Achievements to date - Voluntary Action & Citizens Advice Bureaux

Updates are to End September 2009

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

Markfield Outreach Project - Assisting people to develop their financial literacy skills. **We have attended a forum meeting with other bureaux who are delivering financial capability project. (CAB)**

Key Theme - 6b Employment

6b(ii) Create & facilitate employment opportunities

VAL has negotiated a weekly volunteering article in the Hinckley Herald and Journal. Since April 09 VAL has recruited 184 volunteers - has promoted 110 volunteering opportunities - received 13 new opportunities and signed up 3 new volunteer involving organisations. (VAL)

Markfield Outreach Project - Conduct 'Better off Calculations' to encourage return to employment. **We have carried out 12 full benefit checks with clients who have children under 5. Benefit checks with all clients seen has identified eligibility to a wide range of benefits, in excess of £40,000 per annum. (CAB)**

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

VAL groups on database 320 (VAL)

VAL-Groups advised / assisted with funding - successes with Grass Roots Grants (VAL)

Hinckley District Pensioners Group supported to gain Grassroots grant. (VAL)

Key Theme - 6c Health deprivation and disability

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

VAL - Promoting Trustee opportunity for Shopmobility (VAL)

Provided a talk to a group of students with learning disabilities, based in Hinckley Library - outcome is that 5 are registering for volunteering individually and as a group. Special Olympics VAL recruited 1,050 volunteers - 20 were young offenders. 80 had significant learning disabilities. (VAL)

Markfield Outreach Project - Referral to a Community Legal Services funded Caseworker of any eligible families or parents requiring benefit, debt, employment or housing casework - **Several referrals made to have been made to both CLS and County Council funded debt caseworkers. Two being made to a welfare benefit caseworker and two to a housing caseworker. Several clients have been referred to the LCC debt caseworkers as they were not eligible. We have been able to assist three clients (two with young children) family facing repossession and eviction to remain in their home (CAB)**

Key Theme - 6d Education, skills and training

6d(i) Promote access to learning centres

VALs training programme has been widely promoted and groups have sent representatives to some of these courses.(VAL)

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

Markfield Outreach Project - Provision of an outreach generalised advice service to identify benefits and services available to families in a setting which is convenient and comfortable - **Raised awareness of the service available (CAB)**

Markfield Outreach Project - Accepting referrals from social workers, health visitors and family support workers to provide specialised advice and support. **Some initial contacts made (CAB)**

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

VAL - delivers a comprehensive quarterly training programme to the VCS - we can look at specific needs as a result of this strategy. (VAL)

Planned actions - Voluntary Action & Citizens Advice Bureaux

Updates are to End September 2009

Key Theme - 6a Income Deprivation

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

VAL- has offered support to a Hinckley resident who wishes to establish a Community Interest Company to provide services to the community.(VAL)

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

Promote campaigns/services via church congregations - Holy Trinity would welcome doing this and will discuss with other church representatives. Holy Trinity will become member of VAL and wishes to work closely with us in matters of community concern (VAL)

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

Markfield Outreach Project - Assisting people to develop their financial literacy skills. **We are now working to develop an in house training vourse to train CAB volunteers who are interested in this type of work. (CAB)**

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

Currently working with NHS to develop a Communications Plan to involve VCS in health prevention agenda (VAL)

Key Theme - 6d Education, skills and training

6d(i) Promote access to learning centres

Liaise with Learning Partnership Forum (VAL)

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

Involve VAL Policy Team Children and Safeguarding. Work is being undertaken with Locality Partnerships, Extended Services and Early Years to involve the VCS in delivering and influencing this agenda (VAL)

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

VAL supporting countywide V volunteering project to encourage young people into volunteering and sport activity. (VAL)

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

VAL delivers a comprehensive quarterly training programme to the VCS - we can look at specific needs as a result of this strategy.: Involve Learning Partnership Forum - We could look at establishing an Anti Poverty Group within Hinckley and Bosworth, linked in with the developing VCS Forum to ensure the VCS is central to delivering on this agenda (VAL)

Markfield Outreach Project - Accepting referrals from social workers, health visitors and family support workers to provide specialised advice and support. **Referral procedure needs to be agreed. All of the family referrals to date have been made by Housing Associations and the Housing Options Team at HBBC (CAB)**

Key Theme - 6g Living Environment

6g(ii) Promote good environmental practices

Work link achievements in recycling (VAL)

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

Other special days could include: Make a difference day - October and Volunteer Week in June (VAL)

Suggestions/Recommendations - Voluntary Action

Updates are to End September 2009

Key Theme - 6a Income Deprivation

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

Holy Trinity Church is keen to be involved within the community. I suggested working with (Council of Churches/H&BBC/an Anti Poverty Network.) to promote benefit take up - sessions at Churches/ Halls- Churches advertise to congregations where benefit advice sessions would be held. Jointly run a benefits campaign. (VAL)

Networks Team involvement - Work with Age Concern H&B CAB (Anti Poverty Forum) (VAL)

REPORT OF HEAD OF CORPORATE & SCRUTINY SERVICES
RE: NHS NEW PATIENT RIGHTS CONSULTATION

1. **PURPOSE OF REPORT**

To inform members of the consultation being conducted by the NHS

2. **RECOMMENDATION**

- (i) Members respond to the consultation by completing the online questionnaire or e-mailing the NHS Constitution Team
- (ii) That the PCT provide an update to the consultation as part of the ongoing monitoring of the Community Health Services review

3. **BACKGROUND TO THE REPORT**

Following receipt of the newsletter from the Rural Services Network on 11th December 2009, it was agreed a consultation on new patient rights highlighted in the newsletter be considered by the Scrutiny Commission as part of Scrutiny's on-going monitoring of Community Health Services.

The consultation proposes new patient rights to:

- treatment within a maximum of 18 weeks from a General Practitioner (GP) referral and to be seen by a cancer specialist within 2 weeks from a GP referral, or where this is not possible, for the NHS to take reasonable steps to offer a range of alternative providers; and
- NHS Health Checks for those aged 40 to 74 to assess their risk of heart disease, stroke, diabetes and kidney disease

It welcomes views on rights, such as dentistry, evening and weekend access to GPs, personal health budgets, choosing to die at home and rapid access to diagnostic tests.

Following the commitment in Building Britain's Future to strengthen advocacy and redress systems, the consultation also seeks views on the role of constitution champions. The consultation **closes 05 February 2010**

A summary of the consultation questions is provided at appendix 1. The complete consultation document can be viewed at:

http://www.dh.gov.uk/en/Consultations/Liveconsultations/DH_108012

The questionnaire can be completed via the on-line response form or you can comment by e-mail to NHSConstitution@dh.gsi.gov.uk

4. **FINANCIAL IMPLICATIONS (DB)**

- 4.1 There are none arising directly from this report

5. **LEGAL IMPLICATIONS (AB)**

5.1 There are none arising directly from this report

6. **CORPORATE PLAN IMPLICATIONS**

6.1 The contents of the report relate to and support the following strategic aims:
▪ Safer and Healthier Borough

7. **CONSULTATION**

7.1 No Consultations arising directly from this report

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 were identified from this assessment.

No Net Red Risks

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

9.1 No direct impact arising from this report

10. **CORPORATE IMPLICATIONS**

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

- Community Safety implications - None
- Environmental implications ICT implications - None
- Asset Management implications - None
- Human Resources implications Planning - None

Background papers: None

Contact Officer: Cal Bellavia Change Management & Improvement Officer Ext 5795

Summary of Consultation Questions

Should a right in respect of waiting times be established and included in a revised NHS Constitution?

If so, should the right include:

- The current standard for treatment within 18 weeks?
- The current standard for urgent referrals of suspected cancer to be seen by a specialist within two weeks?

Should GPs provide specified information to patients on their rights around a two week referral?

Do you agree that a right to a NHS Health Check every five years for those aged 40–74 should be established, with effect from April 2012, and be included in a revised NHS Constitution?

Do you agree we should explore potential future rights for patients and the public in the areas set out in Chapter 3?

Do you agree the role of the Constitution champion should be determined locally by PCT's?

Do you think there are any particularly important aspects of the role?

Summary of Next Steps

The Department of Health will be encouraging ongoing web-based consultation via the NHS Constitution's website:

www.dh.gov.uk/nhsconstitution.

Information about the NHS Constitution can also be found on the NHS Choices website (www.nhs.uk).

The Department of Health will bring together what people tell us nationally and locally to produce a formal government response to the consultation process



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Hinckley & Bosworth
Borough Council

REPORT NO SC62

Overview and Scrutiny Work Programme 2009/2010

ISSUE 2009/06: JANUARY 2010

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 – 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 / referral from Council Services Select Committee	Reduce waiting time for adaptations	Safer and healthier borough	Director of Community & Planning Services / Executive Member	
	Scrutiny Review: Registered Social Landlords	To provide performance information on RSLs in preparation for inviting representatives	Preparation of questions to progress review	Decent, well-managed and affordable homes	Director of Community & Planning Services	RSLs
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	
	Anti poverty strategy update	Monitor progress of strategy	Ensure strategy is operating successfully	Thriving Economy		

	Carbon Management Plan	To receive information about the Plan	Agreed targets for Carbon reduction	Cleaner and Greener	Director of Community & Planning Services / Executive Member	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	Quarterly update / annual report	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 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 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

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FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

FEBRUARY – MAY 2010

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

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INFORMATION ABOUT THE FORWARD PLAN

WHAT IS THE FORWARD PLAN?

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

WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?

The Forward Plan details:

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

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

The Main Reception, Council Offices, Argents Mead, Hinckley

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

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

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

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

RESPONSIBILITY FOR DECISIONS

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

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 FEBRUARY TO 31 MAY 2010

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>
Cashiers service – changes as a result of move to Goddard building	Finance	Council 25 February 2010			Committee Report <i>(Sanjiv Kohli, Storme Coop, Julie Horrocks)</i>
Constitution – changes to Financial Procedure Rules	Finance	Council 25 February			Committee Report <i>(Julie Horrocks)</i>

MARCH 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>
PPS: Development Management proactive planning & pre-application to delivery	Community & Planning Services	Executive 3 March 2010			Committee report <i>(Cathy Horton)</i>

Adoption of open space at Waterside park	Corporate & Scrutiny Services	Executive 3 March 2010		Asset management, Legal	Committee report <i>(Caroline Roffey)</i>
County Sports Facility Strategy	Corporate & Scrutiny Services	Executive 3 March 2010			Committee Report <i>(Simon Jones)</i>
Fee Changes on Building Control Applications	Community & Planning	Council 9 March 2010			Committee Report <i>(Dave Darlington)</i>
LDS Revised Timetable	Community & Planning	Council 9 March 2010			Committee Report <i>(Sally-Ann Smith)</i>
Town Centre Area Action Plan	Community & Planning	Council 9 March 2010			Committee Report <i>(Sally-Ann Smith)</i>
Reports by representatives on Outside Bodies i) Community Safety Partnership ii) East Midlands Regional Assembly; iii) Local Government Association General Assembly; iv) Hinckley & Bosworth Local Strategic Partnership	Community & Planning / Strategic Leadership	Council 9 March 2010			Verbal Report <i>(Councillors Mr DC Bill and Mr DS Cope)</i>
People Strategy 2010-2013					

APRIL 2010

Details of Decision to be taken (* denotes key decision)	Portfolio/ Service	Decision Maker and Date(s)	Reporting Pathway and Date(s)	Consultees and Consultation Process	Documents to be submitted (<i>Report Author</i>)
Neighbourhood Wardens Enforcement Policy	Corporate & Scrutiny Services	Executive 14 April 2010	Scrutiny Commission, 8 April		Committee Report (<i>Caroline Roffey</i>)
Reports by representatives on Outside Bodies i) Citizens Advice Bureau; ii) MIRA; iii) Next Generation; iv) Voluntary Action Hinckley & Bosworth	Corporate & Scrutiny	Council 20 April 2010			Verbal Report (<i>Councillors Mr JG Bannister, Mr R Ward, Mr DC Bill, Mr KWP Lynch, Mr LJP O'Shea, Ms BM Witherford and Mr DO Wright</i>)

To Be Programmed

Tenant Satisfaction Survey results	Community & Planning Services				Committee Report (<i>Sharon Stacey</i>)
Sustainable Urban Extension	Community & Planning	Council 20 April 2010 <u>TBC</u>			Committee Report (<i>Tracy Miller</i>)
Leicestershire Waste Partnership Strategy Review	Business & Street Scene Services	Council October/November 2010 TBC			Committee Report & Strategy (<i>Michael Brymer</i>)

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 SL Bray (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 (Leader) (Town Centre, Regeneration and Planning) Councillor DS Cope (Housing, Licensing, Environmental Health and Climate Change) 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 D Bill (Deputy Leader) (Community Safety) Councillor Ms Moore (Green Spaces, Grounds Maintenance, Cultural Services) Councillor DO Wright (Corporate Services, Equalities, 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 (Finance) 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, Street Cleansing) Mr M Brymer (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: michael.brymer@hinckley-bosworth.gov.uk
Rural Issues (across all portfolios and including Village Centres)	Councillor WJ Crooks Mr B Cullen (Deputy Chief Executive)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk

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

DECISION MAKING ARRANGEMENTS

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

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

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

The Council

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

Executive Functions

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

Overview and Scrutiny Functions

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

Regulatory Functions

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

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

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

7 DECEMBER 2009 AT 6.34 PM

PRESENT: Mr PAS Hall - Chairman

Mr JG Bannister, Mr DM Gould, Mr R Mayne, Mr K Morrell, Mr R Ward and Ms B Witherford.

Officers in attendance: Mr D Bunker, Miss L Horton, Mr S Kohli, Mr D Moore, Miss R Owen, Mr R Parkinson, Mrs S Stacey and Ms J Sturley.

Mr M Jones and Mr I Ratcliffe from PricewaterhouseCoopers LLP and Mr C Roxburgh from Bentley Jennison were also in attendance.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr PR Batty and Mr MR Lay.

2. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

3. **MINUTES (FASC21)**

RESOLVED – the minutes of the meeting held on 14 September 2009 be agreed.

4. **HINCKLEY TOWN CENTRE REGENERATION SUPPORT PROJECT (FASC22)**

The Select Committee received a report which provided an update on the progress of the town centre regeneration project which was supported by the East Midlands Development Agency and the Economic Unit at Leicester City Council. It was reported that due to staffing issues there was currently an arrangement with Coventry City Council to utilise its staff in place of a project manager based within Hinckley & Bosworth Borough Council.

It was noted that whilst the current arrangement with Coventry City Council was working well, there was a budget for a project manager and re-appointing to this position was being considered. Members, however, expressed concern that due to it being a time limited position there would be less interest in the post and also the support of an experienced team at Coventry City Council would be lost. Officers agreed to investigate the options and bring a report back to the February meeting of this Committee.

RESOLVED – the report be noted and endorsed and a further report with regard to the position of Project Manager be brought to the meeting of this Committee in February.

5. DRAFT ANNUAL AUDIT LETTER 2008/09 (FASC30)

Members gave consideration to the draft 2008/09 Annual Audit Letter. Attention was drawn to the Executive summary which gave an unqualified conclusion as previously anticipated. It was noted that all areas were very positive and there were no areas of concern.

Concern was expressed that there was no detailed project plan for the transition to International Financial Reporting Standards (IFRS). In response it was agreed that the outcome of the impact assessment and the project plan be brought to the meeting in March.

The Select Committee endorsed the document and agreed it as the final report.

RESOLVED – the report be endorsed and agreed as a final copy.

6. INTERNAL AUDIT REPORT – BLOCK 4 2009-10 (FASC23)

Members were presented with the Internal Audit report block 4. During discussion the following points were raised:

Absence Monitoring

A Member drew attention to recommendation 1 which contained an implementation date of December 2010 and suggested that this was a long time. In response it was stated that the review of the framework would commence in April but would undergo a lengthy consultation process.

Sustainability

The third bullet point under paragraph 3 of the Executive Summary was queried, and officers stated that a 20% reduction in carbon dioxide emissions on the 1990 baseline could not be achieved as the 1990 level was not known, therefore the 2005/06 figures were being used and the target was a 20% reduction on this level by 2014.

Mr Bannister left the meeting at 7.30pm.

Planning

With regard to paragraph 3 of the Executive Summary on page 16 of the report, a Member expressed concern about the updating of procedure notes for processing planning applications as the recommendation had not been implemented. Mr Roxburgh reported that the work was in progress but not target date had been cited. It was requested that this be obtained.

Building Control

Paragraph 2 of the Executive Summary was highlighted and a Member asked if the Council was looking into offering incentives such as warrantees to be able to compete with the private sector. It was agreed that this information be requested.

Allocations

The improvement in time take to re-let properties was highlighted and officers planned to decrease this further. It was noted that the figures had been distorted by the large number of voids at the start of the financial year, and that a longer than average time taken to re-let some properties was unavoidable due to a property being turned down when offered and having to be re-offered.

Major Projects

Concern was expressed with regard to recommendation 1 and the need for strategies to deal with unplanned scenarios. Members questioned this in respect of Hinckley Club for Young People, and officers gave assurances that consideration had been given to these scenarios and contingency plans were in place for all projects.

With regard to the appointment of a contractor by SLM to complete the refurbishment works to the Leisure Centre, it was explained that the authority still had input into the works undertaken.

RESOLVED –

- (i) a target date for the updating of procedure notes for processing planning applications be sought;
- (ii) information with regard to the possibility of offering incentives to increase building control income be requested.

7. INTERNAL AUDIT REPORT: MEMBERS' EXPENSES (FASC24)

Mr Roxburgh introduced the audit report which had been prepared in response to national interest. It was noted that the Members' Allowance Scheme required reviewing and updating, but that no major issues had been found. Recommendations related particularly to the need to improve the authorisation process for claims, to highlight the mobile phone policy and to ensure Members had signed to accept the policy.

RESOLVED – the report be noted.

8. INTERNAL AUDIT REPORT: OUT OF HOURS WORKING (FASC25)

Mr Roxburgh reported that no abuse of the arrangements had been found, and recommendations related to improvement of the arrangements and record keeping.

RESOLVED – the report be noted.

9. ENERGY CONSUMPTION AND EXPENDITURE (FASC26)

The Select Committee was informed of consumption and costs of energy and the need to reduce spend on energy. It was reported that ESPO procured energy on behalf of the authority and ensured the best rate. It was noted that costs were evened out over the year through using ESPO, rather than fluctuating and being unpredictable.

A Member questioned the reasons for increased cost in energy for toilets, and in response it was explained that charges had been paid from estimated bills so at the end of the previous energy contract there was a significant bill to pay, and also bills had not coincided with the end of the financial year.

The high cost of energy for the sheltered housing schemes was highlighted and it was felt that there was a need for education for example encouraging people to reduce washer and dryer usage. It was reported that a consultant who was operating without charge would be visiting one of the schemes to highlight areas of high energy consumption and to suggest ways of reducing this.

It was also stated that fuel consumption would be addressed as part of the Carbon Management Plan and that the new vehicles that will be procured by the DSO team could reduce fuel consumption by about 10%.

It was agreed that a further report on this be brought to the Select Committee in three months' time and that it include fuel usage and comparisons with previous periods.

RESOLVED – a further report be brought to the Select Committee in 3 months.

10. RISK MANAGEMENT FRAMEWORK – SECOND QUARTER REPORT 2009/10 (FASC27)

Members received a presentation on the Risk Management Strategy which reminded Members how risk was assessed and managed within the authority and highlighted the 'Risk Tactical' approach.

A Member expressed concern that Climate Change had only been noted as a low risk, but that there was a major risk of not achieving a reduction in energy consumption. In response it was reported that it had previously been in a higher category but the risk owner was satisfied that the mitigating actions already put in place (in particular the Eco Management and Audit Scheme) quarterly review was deemed appropriate in comparison to other significant (red) risks requiring more resource/management attention as plans were not so well advanced.

RESOLVED –

- (i) the Strategic Risk Register Summary be endorsed as an accurate account of the current strategic risks facing the authority;
- (ii) action being taken to mitigate the risks be endorsed;
- (iii) progress made to mitigate risks be endorsed;
- (iv) no amendments be made to the Council's current Risk Management Strategy.

11. QUARTERLY OUTTURN REPORT TO 30 SEPTEMBER 2009 (FASC28)

Members were informed of the Outturn position at 30 September 2009. It was reported that the hour reduction in the working week across all staff had generated a significant saving and at the last review it was agreed that the arrangement end on 31 December, rather than the previously agreed 31 March.

With regard to concessionary travel it was noted that according to an estimate produced by the County Council, there may be a £12,000 underspend. Spikes in demand in the previous year were highlighted and it was explained that increased use during October/November 2008 coincided with the opening of the new Highcross shopping centre in Leicester, and reduced usage was recorded in late January / early February 2009 due to the poor weather. Members were also reminded that there was a fixed cost arrangement with Centrebus which allowed for more accurate cost projection.

Members were informed of the higher than expected unconfirmed Housing and Planning Delivery Grant allocation which, although awaiting confirmation, had been provisionally drafted at £585,000. A large part of this was due to the impact of the Core Strategy.

RESOLVED – the report and positive position be noted.

12. WORK PROGRAMME (FASC29)

Members gave consideration to the Select Committee's work programme for 2009/10. It was agreed that there would be an additional meeting on 11 January 2010 to consider the Medium Term Financial Strategy.

RESOLVED – the report be noted with the abovementioned amendment and those mentioned previously in these minutes.

13. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 11 January 2010.

(The meeting closed at 8.55 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

19 NOVEMBER 2009 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JG Bannister, Mr JC Bown, Mrs A Hall, Mr DW Inman, Mr K Morrell, Mrs J Richards, Mr AJ Smith and Ms BM Witherford.

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

1. **APOLOGIES AND SUBSTITUTIONS**

Apologies were submitted on behalf of Mr Sutton and the substitution of Mr Ward for Mr Sutton was authorised in accordance with Council Procedure Rule 4.3.

2. **MINUTES (CSSC20)**

RESOLVED – the minutes of the meeting held on 1 October 2009 be confirmed.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **PERFORMANCE MANAGEMENT FRAMEWORK (CSSC21)**

Mr Inman arrived at 6.32pm.

Members received a report which informed them of the Council's performance position for the second quarter of 2009/10.

Mrs Hall arrived at 6.35pm.

A Member asked which authority was responsible for jitties as broken glass had been found in one in Earl Shilton. In response it was reported that it was the Borough Council's responsibility and that there was now a member of staff dedicated to cleaning jitties but that it was a lot of work for one person and specific issues should be reported.

With regard to rent collection, the good performance was noted and it was explained that recovery of debts commenced after three weeks and that if someone had a genuine reason for being unable to pay there were people available for them to talk to and try to resolve any issues.

RESOLVED

- (i) the report be noted;
- (ii) those indicators achieving high levels of performance be noted.

5. REVIEW OF KEY FRONTLINE SERVICES (CSSC22)

The Select Committee was presented with the frontline service review for Revenues and Benefits which provided information on achievements against stated objectives under the Corporate Plan in order to ensure better quality and more community focussed services. It was reported that whilst there was an increase in the number of people claiming benefits, the length of time to process applications was still hitting targets.

A Member expressed concern with regard to the Business Rates Deferral Scheme as deferring debts would not solve financial problems of individual businesses in the long term. In response it was stated that this was a Government Scheme and may assist some businesses in the short term only.

Concern was also expressed with regard to contributions to the Business Improvement District (BID) and that all businesses in the designated area had to pay, regardless of whether they were in support of the BID or not. It was, however, noted that this did not appear to be putting off potential new businesses from opening in the area and the charge was a small proportion in comparison to the rent and rates payable.

The current survey about options for paying bills (due to the impending move to the Goddard Building and potential loss of a face to face cash office service) was discussed, and although the survey was ongoing it was noted that early indications were that paying at the Post Office or Paypoint were the most popular alternatives.

Work being undertaken to increase benefits take-up was outlined and it was noted that campaigns were underway in the community, supermarkets etc.

Officers in the Revenues and Benefits teams were congratulated on their performance.

RESOLVED – the report be noted and progress be endorsed.

6. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC23)

Members gave consideration to the draft Work Programme 2008/2009. It was reported that the Scrutiny Commission had agreed, with the consent of the Chairman of this Select Committee, that the report on Disabled adaptations be taken to the Scrutiny Commission.

Additions to the Work Programme were agreed as follows:

- Review of the Credit Union (6 months after inception);
- Prioritisation of housing repairs (to be included in the Housing frontline service review report in January).

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

(The meeting closed at 7.30 pm)