

Date: 29 March 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)

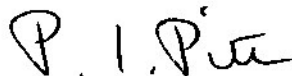
Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 8 APRIL 2010** at **6.30pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Please note that there will be a pre-meeting for all Members of the Commission at 6.00pm in Committee Room 2, to prepare for the interviewing of witnesses.

Yours sincerely



Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 8 APRIL 2010

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 4 March 2010 attached marked 'SC78'.

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. SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS

Representatives of Housing Associations have been invited as witnesses.

A maximum of 45 minutes has been allocated this item.

7. SUB-REGIONAL CHOICE BASED LETTINGS SCHEME

Report of the Deputy Chief Executive (Community Direction) attached marked 'SC79' (pages 1 - 5).

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

8. LOCAL LETTINGS POLICY – MAUGHAN STREET/ALMEYS LANE, EARL SHILTON

Report of the Deputy Chief Executive (Community Direction) attached marked 'SC80' (pages 5 - 6).

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

9. PARISH & COMMUNITY INITIATIVE FUND ALLOCATION OF GRANTS FOR 2010

Report of the Chief Officer, Business, Street Scene and Contract Services attached marked 'SC81' (pages 7 - 13).

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

RESOLVED 10. ESTABLISHMENT OF A LOCAL CREDIT UNION PROVISION

Report of the Deputy Chief Executive (Corporate Direction) attached marked 'SC82' (pages 14 - 16).

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

11. BARWELL AND EARL SHILTON SUSTAINABLE URBAN EXTENSION MASTERPLAN UPDATE

Report of the Deputy Chief Executive (Community Direction) attached marked 'SC83' (pages 17 - 19).

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

RESOLVED 12. OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10

Attached marked 'SC84' (pages 20 - 30).

13. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for April – July 2010 attached marked 'SC85' (pages 31 - 38).

14. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

(i) Finance & Audit Services Select Committee, 1 March 2010. Attached marked 'SC86' (pages 39 - 41);

(ii) Council Services Select Committee, 18 February 2010. Attached marked 'SC87' (pages 42 - 43).

15. 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

4 MARCH 2010 AT 6.30 PM

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

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

Officers in attendance: Mr S Atkinson, Mr C Bellavia, Ms V Bunting, Mr B Cullen, Mr M Evans, Mr R Grantham, Miss L Horton, Miss R Owen, Mr T Prowse and Mrs S Stacey.

Also in attendance: Anthony Riley (Waterloo Housing Group), Gurmeet Virdee (De Montfort Housing – part of the Waterloo Housing Group), and Neil Whittenbury (Midland Heart).

448 **APOLOGIES AND SUBSTITUTIONS**

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

449 **MINUTES (SC66)**

RESOLVED – the minutes of the meeting held on 28 January 2010 be confirmed and signed by the Chairman.

At this juncture, the Chairman announced that there would be a launch event of Clockwise Credit Union at 2pm on 23 March. A briefing note was circulated to Members.

450 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

451 **SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS**

The Scrutiny Commission received a short presentation from representatives of De Montfort Housing and Midland Heart and then asked questions of the representatives in order to progress the review of Registered Social Landlords operating in the Borough.

The representatives were thanked for their attendance.

452 SCRUTINY REVIEW: AFFORDABLE HOUSING IN THE LOCAL DEVELOPMENT FRAMEWORK (SC67)

Members received a report which provided feedback from the Scrutiny Working Group on 10 February 2010. In response to a Member's question, the criteria for allocating points to housing applicants was outlined. It was also explained that there could not be a local lettings policy for every area of the Borough, that there still needed to be flexibility and that people could not be excluded from joining the housing register. Members reiterated that an important aspect was encouraging people to get onto the housing waiting list. In response it was explained that a Communications Strategy would be formulated to cover this.

It was stated that a review of the Allocations Policy would go to the Executive in May, but that work on the Communications Strategy would commence as soon as possible.

RESOLVED –

- (i) the content of the report be noted as a way forward for considering the allocation of affordable housing;
- (ii) the recommendations of the Working Group be supported to progress the review of the way properties are allocated in the Borough.

453 COMMUNITY SAFETY REVIEW (SC68)

As agreed in October 2009, Members were provided with a progress report on the actions and outcomes undertaken by this Council and its partners in response to the Inquest in September 2009 into the tragic deaths of Fiona Pilkington and Francessca Hardwick.

The Chief Executive reported that a multi-agency 'Gold' recovery group now met fortnightly and had also received support from Melton Borough Council in respect of Family Intervention and was supported by the Silver and Bronze groups responsible for delivering recovery plans. It was also reported that the Weekly Information Sharing Team (WIST) had been recognised as good practice and was now being set up in other districts. It was stated that many actions had been completed and signed off, but that there were still some to do, including ensuring that the IT systems were in place to share information more easily. It was also highlighted that an issue had been raised about the definition of vulnerability and it had been agreed that there were many definitions so a checklist had been created to assist in identifying vulnerable people.

It was requested that the work undertaken be publicised, and in response it was noted that there would be an article in the next Borough Bulletin to include initiatives for the Pride in Barwell campaign.

A Member asked if information on the initiatives could be passed to Parish Councils to encourage them to address issues in their communities. It was

agreed that this could be done via the Parishes Forum or the Bosworth Safety Group.

Members thanked officers for the excellent and very informative report and progress made.

RECOMMENDED – the actions taken and outcomes being achieved be endorsed.

454 COMMUNITY HEALTH SERVICES REVIEW (SC69)

A report was presented which provided an update on progress since the Community Health Services review consultation in 2009. A Member expressed concern about the lack of investment in health services in the northern parishes. It was agreed that a representative of the PCT be invited to discuss its future plans.

RESOLVED –

- (i) The Scrutiny Commission notes the feedback on the latest developments;
- (ii) A representative of the PCT be invited to the meeting of the Commission in May.

455 UPDATE ON CAPITAL PROJECTS (SC70)

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

The Chairman of the Civic Facilities Scrutiny Group highlighted the points that had been raised at the meetings of that group, stating that the Members room and meeting rooms were suitable, but expressing concern with regard to the main meeting room being primarily a room for weddings and the Mayor and Leader sharing an office. It was agreed that the group would meet again when the plans for the layout of the main meeting room in the basement of the Atkins building were available from the Council's architect.

Officers reminded Members that any accommodation in the Atkins building would be temporary, and that Members had requested that the meeting facilities should be multifunctional and not just for Members' use.

RESOLVED –

- (i) progress on the capital projects be noted;
- (ii) the Civic Facilities Working Group report back to the Scrutiny Commission after looking at the plans for the main meeting room layout.

456 OVERVIEW AND SCRUTINY WORK PROGRAMME 2009/10 (SC71)

Members received the Work Programme for 2009/10.

RESOLVED – the work programme be agreed to include any additions agreed during this meeting.

457 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC72)

Members received the Forward Plan of Executive and Council decisions.

It was requested that the reports on Housing Allocations (Local Lettings) Policy, Tenant Satisfaction Survey results, Sustainable Urban Extension and Neighbourhood Wardens Enforcement Policy be brought to the Scrutiny Commission.

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

458 MINUTES OF SELECT COMMITTEES

The minutes of the following meetings were received:

- (i) Finance & Audit Services Select Committee, 11 January & 1 February 2010 (SC73 & SC74);
- (ii) Council Services Select Committee, 14 January 2010 (SC75);
- (iii) Civic Facilities Scrutiny Group, 9 & 23 February 2010 (SC76 & SC77).

(The meeting closed at 9.00 pm)

SCRUTINY COMMISSION – 8 APRIL 2010

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)
RE: SUB REGIONAL CHOICE BASED LETTINGS SCHEME

1. **PURPOSE OF REPORT**

To provide an update on Hinckley & Bosworth Borough Council participation in a sub regional choice based lettings scheme.

2. **RECOMMENDATION**

The Scrutiny Commission

- 2.1 Notes the content of this report and the progress of the development of a sub regional choice based lettings scheme.
- 2.2 Support the proposal to make a Revenue contribution to Capital from identified funds to finance the contribution to the project cost and purchase of the required Arbitras allocation system.

3. **BACKGROUND TO THE REPORT**

- 3.1 Choice based lettings (CBL) is a process of advertising primarily Council housing and Registered Social Landlord properties to allow home seekers to see all properties that are currently available for let and to apply for those for which they are eligible under the Councils Housing Allocations Policy.
- 3.2 To comply with Government Policy, all local Authorities should have adopted a CBL arrangement by the end of 2010, though there is no statutory requirement to do so. It is however a matter considered as part of the Comprehensive Area Assessment and influences housing inspections.
- 3.3 CBL also forms part of the regulatory framework to be introduced by the new Tenants Services Authority from April 2010.
- 3.4 CBL uses a simple banding system to prioritise an applicants housing need and has proved to be more transparent and easier for people to use and understand. The vacant properties will be advertised through a variety of media and applicants invited to submit a bid for the properties of their choice. As it is a more customer orientated process, applicants are given as much information about the property as possible to allow them to make informed decisions. From a landlords point of view it is also beneficial. Research has shown that tenants who were offered a choice of accommodation were more likely to be satisfied with their homes and remain in that home for a longer period. Satisfied tenants are more

likely to meet their tenancy obligations and maintain the property in good condition.

- 3.5 At present the Council operates a points based lettings system for prioritising an applicants housing need. A Report will be submitted shortly for consideration by members to change the Housing Allocations Policy to incorporate the change to a Choice based allocations process including sub-regional lettings.
- 3.6 Sub-Regional CBL across the County
- 3.7 The Government's policy objectives are to see Sub-Regional CBL schemes as a way of overcoming artificial boundaries placed on the social housing market.
- 3.8 Local authorities are being encouraged to develop links with other neighbouring Councils and Register Social landlords, in order to enable tenants to move beyond local authority boundaries to seek social and economic mobility and meet tenant aspirations. They are also encouraging landlords to make the process of applying for housing in an area less complicated for users by having a unified system of applying for housing across a region, through a common banding approach and a common application form to avoid duplication of effort for applicants and for housing officers. Local lettings policies will still be used, which include local connection criteria, to enable landlords to manage their own stock effectively to take account of any local issues and needs.
- 3.9 The Communities and Local Government have offered funding during the last 5 years to support the development of sub regional schemes. In January 2010, the Leicestershire District Councils along with Rutland County Council successfully bid for a £177,000 grant to assist with the development and implementation of a Leicestershire sub-regional choice based lettings scheme, the largest grant given.
- 3.10 The joint bid was received favourably during the discussions with the Audit Commission around Strategic Housing in the CAA, as it showed that districts were willing and able to work together on important housing issues. Further the government advisor on CBL and GOEM representative have been very pleased with the bid as it will result in one of the largest CBL schemes in the country with the largest number of partners.
- 3.11 The partners will provide 40% match funding in order to comply with the stipulations of the bid, This will be financed from an identified budget. The grant funding will be managed through the lead authority, Charnwood BC. This helps towards costs of a new IT system to be used by all district Councils and participating RSL's, project management, training and consultation. `In principle support` from the Lead Member for Housing was given in order for us to submit this bid application.
- 3.12 To qualify for the grant a sub regional scheme must consist of three or more partners and have a minimum of 10% of vacancies open to bids from applicants in other districts. The other 90% will continue to be offered to applicants on the

Hinckley & Bosworth Housing Register. Evaluation of existing sub regional CBL schemes have shown that even where regions have a higher proportion of vacancies in a sub regional schemes, only 4 - 8% of moves are cross boundary. These have tended to be where settlements have been close to administrative boundaries.

- 3.13 It is envisaged that for the most part our 10% contribution will be some of our elderly persons accommodation and the difficult to let properties. This will be little different to the current lettings for these types of properties, as at present, applicants on our `Reserve Register` who have no local connection are usually offered these properties. It is expected that by offering these properties to a wider customer base, void turn around times should improve with the resulting reduction in rent loss.
- 3.14 We will be using a shared service arrangement to jointly procure the IT system and have a common application form and a banding system for allocations, but with it the flexibility to include local lettings policies.
- 3.15 In order for Hinckley and Bosworth to be able to participate in the scheme, it will be necessary to purchase a new web based Housing Register with Choice based lettings module, as Orchard our current housing register, is not able to produce any advertising material for applicants to view or incorporate any method for the applicant to register an interest in a property. The Housing register purchase is not part of the bid submission so will need to be financed separately through our own identified budget.

4. **FINANCIAL IMPLICATIONS (DB)**

It is estimated that the Capital Cost of implementing Choice based lettings will be of the order of £30,000. Provision for this has not been made in the Capital Programme and approval of the Executive will be required to include this scheme in the Programme. Provision was made in the Revenue Budget for the implementation of Choice Based Lettings and this will no longer be required to the extent that the costs involved are Capital. It is therefore suggested that the provision be used as a Revenue Contribution to Capital Outlay to finance the expenditure.

5. **LEGAL IMPLICATIONS (AB)**

None raised directly by this report

6. **CORPORATE PLAN IMPLICATIONS**

Contributes to Decent, well managed and affordable homes.

7. **CONSULTATION**

Awareness day held 11 Sept 09 for RSL`s & Tenant & Councillors.

To be arranged- Tenant Advisory Panel

- Registered Social Landlords
- Leicestershire Social Services
- Mind
- Voluntary Action Hinckley & Bosworth
- Citizens panel

8. **RISK IMPLICATIONS**

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Non participation will result in damage to our reputation as the CAA and Audit Commission look favourably on joint working between local authorities	Dedicated officer time to participate in the development of the scheme.	Patricia Lavender
Delay in the decision making would result in us slipping behind the project timescale and it not being completed by the end of 2010	Dedicated officer time to participate in the development of the scheme.	Patricia Lavender
Non participation would mean that we would not benefit from the government funding and economies of scale due to the joint procurement process for purchasing a new CBL IT system.	Dedicated officer time to participate in the development of the scheme.	Patricia Lavender
Non participation would mean we would not have any CBL scheme in place by the end of 2010	Dedicated officer time to participate in the development of the scheme.	Patricia Lavender

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

Choice based lettings will involve applicants now having to be proactive in bidding for properties. Adverts will be placed on a web site, at access points (to be determined) and a limited number of newsletters will posted directly to applicants.

Social services and other support agencies will be trained in the bidding process to help vulnerable applicants bid for properties. The computer system can also be configured to allow auto bidding for certain vulnerable groups and those with limited access to the advertising media.

The website bidding system will be multi lingual to make it easier to use for non English speaking applicants.

Consideration has been taken to the Strategic Housing Market Assessment 2007/8 and future trends for housing demand and housing need.

S106 Local connection criteria imposed on new housing developments by Planning legislation will still be applicable.

10. **CORPORATE IMPLICATIONS**

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

- ICT implications
Abitras IT system will be used for Choice Based Lettings and for the management of the Housing Register. This is being procured jointly through the partnership.
 - Human Resources implications
-

Background papers: Allocations of Accommodation: Choice Based Lettings- Code of Guidance for Local Housing Authorities (Aug 2008)
Fair and Flexible: Statutory guidance on social housing Allocations for local authorities in England (Dec 2009)
Fair and Flexible: Statutory Guidance on social housing Allocations for local authorities in England- Equalities Impact Assessment (Dec 2009)
Fund for the Development of Regional and Sub regional Choice based Lettings Schemes (March 2009)
Leicester & Leicestershire Strategic Housing Market Assessment 2007/8

Contact Officer: Sharon Stacey x 5636

SCRUTINY COMMISSION – 8 APRIL 2010

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)
RE: LOCAL LETTINGS POLICY FOR THE ALLOCATION OF COUNCIL FLATS ON
MAUGHAN STREET/ALMEYS LANE, EARL SHILTON

1. PURPOSE OF REPORT

To advise Scrutiny of the proposal for the introduction of a Local Lettings Policy for the allocation of flats on Maughan Street/Almeys Lane, Earl Shilton to achieve sustainable tenancies and to help improve the reputation of the area.

2. RECOMMENDATION

- 2.1 The Scrutiny Commission supports the introduction of a Local Lettings policy for the allocation of flats on Maughan Street/Almeys Lane, Earl Shilton.

3. BACKGROUND TO THE REPORT

- 3.1 There are currently 15 empty flats at Maughan Street in Earl Shilton. These properties have been empty for up to two years. The original reason for keeping properties empty was because a regeneration scheme was being considered for the area. After consultation with local residents who did not support this proposal, it was decided not to go ahead with the regeneration scheme.
- 3.2 Maughan Street/Almeys Lane has a reputation for being a run down area and has suffered in the past from low demand and tenants who have caused issues with ASB, as well as more serious crimes.
- 3.3 The need to create sustainable tenancies, which are going to contribute to the local community and help overcome some of the reputational issues, has led to difficulties in re-letting the empty properties. Whilst there are people on the Housing Register, to allocate to those at the top of the list would mean 12 flats would be allocated to people of similar ages, backgrounds and needs. This would cause management problems and a large likelihood of ASB and people leaving their tenancies within a short space of time.
- 3.4 It is therefore proposed to introduce a local lettings policy where flats are allocated to over 40's. This would allow a re-badging and promotion of the area as one for more mature tenants. The idea of an Open Day has been discussed with members to begin creating a more positive impression of the area and this could be linked to the local lettings policy.

4. FINANCIAL IMPLICATIONS (DB)

The letting of long term empty properties will reduce the level of void allowances in the rent income and will result in additional income being received. Assuming

all 15 properties are let for the full year an additional £39,000 income will be received in a full year

5. **LEGAL IMPLICATIONS (AB)**

Local Lettings Policies are allowed under S167 (2E) of the Housing Act 1996 which allows the Council's allocation scheme to make provision for the allocation of particular housing accommodation to persons of a particular description. The Local Lettings Policy will form part of the Council's Housing Allocations Policy and should be a schedule to it.

6. **CORPORATE PLAN IMPLICATIONS**

Decent, well managed and affordable homes.

7. **CONSULTATION**

A Local Lettings policy has been discussed with the Portfolio holder for Housing, the Council Services Select Committee, the Ward Members and the Chair of TAP. All were supportive of the proposal.

Consultation will take place with the relevant RSL's.

8. **RISK IMPLICATIONS**

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
The vacant properties are let under the current Allocations policy leading to management issues and unsustainable tenancies.	Introduce a local lettings policy.	Sharon Stacey

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

A local lettings policy should have a positive impact on the local community as incidences of ASB and management problems should be reduced. The aim is to create a community where people want to live and contribute to.

10. **CORPORATE IMPLICATIONS**

All considered.

Background papers:

Contact Officer: Sharon Stacey ext 5636

SCRUTINY COMMISSION– 8 APRIL 2010

REPORT OF CHIEF OFFICER BUSINESS, STREET SCENE AND CONTRACT SERVICES

RE: PARISH AND COMMUNITY INITIATIVE FUND ALLOCATION OF GRANTS FOR 2010

1. PURPOSE OF REPORT

To provide Scrutiny Commission with details on applications to the Parish and Community Initiative Fund 2010/11 and to note the proposed distribution of funding.

2. RECOMMENDATION

That Scrutiny Commission considers the proposals made by the assessment panel, notes the funding allocations as detailed in section 4 and advise SLB of their recommendations.

3. BACKGROUND TO THE REPORT

3.1 Since 2005 the Parish Community Initiative Fund has distributed over £390,000 for 74 schemes to local parishes or voluntary organisations.

3.2 The Parish & Community Initiative Fund capital budget for 2010/11 is £100,000.

3.3 In 2009/10 the scheme received 20 applications from across the Borough and a total of £84,256 was awarded.

4. APPLICATIONS FOR 2010/11

4.1 The table in Appendix 1 of this report provides an objective scoring summary of the assessments made of all the applications by Officers on the assessment panel.

4.2 The assessment panel consisted of Caroline Roffey – Green Space and Neighbourhood Wardens Manager , Lisa Kirby – Neighbourhood Warden, and Alex Jones – Green Spaces.

4.3 The maximum amount of funding available to each Parish is £10,000. Each applicant must provide at least 50% funding towards their project and must liaise with the respective Parish/Town Council.

24 bids have been received totalling £122,223. The panel determined applications must score more than 29 points to be funded.

4.4 Based on the information in Appendix 1 the assessment panel recommends funding the following schemes totalling £91,284: (Parish is given in brackets)

- i. **Gym trail – Burbage Parish Council (Burbage)**
Outline:- fitness trail on Brookside recreation ground
 Funding applied for: £10000
Recommended grant: £8384

- ii. **Church door improvements - Burbage Parish Church (Burbage)**
Outline:- New door to south porch
 Funding applied for: £3050
Recommended grant: £1616

- iii. **BMX track - Groby Parish Council (Groby)**
Outline:- New BMX track on Marina Park
 Funding applied for: £10000
Recommended grant: £10,000

- iv. **Community hall improvements - Sheepy Memorial hall committee (Sheepy)**
Outline:- Community hall improvements to toilets
 Funding applied for: £4753
Recommended grant: £4753

- v. **Village sign – Desford Parish Council (Desford)**
Outline:- New village sign in Desford
 Funding applied for: £2040
Recommended grant: £2040

- vi. **Bowling green improvements – Desford Bowls Club (Desford)**
Outline:-replacement bowling green boards
 Funding applied for: £2315
Recommended grant: £2315

- vii. **New play equipment - Twycross Parish Council (Twycross)**
Outline:- New equipment
 Funding applied for: £8000
Recommended grant: £7694

- viii. **Bmx track in Markfield – Thornton & Bagworth Parish council (Markfield)**
Outline:- New BMX facility on Jubilee Fields, Markfield
 Funding applied for: £10000
Recommended grant: £5474

- ix. **New play equipment – Markfield Parish Council (Markfield)**
Outline:- New play equipment
 Funding applied for: £4526
Recommended grant: £4526

- x. **Security improvements – Newbold Verdon Parish Council**
Outline:- Safety cameras and lighting on Alans Way recreation ground
 Funding applied for: £2500
Recommended grant: £2500

- xi. **Pavilion improvements – Newbold Verdon Parish Council**
Outline:- Upgrade to showers and changing rooms on Alans Way recreation ground
Funding applied for: £2455
Recommended grant: £2455

- xii. **Toilet Improvements - Barlestone Baptist church (Barlestone)**
Outline:- refurbishment of toilet block
Funding applied for: £10000
Recommended grant: £6190

- xiii. **Community hub – Elohim Church (Barlestone)**
Outline:- toilets for new community facility
Funding applied for: £5000
Recommended grant: £3810

- xiv. **St Peters church improvements – Thornton, Bagworth and Stanton PCC**
Outline: Improvements to toilets and kitchen
Funding applied for: £8000
Recommended grant: £7250

- xv. **Play area improvements – Barwell Parish Council**
Outline:- New equipment on Waterfall way play area
Funding applied for: £7000
Recommended grant: £6090

- xvi. **Cemetery Paths – Barwell Parish Council**
Outline:- Cemetery Paths Improvement
Funding applied for: £3000
Recommended grant: £3000

- xvii. **Improved parish communications - Nailstone Parish Council**
Outline:- New notice board
Funding applied for: £624
Recommended grant: £624

- xviii. **Lychgate repairs – Higham Parish Council**
Outline:- repairs to St Peters church yard entrance
Funding applied for: £750
Recommended grant: £750

- xix. **Village Hall improvements – Peckleton Parish Council**
Outline:- roof repairs
Funding applied for: £8000
Recommended grant: £6813

- xx. **New Boiler – Ratby Church rooms (Ratby)**
Outline:- New boiler for heating
Funding applied for: £5000
Recommended grant: £5000

4.5 The Assessment panel recommends **rejecting** the following 4 applications

- a. **Lawn Aerating machine – Desford Bowls club (Desford)**
Outline:- Machinery to improve bowling green maintenance
Funding applied for: £3999
Rational: Failed to score sufficient points and to meet essential criteria.
- b. **Window in toilets - St Giles Church (Barlestone)**
Outline:- New window for privacy
Funding applied for: £4000
Rational: Failed to meet essential criteria. Grant of £5,500 awarded for toilets last year.
- c. **Bus Shelter – Newbold Verdon Parish Council**
Outline:- replacement bus shelter
Funding applied for: £2260
Rational: Failed to score sufficient points. Insufficient quotes. Thought LCC may fund.
- d. **Sound system – Leicestershire Independent Educational Trust (Market Bosworth)**
Outline:- Sound system in hall at Dixie Grammar school
Funding applied for: £4907
Rational: Failed to score sufficient points

5. **FINANCIAL IMPLICATIONS (AB/IB)**

- 5.1 The total Capital budget for 2010/11 is £100,000. The total grants recommended for approval is £91,284. An additional amount of £3,000 is required to purchase plaques for the scheme and for the assessment of the applications. This will leave a saving of £5,716.
- 5.2 There are 2 grants which were approved for 2009/10 where the projects have commenced but have been delayed and will not be paid until 2010/11. A request to carry forward this budget under spend into the year 2010/11 will be submitted as part of the year end process. These are Stoke Golding Parish Council play area £10,000 and St Giles Church trust (Barlestone) for £5,500.
- 5.3 The capital project budget for 2010/11 will be adjusted to allow for the above changes as part of the year end accounting closure process.

6. **LEGAL IMPLICATIONS (AB)**

- 6.1 None raised directly by this report

7. **CORPORATE PLAN IMPLICATIONS**

- 7.1 The Parish & Community Initiative fund supports Parishes and Community groups to achieve the aims and objectives of the Corporate Performance Plan to:
 - Cleaner and greener neighbourhoods
 - Safer and healthier borough
 - Strong and distinctive communities

8. **CONSULTATION**

The level of consultation undertaken by applicants for grants is assessed as part of determining the grants to be awarded.

9. **RISK IMPLICATIONS**

No significant risks identified

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

All grants are awarded to the rural areas, and parish council support is sought for each application.

11. **CORPORATE IMPLICATIONS**

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications - some schemes will require planning consent
- Voluntary Sector

Background papers: None

Contact Officer: Caroline Roffey – Green Space and Neighbourhood warden
Manager x5782

Lisa Kirby – Neighbourhood Wardens x 5977

Appendix 1

PROJECT NAME	FUNDING INFORMATION			
	Project Cost	Parish Fund Application	Recommended Grant	Average Score
Gym Trail, Burbage Parish Council	31634	10000	8384	45
New door, Burbage Parish Church	6100	3050	1616	32
BMX Track, Groby Parish Council	137500	10000	10000	42
Sheepy Memorial Hall Improvements	9506	4753	4753	40
Village sign, Desford Parish Council	4079	2040	2040	40
Bowling green improvements, Desford Bowls club	4630	2315	2315	30
Lawn aerating machine, Desford Bowls club	3999	3999	0	17
New play equipment, Twycross Parish Council	15387	8000	7694	40
BMX track in Markfield, Bagworth and Thornton Parish Council	217986	10000	5474	39
New play equipment, Markfield Parish Council	9052	4526	4526	32
Security improvements, Newbold Verdon Parish Council	5000	2500	2500	35
Changing room improvements, Newbold Verdon Parish Council	4910	2500	2455	32
New bus shelter, Newbold Verdon Parish Council	4520	2260	0	29
Toilet improvements, Barlestone Baptist church	30668	10000	6190	35

Toilet improvements, Elohim church, Barlestone	18877	5000	3810	33
Toilet improvements, St Giles Church, Barlestone	5502	4000	0	33
Toilet and kitchen improvements, St Peters church, Bagworth and Thornton	16385	8000	7250	34
New play equipment, Barwell Parish Council	12179	7000	6090	34
Cemetery path improvements, Barwell Parish Council	6000	3000	3000	30.5
New notice board, Nailstone Parish Council	1249	624	624	32
Lychgate repairs, Higham Parish Council	1505	750	750	34
Village Hall roof repairs, Peckleton Parish Council	13623	8000	6813	31
New Boiler, Ratby Church rooms	15612	5000	5000	30
New sound system, Leics Independent Educational Trust, Market Bosworth	9814	4907	0	29

SCRUTINY COMMISSION – 8 APRIL 2010

REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

RE: ESTABLISHMENT OF A LOCAL CREDIT UNION PROVISION

1. PURPOSE OF REPORT

To inform members of progress in relation to the establishment of a local credit union provision

To secure members commitment to act as champions in both promoting this provision, and in engaging further volunteers

2. RECOMMENDATION

- (i) To note the progress report
- (ii) To agree to adopt the role of champion in both promoting the local credit union provision, and in engaging further volunteers

3. BACKGROUND TO THE REPORT

3.1. Following an initial presentation from Clockwise in July 2009, members received a report on 10th September 2009 outlining the authority's intention to establish a local credit union provision. It was subsequently agreed that the authority should progress in setting up this provision, working with Clockwise to provide credit and financial advice with similar arrangements as those operating elsewhere in Leicestershire. To recap, the benefits of a credit union in tackling financial exclusion, is by providing:

- Access to banking
- Access to safe and ethical affordable credit/loans
- Access to free face to face money advice

3.2 At this time, Orbit Heart of England also expressed an interest in establishing a local credit union provision at its Hinckley offices, and subsequently in January 2010, a Hinckley Credit Union Manager (Clare Shilton) has been appointed, a jointly funded post by Orbit and HBBC.

3.3. Alongside this a recruitment campaign was launched to secure volunteers, who, supported by Clare will promote and administer the local credit union provision. Volunteers have received comprehensive training, and will have access to ongoing training and support as required.

3.4. The credit union provision was launched on 25 March 2010, at Earl Shilton Community House, the event was well supported by elected members and attracted media attention from Oak FM.

- 3.5. Following the launch, members of the community (as well as HBBC employees) can access this facility at Earl Shilton Community House on Tuesdays 10.00am - 12.30pm, Thursday evening 5.30pm - 7.30pm, and at Orbit Heart of England Hinckley Offices on Wednesday mornings 10.00am - 12.30pm. In addition to these scheduled sessions, there is a local contact number enabling access to information and advice, at anytime.
- 3.6. There is an ongoing promotion campaign, posters and leaflets have been widely circulated, as well as ongoing press coverage, and articles in key newsletters i.e. community house newsletter, Borough Bulletin, and circulation to all relevant networks.
- 3.7. However, this local provision will only be sustainable with the support of volunteers, and given the relatively low numbers, it is important that further volunteers are engaged as soon as possible, and therefore elected members support is essential in securing this position. It is proposed that a specific member briefing session is arranged to enable members to find out more about the provision on offer, and support them in taking on a championing role.
- 3.8. A monitoring and review process has been set up, to ensure that there is a regular progress report in relation to access and take up, and an evaluation report each quarter.

4. **FINANCIAL IMPLICATIONS (DB)**

None arising directly from this report.

5. **LEGAL IMPLICATIONS (LH)**

None arising directly from this report

6. **CORPORATE PLAN IMPLICATIONS**

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

- Thriving Economy
- Safer and Healthier Borough
- Strong and distinctive communities

7. **CONSULTATION**

The established work within our priority neighbourhoods, through our Neighbourhood Action Teams and supporting plans, (informed through ongoing engagement and consultation) provided the evidence base for the establishment of this provision.

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
No net red risks		

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

The specific purpose of this facility is to provide additional resources to focus on a priority need within Hinckley and Bosworth i.e. within a priority neighbourhood. Following evaluation consideration will be given to setting up this local provision in additional priority neighbourhood areas.

10. **CORPORATE IMPLICATIONS**

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

- Community Safety - None
- Environmental - None
- ICT - None
- Asset management - None
- Human Resources - If recommended, the rolling out of this provision to other priority neighbourhoods may require a commitment from the local authority for additional resources

Background papers: Scrutiny Commission Report 30 July 2009 and 10 September 2009

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

SCRUTINY COMMISSION – 8 APRIL 2010

REPORT OF DEPUTY CHIEF EXECUTIVE COMMUNITY DIRECTION

**RE: BARWELL AND EARL SHILTON SUSTAINABLE URBAN EXTENSION
MASTER PLAN UPDATE**

1. PURPOSE OF REPORT

- 1.1 To provide Members with information regarding the progress of the Barwell and Earl Shilton Sustainable Urban Extension Masterplan.

2. RECOMMENDATION

- 2.1 That the Scrutiny Commission considers and endorses the actions taken and outcomes being achieved.

3. BACKGROUND TO THE REPORT

- 3.1 Hinckley and Bosworth Borough Council has commissioned Capita Lovejoy to prepare a Masterplan for the Barwell & Earl Shilton Sustainable Urban Extension. The outcome of the works will form the basis of the Area Action Plan.

4. CURRENT POSITION

4.1 Public Consultation Events

- 4.2 The Sustainable Urban Extension Masterplan Options for Earl Shilton and Barwell settlements centres and the proposed sustainable urban extensions were presented at manned public exhibitions held in Barwell on 4 and 5 December 2009 and Earl Shilton on the 11 and 12 December 2009.

- 4.3 The events were publicised through a leaflet drop to every household and business in the two settlements, the display of posters in key locations within the settlement centres and an article in the Borough Bulletin. The manned exhibitions were very well attended with 148 people signing in over the 2 days at Barwell, and 78 signing in over the 2 days at Earl Shilton.

- 4.4 The exhibition material presented the collated site and project information and masterplan option concepts. The concepts sought to highlight how distinctly different approaches can be taken to the proposed development, particularly in terms of the location of the residential and employment development, community facilities and recreation provision. Attendees were asked to express their views on the pros and cons of the option concepts, and identify potential changes or variations via a feedback form.

- 4.5 A Masterplanning game was also provided, where attendees were asked to build a sustainable urban extension based on a minimum number of new dwellings, a specific quantum of employment areas, schools and community

facilities, and recreation space. The key elements of the proposed development were represented by playing pieces which were placed onto a map of the area. Once all of the playing pieces had been placed the final 'masterplan' was photographed for record.

4.6 The exhibition material was also posted on the Borough Council's website with a feedback form, and subsequently displayed at the Borough Council offices until the 8th January 2010.

4.7 Stakeholder Workshops

4.8 The purpose of the event was to bring key stakeholders together and engage them in the design process through a series of interrelated masterplanning exercises in order to inform the preparation of a preferred option for each Sustainable Urban Extension (SUE).

4.9 A focused group of stakeholders attended the workshops on 2 and 3 March 2010, these included potential developers, Borough Council members and officers, local community representatives, and key infrastructure and environment bodies including the Environment Agency, Severn Trent Water and County Council Transport Team.

4.10 Both days were successful in that each group (4 groups on each day) prepared a masterplan and an associated precedent sheet for the SUE site in question. On some issues and in some areas of the SUE sites there were clear points of agreement. Of the two SUE sites, there was more consensus overall regarding the Earl Shilton SUE, with many of the groups arriving at similar conclusions in key locations across the site.

4.11 There was more variation in the proposals for Barwell, with the likely explanation for this being the variation in size of the two sites and the amount of development required in each. There is more room for alternative solutions to be explored within the Barwell SUE (particularly to the north of the site) and fewer 'hard' constraints such as the absence of a clearly defined boundary such as the bypass at Earl Shilton. There was clear consensus in some areas of Barwell, but more variation overall.

4.12 The summary and conclusions from the events will inform the preparation of the 'preferred option' for each of the Earl Shilton and Barwell SUE sites. The starting point of this exercise will be discussion between Capita Lovejoy and Hinckley and Bosworth Borough Council project team. Each preferred option will then be the subject of further stakeholder and public consultation.

5. **FINANCIAL IMPLICATIONS - IB**

5.1 None arising directly report. Implications that may arise in the future will need to be approved as per the Council's Financial Procedure Rules

6. **LEGAL IMPLICATIONS - MR**

None arising.

7. **CORPORATE PLAN IMPLICATIONS**

This review supports the Corporate Aims of Cleaner & Greener Neighbourhoods, Thriving Economy, Safer & Healthier Borough, Stronger & Distinctive Communities and Decent, Well Managed & Affordable Housing,

8. **CONSULTATION**

No consultation has been undertaken in the preparation of this report, however, consultation with internal and external stakeholders and the community has taken place during the project lifecycle.

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 at this moment in time		

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

To ensure that the project identifies local needs and 'vulnerabilities' (including those of people with disabilities) is crucial to effective future work to address anti-social behaviour and its consequences. The Council and its partners have commenced 'mapping' of these needs, and the project board will proactively use this information when making recommendations or decisions.

11. **CORPORATE IMPLICATIONS**

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

- Community Safety implications
- Environmental implications
- Planning Implications

Background papers:N/A

Contact Officer: Sally-ann Cooper, Project Manager 01455 255654



A Borough to be proud of

Hinckley & Bosworth
Borough Council

REPORT NO SC84

Overview and Scrutiny Work Programme 2009/2010

ISSUE 2009/08: APRIL 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 - Thursday 8 April 2010						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Scrutiny Review: Registered Social Landlords	Interview of witnesses	Ensure accountability to community	Decent, well managed and affordable homes	Head of Community Services (Housing)	RSLs
	Credit Union - update	Receive an update on progress towards the establishment of a Credit Union for Hinckley & Bosworth	Maintain awareness of progress	Thriving economy	Director of Finance	
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	

	Sub-regional choice based lettings scheme	To receive an update	Recommendations to Executive	Decent, well managed and affordable homes	Executive Member for Housing	
	Local lettings policy, Maughan Street/Almeys Lane, Earl Shilton	To consider proposals	Recommendations to Executive	Decent, well managed and affordable homes	Executive Member for Housing	
	Barwell & Earl Shilton Sustainable Urban Extension Masterplan update	To receive a progress update				
Tracking of implementation with previous recommendations						
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 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	Attendance Management – end of year	To monitor staff sickness absence	Reduction of sickness absence / continuation of good performance	All Corporate Aims	Executive Member for Corporate & Scrutiny Services/ Head of Corporate & Scrutiny Services
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme Review	Review the Work programme for the year to enable efficient work flow for the CSSC processes	Achieve Work Programme content & schedule agreed by Members	All Corporate Aims	Relevant Executive Members and supporting Officers

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 12 April 2010					
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)
Scrutiny Topics					
Performance Management Information	Audit Block 6 & 7	Ensure findings are considered	Recommendations are implemented	All Corporate Aims	Director of Finance/ Internal Audit
	Internal Audit Annual Report	To provide assessment of internal control	Assurance of internal control and risk management	All Corporate Aims	Director of Finance/ Internal Audit
	Annual Audit and Inspection Letter	Review work of External Auditors	Matters reported by External Auditors are considered by Elected members	All Corporate Aims	Director of Finance
Tracking of implementation with previous recommendations					
Committee Management Issues	Work Programme 2009/10	To review the Select Committee's workload	To ensure timely consideration of reports and consistency of distribution of workload	All Corporate Aims	Accountancy Manager/ Chairman



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

APRIL – JULY 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 APRIL TO 31 JULY 2010

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>
Local lettings policy – Maughan Street, Earl Shilton	Housing	Executive 14 April 2010	Scrutiny Commission, 8 April		
Choice based lettings	Housing	Executive 14 April 2010			
Adoption of Leicestershire Healthy and Wellbeing Strategy	Cultural Services	Executive 14 April 2010			Committee Report <i>(Graeme Chilvers)</i>
Christmas Lights 2010/12 tender approval	Cultural Services	Executive 14 April 2010			Committee Report <i>(Mark Hryniw)</i>
Markets Atherstone proposal	Cultural Services	Executive 14 April 2010			Committee Report <i>(Mark Hryniw)</i>
Rural Areas Review	Rural affairs	Executive 14 April 2010			Committee Report <i>(Edwina Grant)</i>
Fee Changes on Building Control Applications	Planning	Council 20 April 2010			Committee Report <i>(Dave Darlington)</i>
LDS Revised Timetable	Planning	Council 20 April 2010			Committee Report <i>(Sally-Ann Smith)</i>

Town Centre Area Action Plan	Planning	Council 20 April 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 Safety & Partnerships / Strategic Leadership	Council 20 April 2010			Verbal Report (<i>Councillors Mr DC Bill and Mr DS Cope</i>)

MAY 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 (Report Author)
Review of Housing Allocations Policy	Housing	Executive 12 May 2010	Scrutiny Commission		Committee Report (<i>Sharon Stacey</i>)

JUNE 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>)
Review of Waste Collection Services	Business, Contracts & Street Scene Services	Executive 23 June 2010	Scrutiny Commission, 20 May	Trades Unions	<i>Committee Report</i> (<i>Michael Brymer</i>)
Reports by representatives on Outside Bodies i) Citizens Advice Bureau; ii) MIRA; iii) Next Generation; iv) Voluntary Action Hinckley & Bosworth	Corporate Services)	Council 29 June 2010			<i>Verbal Report</i> (<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>)

JULY 2010

No decisions to be taken.

To Be Programmed

Tenant Satisfaction Survey results	Housing		Scrutiny Commission		Committee Report (<i>Sharon Stacey</i>)
Sustainable Urban Extension	Planning	Council 20 April 2010 TBC	Scrutiny Commission		Committee Report (<i>Tracy Miller</i>)
Leicestershire Waste Partnership Strategy Review	Business, Contracts & Street Scene Services	Council October/November 2010 TBC			Committee Report & Strategy (<i>Michael Brymer</i>)
Review of Waste collection services	Business, Contracts & Street Scene Services	Executive 20 October 2010	Scrutiny Commission		Committee Report (<i>Michael Brymer</i>)
Neighbourhood Wardens Enforcement Policy	Business, Contracts & Street Scene Services		Scrutiny Commission		Committee Report (<i>Caroline Roffey</i>)
Housing Options	Housing				Committee Report (<i>Sharon Stacey</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	Councillor SL Bray (Leader) Mr S Atkinson (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: steve.atkinson@hinckley-bosworth.gov.uk
Community Direction (including Housing, Community Safety, Partnerships, Environmental Health, Planning & Cultural Services)	Councillor D Bill (Deputy Leader) (Community Safety) Councillor SL Bray (Leader) (Planning) Councillor DS Cope (Housing & Environmental Health) Councillor Ms Moore (Cultural Services) Mr B Cullen (Deputy Chief Executive (Community Direction))	Tel: 01455 255676 Fax: 01455 635692 Email: bill.cullen@hinckley-bosworth.gov.uk
Corporate Direction (including Corporate & Customer Resources, Scrutiny, Ethical Standards, Finance, ICT, Estates & Asset Management)	Councillor KWP Lynch (Finance, ICT & Asset Management) Councillor DO Wright (Corporate Services, Equalities) Mr S Kohli (Deputy Chief Executive (Corporate Direction))	Tel: 01455 255607 Fax: 01455 251172 Email: sanjiv.kohli@hinckley-bosworth.gov.uk
Business, Contract & Streetscene Services (including Refuse Collection, Street Cleansing, Car Park Management, Housing repairs, Neighbourhood Wardens)	Councillor SL Bray (Leader) (Car Parks) Councillor DS Cope (Housing Repairs) Councillor WJ Crooks (Refuse, Recycling, Street Cleansing) Councillor Ms Moore (Green Spaces, Grounds Maintenance) 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 (Community Direction))	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

1 MARCH 2010 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman

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

Officers in attendance: Mr D Bunker and Miss R Owen.

1. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

2. **MINUTES (FASC43)**

RESOLVED – the minutes of the meeting held on 1 February 2010 be agreed.

Mr Gould arrived at 6.38pm.

3. **APPROVAL OF CAPITAL PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT AND INVESTMENT STRATEGY 2010/11 (FASC44)**

The Select Committee received a report which outlined the Council's prudential indicators for 2010/11 – 2012/13 and set out the expected treasury operations for that period in line with legislative requirements.

Mr Bannister arrived at 6.50pm.

A Member stated that some authorities lent and borrowed from the pension fund and asked if this authority had done so. In response Members were reminded that Leicestershire County Council held the pension fund and there had never been any interaction with them with regard to borrowing from the fund. It was however noted that if there was a short period of negative cash flow, borrowing between local authorities may be instigated. It was also noted that the authority could lend money to Parish Councils, but that this also had not been required.

Attention was drawn to recommendation 6 contained within the report, that the Council's Constitution be revised to allow the Finance & Audit Services Select Committee to scrutinise the treasury management strategy and policies.

RESOLVED – the report be endorsed and Council be RECOMMENDED to approve:

- (i) the Prudential Indicators and limits for 2010/11 to 2012/13 contained within section 3A of the report;
- (ii) the Minimum Revenue Provision (MRP) Statement contained within section 3A of the report;
- (iii) the Treasury Management Strategy 2010/11 to 2012/13 and the treasury Prudential Indicators contained within section 3B of the report;
- (iv) the Authorised Limit Prudential Indicator;
- (v) the Investment Strategy 2010/11 contained in the treasury management strategy (Section 3B B of the report), and the detailed criteria as included in appendix 1 to the report;
- (vi) the revision to the Council's Constitution as outlined at appendix 3 to the report, nominating the Finance & Audit Services Select Committee to scrutinise the treasury management strategy and policies.

4. QUARTERLY OUTTURN REPORT TO 31 DECEMBER 2009 (FASC45)

Members were informed of the outturn position at 31 December 2009. The positive information was noted.

RESOLVED – the report be noted.

5. ADOPTION OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (FASC46)

The Select Committee was updated on the progress made on implementing International Financial Reporting Standards (IFRS). It was explained that an impact assessment had been undertaken.

It was noted that as a result of IFRS, accounts in future would be longer, but that it would standardise accounting practice internationally including in the private sector. It was explained that some practices were already in operation as when changes to UK accounting practices had been made, international rules had been referred to in agreeing these changes. It was noted that the National Health Service had implemented IFRS a year before and that the number of PFI schemes that they had created a lot of work when following IFRS.

A Member asked about the impact of the new Standards on staffing, and in response it was felt that although some additional support may be required during implementation, on the whole there would not be a significant impact.

RESOLVED – the report be noted.

6. WORK PROGRAMME (FASC47)

Members gave consideration to the Select Committee's work programme for 2009/10. It was agreed that the outcome of the Audit Committee Checklist exercise would be reported to the next meeting, and that the Audit Plan should also be added to the work programme for that meeting.

It was agreed that the meeting scheduled for 26 July be moved to 2 August.

RESOLVED – the report be noted with the abovementioned amendments.

7. DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 12 April 2010.

(The meeting closed at 7.38 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

COUNCIL SERVICES SELECT COMMITTEE

18 FEBRUARY 2010 AT 6.32 PM

PRESENT: Mrs R Camamile - Chairman

Mrs A Hall, Mr K Morrell, Mr R Ward and Ms BM Witherford.

Officers in attendance: Mr Michael Brymer, Mr D Moore, Miss R Owen and Mr T Prowse.

1. **APOLOGIES**

Apologies were submitted on behalf of Mr Bannister, Mr Bown, Mr Inman, Mrs Richards and Mr Smith with the substitution of Mr Ward for Mrs Richards authorised in accordance with Council Procedure Rule 4.3.

2. **MINUTES (CSSC27)**

RESOLVED – the minutes of the meeting held on 14 January 2010 be confirmed.

Mr Ward arrived at 6.34pm.

Mr Prowse updated the Select Committee with regard to the Private Sector home insulation project which had been discussed at the previous meeting, reporting that 1313 measures had been installed, with an energy saving of £180,000 per year.

3. **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

4. **PERFORMANCE MANAGEMENT AND CORPORATE PLANNING FRAMEWORK (CSSC28)**

The Select Committee was provided with information on the Council's performance position for the third quarter of 2009/10 and progress to deliver strategic priorities. It was reported that the rate of improvement was slowing down but the aim was to retain a top quartile position. It was explained that those areas in which performance was not top quartile were monitored and action plans were drawn up.

With regard to planning appeals, a Member expressed concern that some appeals had been lost to due to the recommendation of the Highways Authority. In response it was stated that meetings were being held with Highways about this.

The performance on average time to re-let properties was queried, and it was noted that this was one day below target.

RESOLVED – the performance indicator information including those achieving high levels of performance be noted.

5. WARDEN SERVICES

The Director of Community and Planning Services provided an update on the future of previous warden housing in sheltered schemes which were now vacant. It was noted that an action plan was being produced and options were being reviewed within budgetary constraints. These would be reported when appropriate.

6. COUNCIL SERVICES SELECT COMMITTEE WORK PROGRAMME 2008/2009 (CSSC29)

Members gave consideration to the draft Work Programme 2009/2010.

RESOLVED – the work programme be noted.

(The meeting closed at 7.05 pm)