

Date: 8 September 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
Mr DM Gould
Mrs A Hall
Mr DW Inman

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

Copy to all other Members of the Council

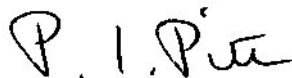
(other recipients for information)

Dear Councillor

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber, Council Offices, Hinckley on **THURSDAY, 16 SEPTEMBER 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, appearing to read 'P. I. Pitt'.

Pat Pitt
Corporate Governance Officer

SCRUTINY COMMISSION - 16 SEPTEMBER 2010

AGENDA

1. APOLOGIES AND SUBSTITUTIONS

RESOLVED 2. MINUTES

To confirm the minutes of the meeting held on 5 August 2010 attached marked 'SC29'.

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

To hear any questions in accordance with Council Procedure Rule 10.

6. HOUSING STRATEGY

Report of the Deputy Chief Executive (Community Direction) attached marked 'SC30' (pages 1 - 8).

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

RESOLVED 7. SCRUTINY REVIEW: REGISTERED SOCIAL LANDLORDS – TRACKING OF IMPLEMENTATION OF RECOMMENDATIONS

Verbal update on progress towards implementing recommendations.

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

8. UPDATE ON WINTER GRITTING REVIEW

Update by the Chief Officer, Business, Contract and Streetscene Services.

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

9. REVIEW OF WASTE COLLECTION SERVICES

Report of the Chief Officer, Business, Contract and Streetscene Services attached marked 'SC31' (pages 9 - 20).

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

10. BARWELL AND EARL SHILTON SUSTAINABLE URBAN EXTENSION MASTERPLAN

Report of the Deputy Chief Executive (Community Direction) attached marked 'SC32' (pages 21 - 23).

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

11. RURAL AREAS REVIEW: TRACKING OF PREVIOUS RECOMMENDATIONS – LDF IN RURAL AREAS

To consider how to take forward the recommendations of 20 May 2010.

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

RESOLVED 12. SCRUTINY REVIEW: TRANSPORT – SCOPING OF REVIEW

Discussion to scope the Transport review. Report with suggestions of areas for consideration attached marked 'SC33' (pages 24 - 26).

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

13. MEMBER DEVELOPMENT – ANNUAL REVIEW

Report of the Chief Officer (Corporate & Customer Resources, Scrutiny & Ethical Standards) attached marked 'SC34' (pages 27 - 31).

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

RESOLVED 14. OVERVIEW & SCRUTINY WORK PROGRAMME 2010/11

To consider the work programme, attached marked 'SC35' (pages 32 - 41).

15. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Copy of the Forward Plan for September – December 2010 attached marked 'SC36' (pages 42 - 48).

16. MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

For noting only:

- (i) Council Services Select Committee, 29 July 2010. Attached marked 'SC37' (pages 49 - 51);

- (ii) Finance & Audit Services Select Committee, 2 August 2010. Attached marked 'SC38' (pages 52 - 53).

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

The following item is for information only, and will not be discussed at the meeting:

18. HEALTH PROFILES 2010

Attached marked 'SC39' (pages 54 - 57).

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

5 AUGUST 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, Mrs A Hall, Mr DW Inman, Mr K Morrell, Mr K Nichols, Mr BE Sutton and Mrs BM Witherford.

In accordance with Council Procedure Rule 4.4 Mr MB Cartwright and Mr R Ward also attended the meeting at the invitation of the Chairman.

Officers in attendance: Mr S Atkinson, Mr I Bham, Mr D Bunker, Mr S Coop, Mr M Evans, Miss L Horton, Mr S Kohli, Mr P Langham, Miss R Owen and Mr S Wood.

159 **APOLOGIES AND SUBSTITUTIONS**

Apologies for absence were submitted on behalf of Mr Batty, Mr Gould and Mr Joyce.

160 **MINUTES (SC20)**

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

RESOLVED – the minutes of the meeting held on 1 July 2010 be confirmed and signed by the Chairman.

161 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

Mr Ward arrived at 6.36pm.

162 **UPDATE ON MEMBERS' ICT (SC21)**

Members received a report on the progress of the Members' ICT project which had been requested at the previous meeting. The Commission was informed that 13 Members were now on the pilot and that ten of these used the system regularly. It was reported that the saving in paper, printing and postage on agendas which would be generated by all Members using the electronic IT solution would be approximately £10,000 which was similar to the revenue cost of the IT project. However this was insignificant when offset against the capital costs.

Whilst some Members acknowledged the value of receiving information electronically and reducing paper usage and costs of producing agendas, Members who were currently part of the pilot project reported various issues including problems with reception in order to connect to the system, time taken to log on and difficulty in using electronic agendas in meetings. Further concern was expressed that Members who were on the pilot still received some paper copies and also did not use their laptops in meetings.

Concern was expressed that the savings originally projected could not be achieved and that it was not appropriate to be spending money on IT equipment at this time. The future of the project was discussed with some Members suggesting that the project be discontinued or put on hold until after next May when the decision to move to electronic-only delivery of information be revisited by the new Council. The latter was agreed as a way forward.

It was moved by Mr Lay, seconded by Mr Nichols and

RECOMMENDED –

- (i) progress on the project be noted;
- (ii) Members currently on the pilot be permitted to continue if they so wish but that their paper copies be discontinued completely;
- (iii) the mandatory usage of IT after May 2011 (as agreed by Council on 11 August 2009) be reconsidered after May 2011;
- (iv) further work be undertaken to understand the true costs of paper agendas, and that this be rationalised.

Mr Cartwright left the meeting at 7.25pm.

163 COUNCIL OFFICES DEVELOPMENT

The Scrutiny Commission received a presentation on proposals for the new Council Offices and specifically on the financial implications. Concern was expressed about the adverse publicity in the press and Members asked that the reasons for the move be reiterated to the public and the opportunities and advantages of the development be outlined, including the financial benefits of the move. It was noted that the Deputy Chief Executive (Corporate Direction) had written in detail to the local newspaper and that his letter had been printed in that day's edition.

Members thanked officers for their hard work on this project and fully supported and endorsed the financial implications as presented at the meeting.

164 REDUCTION OF EMPTY HOMES AND SECOND HOMES DISCOUNT (SC22)

Having requested this report at the previous meeting, Members were reminded of the decision made in 2004 to remove the 50% discount on long term empty homes and to reduce the discount on second homes from 50% to 10%. Recent research had led to confirmation from Leicestershire County Council that the additional income overall as a result of this decision had been used, with additional financial support from the County Council, to fund 50 Police Community Support Officers. Members were satisfied with these findings.

A member requested clarification on the Data Protection Act with regard to receiving information on council tax payments on empty homes in his ward. It was agreed that a response would be provided to him outside of the meeting.

165 PRIMARY CARE TRUST (PCT) AND SECTION 106 CONTRIBUTIONS (SC23)

Members were informed of the position in respect of the PCT Section 106 contributions. It was explained that in April 2010 the process had been changed due to the Community Infrastructure Levy and the system was now tighter.

Members felt that the contributions should go to increase capacity in healthcare locally, for example by increasing GP provision to take on extra patients in the area of the development.

RESOLVED – a further report be received in six months to ascertain progress with the new arrangements.

166 PLACE-BASED BUDGETING (SC24)

The concept of 'Place-Based Budgeting' was outlined for Members and the potential impact and opportunities were highlighted. Members were concerned about the focus on Leicester City as part of the Multi-Area Agreement.

Members noted the implications and possibilities arising from the concept and agreed to consider it again when further information was available from Government.

167 OVERVIEW AND SCRUTINY WORK PROGRAMME 2010/11 (SC25)

Members received the Work Programme for 2010/11. In response to a Member's question it was reported that an update on implementation of recommendations arising from the review of Registered Social Landlords would be brought to a future meeting as soon as the RSL Forum had met.

RESOLVED – the work programme be endorsed with any additions agreed at this meeting.

168 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC26)

Members received the Forward Plan of Executive and Council decisions.

It was requested that the Tenant Consultation feedback, Masterplan preferred options and Council House future options 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.

169 MINUTES OF SELECT COMMITTEES AND WORKING GROUPS

The minutes of the following meetings were received:

- (i) Finance & Audit Services Select Committee, 21 June 2010 (SC27);
- (ii) Council Services Select Committee, 24 June 2010 (SC28).

(The meeting closed at 8.17 pm)

SCRUTINY COMMISSION – 16 SEPTEMBER 2010

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

RE: HOUSING STRATEGY 2010-13

1. PURPOSE OF THE REPORT

To seek Member's endorsement of the adoption of the Housing Strategy 2010 - 13. This document will replace the previous Housing Strategy which expired in 2008. The report is being considered by Executive at their meeting of 8 September 2010 and a verbal report will be given to Scrutiny on the outcome of that meeting.

2. RECOMMENDATIONS

That Members endorse:

- (i) The Housing Strategy 2010-13 (attached with this report) to replace the previous Housing Strategy;
- (ii) That the Housing Strategy is reviewed annually to ensure it complies with emerging National policy and guidance.

3. BACKGROUND

The Local Government Act 2003 required Local Authorities to produce a 'fit for purpose' housing strategy. Hinckley and Bosworth Borough Council has produced a fit for purpose Housing Strategy for the years 2005 to 2008. No further guidance has been issued by CLG regarding the status of Housing Strategies. During 2009 work was carried out of a full revision of the Housing Strategy to bring it up to date with current priorities.

Strategic Leadership Board on the 21st April 2009 considered the refreshed Housing strategy and agreed to a period of consultation with stakeholders and the public for a period of six weeks to invite any representations on the proposed Housing Strategy and to incorporate any suggestions as to priorities for the action plan to be considered.

The general election has led to a period of uncertainty for the direction of travel for the provision of housing in general and social housing in particular, and there are no indications as to whether a district level Housing Strategy will be required in the future. It is important however that the Council produces a new Housing Strategy as the old one is now out of date and does not reflect the current aims and aspirations for housing.

Work done in 2009 to produce a full Housing Strategy contained a more up to date action plan to set out current priorities. This action plan forms the basis of this Housing Strategy which sets out the areas where the Council will concentrate its' efforts and finances until further clarification from Central Government is received in due course.

4. **THE HOUSING STRATEGY 2010 - 13**

There are three key themes that form the basis of the Housing Strategy. Within these themes are contained the actions for each section and how they will be achieved. The themes are:

- **Better balanced housing markets.**
This theme looks at how housing markets operate in the Borough and what the Council needs to do to make sure that the right type and tenure of housing is available to meet the needs of residents now and in the future.
- **Improved housing conditions.**
The aim of this section of the Housing Strategy is to ensure that existing housing stock, both Council and private housing, is well maintained and has modern facilities.
- **Community cohesion.**
This theme includes how tenants and residents views will be considered by the Council, and what can be done to give older and more vulnerable residents the support they need to live independently.

The actions related to the themes are contained in the attached document, the Housing Strategy 2010 – 13 and also within the relevant Business Delivery Plans. They reflect the priorities emerging from Central Government, particularly the agenda that local communities have more influence and control over what happens in their own locality.

The Housing Strategy was presented to Strategic Leadership Board at their meeting of 31 August 2010 and endorsed. It was also presented at the Executive meeting of 8 September and members will be given a verbal report on the outcome of that meeting.

5. **FINANCIAL IMPLICATIONS (DB)**

There are none arising directly from this report. The funding implications of implementing the Strategy will be considered as part of the normal budget process on an annual basis. Provision for some aspects of the Strategy already exist in the Council's Revenue Budget and Capital programme.

6. **LEGAL IMPLICATIONS (AB)**

Contained in the body of the report

7. **CORPORATE PLAN IMPLICATIONS**

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

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

8. **CONSULTATION**

Consultation took place for the full revised Housing Strategy in August and September 2009. Consultees included RSL partners and private landlords operating in the Borough, and key stakeholders within Hinckley and Bosworth. The outcomes of that consultation were used to inform the priorities in the Housing Strategy 2010 - 13.

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.

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

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

One of the stated aims of the Housing Strategy is the role of housing in community cohesion and the different initiatives proposed to help to meet the needs of specific groups within the community.

The Strategic Housing Market Assessment identified a shortage of affordable housing in rural areas, and the Housing Strategy identifies initiatives, such as Rural Exception Sites, to increase the provision of affordable housing in rural

areas. Parish Councils will be involved in any Rural Exception Sites which are proposed in rural areas.

11. **CORPORATE IMPLICATIONS**

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

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

Background Papers: The Housing Strategy 2010 -2013.

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



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Housing Strategy 2010 -2013

This Housing Strategy sets out the Council's housing priorities for the next three years, until clarity is received on the future of local Housing Strategies and on changes to funding streams to meet housing priorities.

The key priorities for the Housing Strategy are:

- **Better balanced housing markets;**
- **Improved housing conditions; and**
- **Community cohesion.**

These contribute to the aims of the Corporate Plan 2010 – 2015:

- 1 Cleaner & greener neighbourhoods**
- 2 Thriving economy**
- 3 Safer and healthier borough**
- 4 Strong and distinctive communities**
- 5 Decent, well managed and affordable housing**



Understanding of housing markets in the Borough is important to enable the Council to plan for the right type and tenure of properties to be available to meet the needs of the residents of Hinckley and Bosworth. The Strategic Housing Market Assessment is the main evidence base used to look at the different housing markets in the area.

Objectives for better balanced housing markets 2010 - 2013.

What we will do and how

Gain a better knowledge of the Housing Market by:

- Ensuring the Strategic Housing Market Assessment is updated regularly;
- Using the Strategic Housing Market Assessment to negotiate appropriate levels of affordable housing on new schemes.

Increase the supply of affordable housing by:

- Use of initiatives to deliver affordable housing outside of planning gain (also known as section 106 agreements);
- Ensure there is a supply of rural affordable housing to meet the needs of local residents;
- Continue to work with the Rural Housing Enabler to increase the supply of Rural Exception Sites, which provide affordable housing for local people.

Make effective use of existing affordable housing stock by:

- Exploring the use of incentives to encourage underoccupying Council tenants to move to smaller accommodation;
- Bringing forward a Choice Based Lettings scheme;
- Using section 106 agreements to make sure properties are let to people with a local connection

Reduce homelessness by:

- Setting up local advice surgeries to reach homeless people in rural areas;
- Supporting a Mortgage Rescue Scheme;
- Working with partners to prevent people from becoming homeless



It is not sufficient for residents in the Borough to have a roof over their head; it is also important that the property they live in is of a good standard with modern facilities. The stock in the Borough is significantly better than at national and regional level, but there is still room for improvement.

Objectives for improving housing conditions 2010 - 2013.

What we will do and how

Improve Local Authority housing by:

- Updating the housing stock condition survey;
- Working towards improving council housing to its potential EPC rating.

Improve private housing conditions by:

- Updating the Private Sector renewal policy;
- Targeting initiatives to assist households experiencing fuel poverty;
- Continuing initiatives to increase the energy efficiency of private dwellings

Improve conditions for low income households:

- Pursuing initiatives to increase the supply of council housing stock;
- Exploring participating in a landlord's accreditation scheme;
- Working with the landlords forum to improve opportunities for low income households;
- Increase the variety of intermediate tenures for new build properties.



It is important that the needs of all residents in the Borough are considered, and this includes services for people who may be vulnerable and need help and support to live independently. It is also important that the Council considers the views of everyone who lives in the Borough so that the services provided reflect the priorities of local people.

Objectives for Housing and Community Cohesion 2010 - 2013.

What we will do and how

Improve choice for older people by:

- Bringing forward with partners the development of an extra care scheme in the Borough;
- Participation in the county wide review of control centres;
- Maximising the use of aids and adaptations to allow people to remain in their own home

Achieve better outcomes for special needs groups by:

- Working with Supporting People to identify needs of specific groups and initiatives to meet those needs;
- Consideration of a Sanctuary scheme to assist women suffering domestic violence;
- On sites designated for Gypsies and Travellers, ensure best practice design and site management is in place;
- Working with partner authorities to develop a county wide DFG/ adaptation policy and standards;
- Working with Adult Social Care services to help people with learning disabilities to access settled accommodation.

Increase community participation by:

- Increasing the level of engagement with the community, especially young people and hard to reach groups;
- Participate in the work of Neighbourhood Action Teams, extending the work where possible;
- Appointing of a specialist post to take a more pro active approach to community participation and to broaden the areas that are covered by community engagement.

Effectively manage anti social behaviour by:

- Effectively managing anti social behaviour by:
- Continuing to strengthen partnership working and ensuring responses to anti social behaviour are coordinated;
- Carrying out tenant and customer profiling work to help shape services;
- Using Family Intervention Project funding to give intensive support to families in danger of eviction through anti social behaviour;
- Preparing for the re tendering of Supporting People services.

For further information:

Valerie Bunting, Housing Strategy and Enabling Officer

tel: **01455 255612** email: **Valerie.bunting@hinckley-bosworth.gov.uk**

SCRUTINY COMMISSION – 16 SEPTEMBER 2010

REPORT OF CHIEF OFFICER: BUSINESS, CONTRACT AND STREET SCENE SERVICES

RE: STREET SCENE SERVICES – VALUE FOR MONEY REPORT

1. PURPOSE OF REPORT

- 1.1 To provide Members with an Annual Report on the value for money of Street Scene & Public Space Services.

2. RECOMMENDATION

- 2.1 That the Scrutiny Commission note the report.

3. BACKGROUND TO THE REPORT

- 3.1 The waste, street cleansing and grounds maintenance contracts were brought 'in house' on 29th September 2003, after 14 years of being outsourced. The services were market tested at that time and as a package provided the council with a significant saving to the overall cost of the previous contracts. A report on the future provision of DSO Services was presented to Council on 11 September 2007. The Council agreed a series of recommendations including agreement to maintain the refuse, recycling and street-cleansing services 'in-house' to 2017 provided they could demonstrate value for money. The Executive also recently agreed to the in-house provision of Grounds Maintenance.

- 3.2 Since September 2003, a number of changes and improvements have been experienced by the services. The population of the Borough has grown:

Year	Additional Properties
2003/04	421
2004/05	583
2005/06	454
2006/07	438
2007/08	398
2008/09	<u>474</u>
Total	2,768

There are an additional 3,150 properties scheduled over the next five years.

In 2005 the Council adopted its first Green Space Strategy and embarked on a major programme of investment in its parks and open spaces. In addition several areas of open space within housing developments have been adopted by the Council. The net result is the council has had to maintain more land, with more facilities using new and improved grounds maintenance techniques.

4.

INTRODUCTION

4.1 The in-house contracted services deliver three of the council's top priority services namely refuse collection, recycling and street cleansing. In summary the services provided are:

- **Recycling** – The collection of 'green' waste, plastics and cardboard is undertaken by Street Scene Services. The "Bag it and Box It" collection service that collects paper, tins and cans, glass, textiles and shoes is outsourced to Palm Recycling (formerly AbitibiBowater).
- **Refuse** – The collection of residual (Black Bin) waste on an alternate week basis.
- **Street Cleansing** – The Service is operated in accordance with statutory legislation. The service cleanses the borough based on 'footfall' and public priorities.
- **Grounds Maintenance** – Provides maintenance to Council owned Parks and Open Spaces including on-going grass cutting, bedding and shrub maintenance (planting, pruning, watering), litter collection, weed control and tree works to Parks, countryside sites, housing land, allotments, and burial grounds.

4.2 In addition to the provision of priority 'frontline' services the service has corporate responsibility for generating income for the authority. This relates to all areas of the Council and not just 'cleaner and greener' services. The Business Delivery Plan identifies a three-year vision for the service. The service vision is:

"Business led, customer focussed"

5. VALUE FOR MONEY (VFM) SERVICES

5.1 The Council's Value for Money Strategy is to provide services that:

- Perform well in comparison to other organisations
- Are economic with spending in proportion to the communities priorities
- Satisfy the needs of the community

This report demonstrates the service's contribution to value for money services.

A) Perform well in comparison to other organisations

5.2 The performance of Street Scene Services has continued to improve. In the context of the Council's VFM Strategy the service has performed as follows:

Performance

- 49.8% current recycling rate representing best quartile performance (34.5% in 2004/05)

- 100% access to kerbside recycling services representing best quartile performance
- 99.9% of waste collections take place on the scheduled day of collection there are @ 2million collections per year
- Litter within the borough is down to 2%
- Detritus within the borough is down to 16%
- Graffiti within the borough is down to 2%
- Fly posting within the borough is down to 1%
- Fly tipping is collected within 5 working days
- Increase in the quality standard of grounds maintenance from 59% to 73%
- First green flag for Hollycroft Park in 2010 from the Keep Britain Tidy Group which externally verifies the high quality of parks and grounds maintenance provided.
- The quality of HBBC managed green space in Hinckley has increased from 45% in 2006/07 to 68% in 2009/10. This is due to a combination of improved facilities and improved maintenance.

Service Delivery Achievements

- Two additional kerbside recycling collection services for plastic and cardboard (in response to public feedback) are now provided
- Recognised as good practice by the Audit Commission:

The Council's plans to continue improving its recycling and waste services are good.

Hinckley and Bosworth is a clean borough. The streets are kept clean and there is little graffiti and few illegal posters. The Council quickly clears any waste that is dumped illegally. It has won a silver Clean Britain award because of its street cleaning services.

Audit Commission 2009

- Successful food waste trial services in Burbage and Barwell on behalf of the Leicestershire Waste Partnership
- Effective partnership working with the Probation Service to improve the local environment
- Bi-annual National Keep Britain Tidy Awards for Environmental Cleanliness rated the Borough of Hinckley & Bosworth as Five Star (highest judgement) and an overall Silver Award in the Borough Category
- Increased the frequency of mechanical sweeping throughout the Borough to improve street cleanliness in response to public feedback that has reduced detritus

5.3 The achievements provided above have been attained without the benefit of external funding. The Council's Performance Management Framework requires services to report corporately on progress with service delivery on a quarterly basis against local and national performance indicators. In addition to the corporate reporting of information performance is reviewed on a monthly basis within the service, with the Executive Member and with the Deputy Chief Executive.

B) Are economic with spending in proportion to the communities priorities

5.4 Each of the services reported were tested in the open market and won on a commercially competitive basis. Out of the 47 services provided by the Council, Clean Neighbourhoods were identified as the number one priority.

Service Cost

- Cost of household waste is £42.91 for 2009/10 (£42.21 in 2004/05) best quartile cost was £44.50 for 2007/08
- Reintroduction of contract rates for Grounds Maintenance to other council services at lower cost to other council services e.g. landscaping of Lower Bond Street car park, Leisure Centre, land clearance and fencing works for Asset Management.
- Grounds Maintenance income was £38,000 higher than budgeted.
- Negotiated an additional £50,000 of income from the value of materials through the Bag It and Box It service for 2010/11
- Sorting and negotiating the reprocessing of plastics and cardboard to generate £24,000 of external income
- Increased external income from miscellaneous Street Cleansing works by £10,000

Trading Account Performance (prior to refunding the Client)

	07/08	08/09	09/10
Waste Management	(£56,525)	(£176,648)	(£285,381)
Grounds Maintenance	(£3,345)	£52,174	£16,675

() signify surplus

Service efficiencies

- Incorporated the collection of Bulk Waste items within the working week rather than as an out of hours service saving £13,000
- Reviewed the route of each Collection Round to reduce fuel usage by 10,000 litres and subsequently CO2 emissions (as well as offset increasing fuel costs)
- Revised the frequency of Bring Site collections to reduce expenditure by £10,875
- Grounds Maintenance expenditure was reduced through new machinery arrangements, reduced overtime and agency costs, lower vehicle rates, grave digging costs etc.
- £25,000 a year reduction in annual machinery costs has been achieved for the next 5 years through the purchase of grounds maintenance machinery.
- Removal of the 'shuttle crew' for Black Bin Collections

C) Satisfy the needs of the community

5.5 As the majority of the services are public priorities they are by definition high profile. The annual satisfaction figures are provided below:

Table 1	SATISFIED WITH SERVICE annual trends			
	2009/10 a	2008/09 b	2007/08c	2006/07d
Cleanliness standard in your area	76%	75%	70%	69%
Household collection of waste	87%	80%	73%	64%
Waste recycling facilities (local)	80%	72%	70%	64%
Parks and open spaces in the Borough	68%	64%	64%	71%

a Source: Citizens' panel, Winter 2009/10; b Source: Citizens' panel, Winter 2008/09; c Source: Citizens' panel, Winter 2007/08; d Source: User satisfaction Survey 2006/07

How satisfied are you with changes to service?

Table 2	new calendar	one	collection	plastic	cardboard
		day		recycling	
Very satisfied	58.8%		59.1%		70.5%
Fairly satisfied	27.3%		25.8%		21.6%
Neither	11.7%		12.7%		6.0%
Fairly dissatisfied	0.7%		1.0%		1.0%
Very dissatisfied	1.5%		1.4%		1.0%
Total	100.0%		100.0%		100.0%

5.6 In addition 93.70% of customers were satisfied with the telephone enquiries regarding refuse and recycling (target 85%).

6. **CHALLENGES FOR THE FUTURE & SERVICE DEVELOPMENTS**

6.1 Street Scene & Public Space Service's are committed to the continual improvement of their services. Although much has been achieved the service has a number of challenges to conquer in the future including:

1. Deliver high quality services within the financial context of the Council's Medium Term Financial Strategy
2. Move towards further synchronised working
3. Develop profitable commercial operations

6.2 Although all services are improving, there is still further opportunity to improve further. The Service's Business Delivery Plan has identified how each service area proposes to develop and improve. There are a number of key improvements that are planned for implementation during 2010/11 and beyond.

Improvements to Waste Collection Services

6.3 The Council is currently consulting with Trades Unions on the findings of the Waste Collection Review. The reasons to review the current system of waste collection were:

- Expiration of current contracts: ‘Bag It and Box It’ dry recycling contract (due to expire March 2011), Vehicle contract (due to expire September 2010) and composting of green waste contract (due to expire October 2010);
- Current financial climate and anticipated reduction in budgetary settlement, there is a need to operate more efficiently with the aim of reducing expenditure or raising external income for the Council;
- Further improving public satisfaction with the services; and
- Committed to continuous improvement.

Invoke the contractual extension with Palm Recycling for an improved Dry Recycling Collection Service

6.4 This extension to contract would be on the basis of collecting all the Council’s Dry Recycling Materials from the Kerbside. Furthermore, in response to customer feedback, the Council would introduce the additional recycling materials of Tetra Pak (drinks cartons) and Batteries. The collection system would alter from a ‘source segregated’ approach (individual materials are collected separately) to a ‘Dual Stream’ approach where the majority of the materials would be collected in two different streams:

Stream 1 – Container	Stream 2 – Fibre
<ul style="list-style-type: none"> ▪ Glass, ▪ Tetra Pak, ▪ Aerosols, ▪ Cans, and ▪ Mixed Plastic. 	<ul style="list-style-type: none"> ▪ Paper, and ▪ Cardboard

Textiles and batteries will also be collected.

6.5 Paragraph 11.3 (Table 2) identifies that there is no clear preference across the Borough for the preferred choice of suitable container. To address this situation, residents would be given a choice of container for Stream 1. The resident could select a larger reusable Blue Hessian Bag (90 Litre bag) or an additional Box (55 litre) with lid. The lid responds to public feedback regarding a stacking system to reduce the storage space required. The larger bag option is to assist with the volume of the mixed plastic material that may not be able to fit in an additional Blue Box. Alternatively, residents could opt in and lease a wheeled Bin for a fee of £10 per year. The existing reusable Yellow Hessian Bag would be used for Stream 2.

6.6 By deploying this new ‘Dual Stream’ approach the number of recycling receptacles would be reduced by at least one, the existing Blue Bag for paper (which scored the lowest level of satisfaction – Paragraph 11.2) and the resident would receive a receptacle of their choice. A split body vehicle would be used to collect the dry recyclable material on a ‘single pass’ collection approach. This has the additional advantage of reducing vehicle journeys and subsequent CO2 emissions.

6.7 From a financial perspective, due to negotiation, the net saving of providing the enhanced service will be approximately £30,000 lower than the current budgeted cost of the existing subcontracted ‘Bag It and Box It’ service. This negotiated price is more competitive than an in-house provision of the same

service and significantly lower than an outline externally sourced quotation. There are additional 'knock on' cost savings. From a value for money point of view, this service responds to public feedback (and should subsequently improve public satisfaction), provides a reduction in council expenditure and will enhance recycling performance from the additional materials collected.

Restructure of the current Refuse & Recycling Collection Service over 5 days

- 6.8 The decision to move to a 'Dual Stream' dry recycling approach will provide the Council with an 'in-house' wheeled bin service. It will also create spare capacity amongst the existing Collection Crews as was previously the case prior to the introduction of the mixed plastic and cardboard collection services on green waste days.
- 6.9 This change will allow the service to restructure the current in-house approach to Waste Collection. The new structure will designate 4 crews (a driver and two loaders) to collect residual waste (Black Bin) and 3 crews to collect green waste. Each set of crews would then collect from the Borough over the course of a fortnight. By matching up the collection routes / areas of the Green Waste crews with those of the dry recycling crews this will facilitate a 'recycling' week for the majority of residents throughout the Borough. The exception would be for the 'rural' round where the service would utilise a split body vehicle for the collection of both residual and green waste. A contingency of a summer shuttle crew would be placed in the budget for the 'peak' garden season if required. The net position would be a reduction of 2 crews (1.5 if the summer shuttle is required).
- 6.10 This is adequate staffing capacity following completion of benchmarking studies to provide the wheeled bin collection services to the whole Borough. An assessment would be taken each year on the need for additional resources in this area as the planned housing growth is an additional 3,150 properties scheduled over the next five years. The addition of new houses provides a challenge to the services capacity to collect the weight of waste. The change to a five day working week would allow this additional weight to be better apportioned and increase the number of waste 'tips' per fortnight. It is the intention to provide waste collection services on Bank Holiday Mondays, which will minimise any disruption to residents.

Compost Contract

- 6.11 The improved dry recycling service (paragraph 6.4) should achieve a Borough recycling rate of 50%. A large proportion of the Council's recycling performance emanates from green waste sent to composting. The current green waste composting contract will end in October 2010 and the extension provisions have all been used. It is therefore time to procure a new contract for composting of green waste. As part of the new contract (and in response to public feedback) a further element will be included in addition to the composting of green waste for the collection and treatment of food waste. The food waste provision, if affordable, will need to be co-mingled with the green waste currently collected to avoid any additional collection costs. Although there will be an increase in 'gate fee' for the composting of the food waste for an approximate increase in recycling performance of approximately 5%.

Increase of Mechanical Sweeping to Street Cleansing

- 6.12 A review of the Street Cleansing Service was reported last year and the findings have been implemented. The review:
- Altered working routes and resources to increase the coverage of cleansing throughout the whole borough;
 - Clearly defined boundaries of accountability for crews providing services;
 - Revised service standards to meet with public priorities; and
 - Increased the visibility of the service to the public by changing the start time of the service to 6.30am.
- 6.13 The borough generally remains clean and tidy. Comparative performance remains consistent with 'top performing' authorities (see paragraph 5.2). Expectations with and for the service remain high and it has been identified as the highest service priority by the public.
- 6.14 The agreement with the new vehicle contract will allow the service to increase its mechanical sweeping capability. The new arrangement will be:

Current	Oct 2010
1 x Scarab Sweeper (large)	2 x Scarab Sweepers (large)
1 x Scarab Minor (small)	2 x Scarab Minors (small)

The increase in mechanical sweepers would allow:

- The two large sweepers to service the main roads and rural / northern parts of the Borough. Significantly reducing the current 13 week mechanical sweeping cleansing cycle.
 - The two Scarab Minors to service: Hinckley; Burbage; Barwell; & Shilton.
 - Dedicated enhanced applied sweeper presence in the Town Centre
 - Dedicated applied sweeper presence in Earl Shilton and Barwell
- 6.15 The 'knock on' of this arrangement for manual street cleansing cover would be:
- Town Centre – Two posts
 - Response / Income generation – Two posts
 - Side Loader Crew 1 (Hinckley & Burbage) – Driver and Two
 - Side Loader Crew 2 (Barwell and Earl Shilton) – Driver and one plus Applied Sweeper
 - Side Loader Crew 3 (Northern Parishes) – Driver and Two
 - Side Loader Crew 4 (Barlestone, Newbold, Nailstone and Kirby Muxloe) – Driver and one
 - Side Loader Crew 5 (Western Parishes & Market Bosworth) – Driver and one

New Vehicle Contract

- 6.16 Following a mini tender exercise through the Yorkshire Purchasing Organisation Framework the Council has let its Vehicle Contract. The contract will operate until March 2018 and harmonise the expiry date for all Council Vehicles. As a result of the Waste Collection review the number of new

Refuse Collection Vehicles required will be reduced by two. As you would imagine, Refuse Collection Vehicles are an expensive resource and the reduction of two vehicles will provide a significant saving to the Authority. The service will hold a contingency budget in place for the purchase of an older (but reliable) spare vehicle in case it is required.

Commercial Operation

6.17 A number of potential business activities have been investigated during the last twelve months. Priority projects were:

- Commercial recycling and waste service – A commercial recycling / waste service is now in place. The service is currently promoting and selling its services and has an income target of £15,000 a year.
- Commercial Mechanical Sweeping – Provision of commercial cleansing services to the private sector will be promoted utilising the additional mechanical sweeping capacity (paragraph 6.14).

Grounds Maintenance

6.18 In the next 12 months this service will concentrate on:-

- Consolidating performance improvements with the long term aim of achieving 2 green flags by 2012.
- Reducing costs
- Providing additional grounds maintenance and landscaping services to other Council services, including the development of hard landscaping services which would previously have been outsourced.
- Generating income from external sources
- Investigating and trialling more environmentally friendly grounds maintenance techniques including climate change adaptations.

This service aims to further reduce the grounds maintenance budget deficit during the current year and to be returning an operating surplus by end March 2012.

7. CONCLUSION

7.1 Street Scene Services continue to demonstrate their added value to the work of the Council. It is considered that the services clearly demonstrate value for money services for the Council and the people of Hinckley and Bosworth. The services have begun to become exemplars for others.

8. FINANCIAL IMPLICATIONS (HF)

8.1 The annual cost per household for waste collection and street cleansing was £42.91 in 2009/10 compared with £42.73 the previous year. This was after allowing for the refund from internal contractor to client, which still left the contractor with a £381 surplus.

8.2 The implications of accepting the recommendations are that the costs of tendering prior to March 2018 are avoided, at the risk of foregoing savings as

a result of tendering. The committee needs to take a view on the likelihood of earlier tendering resulting in savings.

8.3 The purpose of removing the client/contractor split is to simplify the presentation of management information to facilitate decision making. Given that the client/contractor is managed by the same people, the split between the client/contractor cost centres, and recharge mechanism, leads to unnecessary complications which can cloud the overall picture.

9. **LEGAL IMPLICATIONS (AB)**

9.1 None raised directly by this report. The contractual implications relating to the new compost contract and the extension of the dry recycling contract will be dealt with through negotiation prior to entering into the contracts.

10. **CORPORATE PLAN IMPLICATIONS**

10.1 The issues covered in this report relate to, and support the achievement of the Council's:

- Council's Strategic Aim: Cleaner & greener neighbourhoods;
- Corporate Plan Strategic Outcome: Clean Neighbourhoods for everyone

11. **CONSULTATION**

11.1 The headline public results are being reported via the corporate reporting process. Consultation has been undertaken with the Citizens Panel; Residents that have contacted the service during the last 6 months; Users of the Website; and residents responding to the Press Release; Staff; Borough and Parish Councillors; and Focus groups will be held during March 2010.

11.2 The survey generated 723 responses for the Recycling and Refuse service questions which were sent to both Citizens Panel Members and Service Users.

11.3 Highlight results from the survey are provided below:

Table 1	Blue Box	Blue Bag	Brown Bin	Orange bag	White bag	Cardboard bag
% respondents satisfied with container	84.5%	73.4%	90.2%	75.6%	36.5%	76.6%

Which one of the following options of recycling containers would you prefer?

Table 2

Keep the same(i.e. 1 bag for paper, 1 bag for plastics, 1 bag for cardboard & 1 box for glass, cans & foil	1 bag for paper, 1 box for plastic & cardboard & 1 box for cans, glass & foil	1 bag for paper and 1 wheeled bin for plastic, cardboard, cans, glass & foil	1 wheeled bin for paper, plastic, cardboard, cans, glass & foil
37.6%	5.8%	15.7%	40.9%

11.4 39% of respondents indicated they would still use the brown bin (garden waste) if the council charged a nominal fee (e.g. £10 per year) with 61% indicating that they would not continue using the service if there was a charge.

11.5 In response to how the service could be improved the following suggestions were put forward:

- More care by operators in respect to spillage and replacing owners own bins back at boundary, not blocking driveways
- Rationalise the number of containers
- Introduce more recycling kerbside; in particular, tetrapak, food waste & battery recycling
- More robust bags and lids for boxes
- More local/village recycling bins to encourage casual recycling
- Effectively publish clear guidance on where people can recycle and what they can recycle at individual sites
- Weekly black bin household waste collection, particularly in the Summer months
- More reliable assisted collections
- Improve communication about service and educate people about recycling

11.6 The report and its recommendations were endorsed by the Council Services Select Committee at its meeting 29 July 2010.

12. RISK IMPLICATIONS

14.1 It is the Council's policy to proactively identify and manage significant risks, which may prevent delivery of business objectives. It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this report have been identified, assessed and controls are in place to manage them effectively within the service's risk register.

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Service capacity to deliver new services	1) Shuttle crew contingency 2) Spare vehicle budget contingency	Michael Brymer

Management of significant Opportunities		
Opportunity Description	Mitigating actions	Owner
Increase in public satisfaction	See Section 5 & 6	Michael Brymer
Provision of additional services at less cost to the Council	See Section 6	Michael Brymer
Improved service outcomes	See Section 6	Michael Brymer

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

13.1 Included throughout the report and specifically referenced in Paragraphs 6.9 & 6.14 and Section 11.

14. **CORPORATE IMPLICATIONS**

14.1 The report has the following corporate implications:

- Community Safety Implications – Tackling environmental crime
- Environmental Implications – Considerable contribution
- ICT Implication – None directly
- Asset Management Implications – Limited other than a new depot
- Human Resources Implications – Posts have been deliberately left vacant to allow a reduction in the number of Collection Crews without the need for redundancies.

Background papers: Previous Value for Money Reports

Contact Officer: Michael Brymer

SCRUTINY COMMISSION – 16 SEPTEMBER 2010

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

**RE: BARWELL & EARL SHILTON SUSTAINABLE URBAN EXTENSION
MASTERPLAN**

1. PURPOSE OF REPORT

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

2. RECOMMENDATION

That the Scrutiny Commission considers and endorses progress made in respect of developing plans for the Barwell and Earl Shilton SUE's and agree the consultation programme going forward.

3. BACKGROUND TO THE REPORT

- 3.1 Capita Lovejoy was appointed in June 2009 to undertake the preparation of a Masterplan to inform the Area Action Plan (AAP) to guide the future development and regeneration of Earl Shilton and Barwell. Following their appointment a program of works required with key milestones was agreed to ensure the AAP can be adopted in line with the Core Strategy. The program is broken up into 8 stages, as follows:

Stage 1 - Compilation of the evidence base and preparation of Masterplan Brief

Stage 2 - Preparation of Spatial Options, Masterplan Options Report and Consultation Strategy

Stage 3 - Engagement with key stakeholders on Spatial Options

Stage 4 - Preparation of Preferred Masterplans and Implementation and Delivery Strategy

Stage 5 - Engagement with key stakeholders and public on Preferred Masterplan

Stage 6 - Preparation of AAP

Stage 7 - Formal consultation on AAP, Submission of AAP and Examination

Stage 8 - Formal adoption of AAP

3.2 Community Engagement

The Consultation Strategy outlines the proposed approach and programme for the consultation from inception through to sign off of the Masterplan, prior to its incorporation into the AAP. It encompasses the statutory and policy requirements for consultation and sets out a summary of the consultation already undertaken. Extensive public and stakeholder consultation has been undertaken on the original Options, as a result of the feedback received from these events the Preferred Options have been produced.

3.3 The next stage in the process is to engage with the public and key stakeholders to confirm the Preferred Masterplan Option (Stage 5). The engagement process will commence with public exhibitions in early October.

3.4 **What Happens Next?**

3.5 Once the consultation period on the preferred options of the Masterplan is complete work will commence on reviewing the feedback received as part of the process and where appropriate, alterations made. The final Masterplans will be produced and council members will be asked for its adoption.

3.6 Following the sign-off of the Earl Shilton and Barwell SUE Masterplans, work will be able to get underway on the Area Action Plan (AAP) which will provide the planning policy and delivery mechanisms for both of the SUEs.

3.7 The Earl Shilton and Barwell SUE Area Action Plan will form part of the Council's Local Development Framework once adopted and the final masterplan's will form a central evidence base for the DPD. This document will be used by officers when determining applications both within the SUE's and throughout Earl Shilton and Barwell as a whole. Included in the AAP will be:

- Set the new settlement boundary for both Earl Shilton and Barwell encompassing the SUE's and any additional allocations which may have been identified;
- Land allocations (existing and new) for the entire settlements of Earl Shilton and Barwell including green spaces/recreation, housing, employment and community facilities;
- Policies to guide development in matters of design and land use proportions (i.e. residential numbers, employment levels etc);
- Policy to set out how developer contributions will be collected; and
- An infrastructure plan detailing needs and potential funding streams.

3.8 Before this document can be formally adopted as planning policy for use by the authority it will have to undergo two statutory periods of public consultation each of at least six weeks and then be publically examined by the Planning Inspectorate to test the soundness of the document content. The timetable for production of the AAP is set out in the Council's Local Development Scheme and has an anticipated adoption date of July 2012.

3.9 Until adoption any application received for Earl Shilton and Barwell will be assessed in accordance with the adopted Core Strategy and current saved Local Plan policies.

4. **FINANCIAL IMPLICATIONS (CB)**

None arising directly from the report

5. **LEGAL IMPLICATIONS (AB)**

5.1 The current progress is in line with that set out in the Contract with Capita Lovejoy and there are no legal implications of this report

6. **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,

7. **CONSULTATION**

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

8. **RISK IMPLICATIONS**

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

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

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

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

9. **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.

10. **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

SCRUTINY COMMISSION – 16 SEPTEMBER 2010

**REPORT OF CHIEF OFFICER (CORPORATE & CUSTOMER RESOURCES,
SCRUTINY & ETHICAL STANDARDS)**

RE: SCRUTINY REVIEW: TRANSPORT

1. PURPOSE OF REPORT

To provide Members with some initial thoughts to allow them to scope the review of transport.

2. RECOMMENDATION

- (i) That the content of this report be approved as a basis for the Scrutiny review;
- (ii) That a working group be set up to undertake the review;
- (iii) That the programme for the review be agreed;
- (iv) That resources required for the review be agreed, including use of the Scrutiny budget for external support.

3. BACKGROUND TO THE REPORT

3.1 This review is being undertaken at the request of the Scrutiny Commission. This report aims to identify the more specific areas of 'transport' for the review.

3.2 The Chairman and Vice-Chairman have suggested that the review covers the following:

- Town Centre Infrastructure (based on White Young Green's report)
- Sustainable Urban Extensions
- Residential Developments
- Cycle Strategy /use of cycle routes.

Members are asked to agree these areas and/or consider any other areas to be included.

3.3 It is suggested that in order to manage and progress the review effectively, a working group of approximately five Members be set up and will provide regular reports to the Commission in order for the Commission to conclude the review and agree recommendations.

3.4 The Scrutiny Commission is asked to set the timetable for the review, with the end date of 10 March for conclusion of the review.

3.5 It is anticipated that the review will require specialist support from an external consultant, and Members are requested to agree to obtain quotes and use the budget allocated to Scrutiny for this work.

4. **FINANCIAL IMPLICATIONS [DB]**

A budget provision of £2,900 has been made available to support the Scrutiny function. This resource will be used to support this piece of work.

5. **LEGAL IMPLICATIONS [LH]**

None.

6. **CORPORATE PLAN IMPLICATIONS**

This review supports the Corporate Aim of Strong and distinctive communities, ensuring access to facilities for the community.

7. **CONSULTATION**

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

8. **RISK IMPLICATIONS**

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

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

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

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

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

Whilst this report has no direct impact on the community, the Scrutiny review itself may have a positive impact on communities including vulnerable groups in ensuring access to facilities.

10. **CORPORATE IMPLICATIONS**

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

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

Background papers: None

Contact Officer: Becky Owen, ext 5879

SCRUTINY COMMISSION – 16 SEPTEMBER 2010

**REPORT OF CHIEF OFFICER (CORPORATE & CUSTOMER RESOURCES,
SCRUTINY & ETHICAL STANDARDS)**

RE: MEMBER DEVELOPMENT – ANNUAL REVIEW

1. PURPOSE OF REPORT

1.1 This report provides an annual update on Member Development activity.

2. RECOMMENDATION

2.1 (i) Members support and comment on plans for Prospective Councillor Events and Member Induction 2011;

(ii) the report be noted and progress be endorsed.

3. BACKGROUND TO THE REPORT

3.1 This report responds to the requirement of the East Midlands Councillor Development Charter for effectiveness of the Member Development Strategy to be reviewed by Members. It also provides information on Member Development activities within the authority, the County and the region and outlines plans for prospective councillor events and the induction programme for new councillors in 2011.

3.2 Member Development Strategy

3.3 The Member Development Strategy was completed by the Leicestershire & Rutland Improvement Partnership's (LRIP) Member Development Strand in April 2008 and endorsed by the HBBC Member Development Group on 17 June 2008. It outlines the LRIP's objectives in supporting Councillors in their roles, ensuring that the appropriate learning and development opportunities are identified, realised and made accessible and how these objectives will be achieved. LRIP has now come to an end and Member Development in the sub-region is now led by the Leicestershire, Leicester and Rutland Member Development Network which has continued to work to this strategy.

3.4 The East Midlands Councillor Development Charter

3.5 The authorities within the LRIP signed up to the Councillor Development Charter in 2006, and in doing so made a commitment to work towards the Charter. The table below show some notable achievements in the year since the last report to scrutiny under each 'element' of the Charter, and areas where further work is required:

ELEMENTS	KEY ACHIEVEMENTS 2009/10	ACTION REQUIRED 2010/11 & 2011/12
1. Commitment to councillor development	<ul style="list-style-type: none"> ➤ Electronic delivery of information improved ➤ Regular meetings HBBC Member Development Steering Group ➤ High attendance levels at training events ➤ Brochure of training events produced. 	<ul style="list-style-type: none"> ➤ Publicise commitment to Member Development / raise awareness of policy ➤ Develop internal Member Development Strategy ➤ Training joint with all tiers of local government.
2. Strategic approach to Councillor development	<ul style="list-style-type: none"> ➤ Development Needs Assessments undertaken ➤ Scrutiny reviewing effectiveness annually ➤ Members consulted on training programme ➤ Some training offered to parish councils. 	<ul style="list-style-type: none"> ➤ Link learning to Corporate objectives ➤ Learning events with external organisations ➤ Improved induction process including arrangements for mentoring.
3. Learning and development is effective in building capacity	<ul style="list-style-type: none"> ➤ Continuation of Member Champions role and development of further Member Champions. 	<ul style="list-style-type: none"> ➤ Improved evaluation processes, creation of evaluation strategy; ➤ Sharing learning; ➤ Cost/benefit analysis of training; ➤ Exit interviews with Members not standing.
4. Councillor development promotes work life balance and citizenship	<ul style="list-style-type: none"> ➤ Reviewed times of training sessions to ensure accessibility. 	<ul style="list-style-type: none"> ➤ Support for Members with caring responsibilities; ➤ Local Democracy Week activities.

3.6 Member Development in Leicestershire and Rutland

3.7 The ten authorities in Leicestershire and Rutland have continued to work in partnership as The Leicestershire, Leicester and Rutland Member Development Network. The Network was allocated funding by the East Midlands Improvement and Efficiency Partnership (EM IEP) for Development Needs Assessments for all Members in the ten authorities and an extensive Development Programme based on these needs. The first phase of the training programme ran from April to July 2010.

3.8 The second phase of the training programme was due to commence in September, however the EM IEP has had to re-prioritise funding and has re-allocated resources to those projects which would deliver savings.

3.9 Prospective Councillor Events

3.10 The Member Development Steering Group (chaired by Councillor Bray) is leading on plans for an event for prospective councillors. This has been arranged for 27 October 2010. It is hoped that the event will encourage people to stand as councillors and will provide realistic information on the commitment required. Topics will include overview of the council, key dates / timetable, impact on the individual (cost, time commitment), benefits to the individual, training and induction events offered and standing as an independent councillor.

3.11 There will be a further event early in 2011 outlining the election process for those who have decided to become a candidate.

3.12 Member Induction 2011

3.13 Following discussion at the Member Development Steering Group, the following has been agreed for the 2011 induction:

- A 'freshers fair' style event be held in an evening shortly after the election, with all candidates being informed of the event when their nomination is received to ensure attendance. At the event, Members will:
 - o Complete the registrable interests form;
 - o Have individual photos taken;
 - o Collect parking passes, swipe cards;
 - o Receive role descriptions, calendar of meetings, committee details, FAQs & abbreviations;
 - o Complete questionnaire about IT skills;
 - o Sign IT policy and collect IT equipment if required;
 - o Arrange mentoring;
 - o Have a tour of the building;
 - o Be introduced to senior officers / receive presentations;
 - o Receive presentations on data protection & council protocol;
 - o Meet key support staff;
 - o Sign up for training sessions.

- A full induction programme be provided within 3 months of election, to include the following:
 - o Planning;
 - o Licensing;
 - o Chairing (mandatory for Chairs & Vice Chairs);
 - o Standards (for Members of the Standards Committee and Code of Conduct training for all);
 - o Finance training (mandatory for F&A members) (including basic finance for all Members);
 - o Detailed overview of services.

- Further training to be provided within 6 months of election:
 - o IT skills;
 - o Overview & Scrutiny;
 - o Appeals;
 - o Mentoring scheme;
 - o Safeguarding children & vulnerable adults;
 - o Equalities and Diversity / Knowing your community (mandatory).

Development needs assessments will be undertaken within 3 months of the election.

4. **FINANCIAL IMPLICATIONS [DB]**

4.1 None

5. **LEGAL IMPLICATIONS [LH]**

5.1 None arising from the report.

6. **CORPORATE PLAN IMPLICATIONS**

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

7. **RISK IMPLICATIONS**

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
No significant risks		

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

Member development activities will not impact on any one group within the community but will benefit the community as a whole. The communication strategy for encouraging new councillors will enable access to all groups within the community equally.

9. **CORPORATE IMPLICATIONS**

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

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

Background papers:None

Contact Officer: Becky Owen, ext 5879



A Borough to be proud of

Hinckley & Bosworth
Borough Council

Overview and Scrutiny Work Programme 2010/2011

ISSUE 2010/04: SEPTEMBER 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 2010/2011.

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 sixth 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 2010/2011

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 2009 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;
- Looking at the impact of the LDF on the rural areas

4. Transport Review

- Look at transport in the Borough

5. Community Safety Partnership

- Six-monthly report on progress of Partnership

SCRUTINY COMMISSION

TIMETABLE

Scrutiny Commission - Thursday 16 September 2010						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Review of Member Development	Scrutiny of activities	Ensure value for money training and development and assess progress towards achieving Member Development Charter	All Corporate Aims	Chief Officer (Corporate & Customer resources, Scrutiny & Ethical Standards) / Member Development Champions	
	Review of waste collection services	Value for money report	To receive an update on planned recycling initiatives and performance information	Cleaner, greener neighbourhoods	Chief Officer (Business, Contract & Streetscene Services)	
	Masterplan progress for Barwell & Earl Shilton	Progress update	Ensure progressing appropriately	All Corporate Aims		
	Scrutiny Review: Transport	To scope future review	Ensure review is programmed and resources are identified	Strong & distinctive communities	Chief Officer (Corporate & Customer resources, Scrutiny & Ethical Standards)	

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	Leader	
	Housing Strategy					
Tracking of implementation with previous recommendations	Rural Areas Review – Impact of LDF in rural areas	Recommendation of previous meeting to look at the item arising from the rural areas review	Ensure negative impact is minimised	All Corporate Aims	Deputy Chief Executive (Community Direction) / Executive Member for Rural Affairs	
	Update on review of winter gritting	Keep informed of progress of the County Council's review	Improved co-ordination of gritting services	Safer and Healthier Borough	Chief Officer (Business, Contract & Streetscene Services)	
	RSL review – update	Update on implementation of recommendations	Ensure high quality service provision across all social housing	Decent, well managed, affordable housing	Chief Officer (Housing, Community Safety and Partnerships)	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 28 October 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	Leader	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6-monthly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 9 December 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	Leader	
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 20 January 2011						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Deputy Chief Executive (Community Direction)	
Performance Management Information	Budget???					
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	Leader	
Tracking of implementation with previous recommendations	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	
	Restructuring of payment options	Update on implementation	Ensure adequate services for the community	Strong & Distinctive Communities / Thriving Economy	Deputy Chief Executive (Corporate Direction)	Consultation with users
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 10 March 2011						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	PCT section 106 contributions					
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	Leader	
	Parish & Community Initiative Fund	Consider proposed distribution of funding	Recommendations to Executive	Strong & Distinctive Communities	Executive Member for Rural Areas / Deputy Chief Executive	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6-monthly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 14 April 2011						
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	Leader	
	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		



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

SEPTEMBER – DECEMBER 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 SEPTEMBER TO 31 DECEMBER 2010

SEPTEMBER 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>
Environmental Policy (update)	Environmental Health	Executive 8 September 2010			Committee Report <i>(Rob Parkinson)</i>
Tenant Consultation Feedback	Housing	Executive 8 September 2010	Scrutiny Commission, 16 September		Committee Report <i>(Sharon Stacey)</i>
Building Regulation Fees	Planning	Executive 8 September 2010			Committee Report <i>(Dave Darlington)</i>
Masterplan Preferred Options	Planning	Executive 8 September 2010	Scrutiny Commission, 16 September		Committee Report <i>(Simon Wood)</i>
Housing Strategy Review	Housing	Council 14 September 2010			Committee Report <i>(Sharon Stacey)</i>

OCTOBER 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 & Streetscene Services	Executive 20 October 2010	Scrutiny Commission, 16 September	Trade Unions	Committee Report (<i>Michael Brymer</i>)
Flood Management Review	Environmental Services	Executive 20 October 2010			Committee Report (<i>Rob Parkinson</i>)
Leicestershire Waste Partnership Strategy	Business, Contracts & Streetscene Services	Council 26 October 2010			Committee Report & Strategy (<i>Michael Brymer</i>)

NOVEMBER 2010

No decisions to be taken.

DECEMBER 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>)
Strong Leader Plus	Corporate Direction	Council 7 December			Committee Report (<i>Louisa Horton</i>)
Statement of Licensing Policy (Licensing Act 2003)	Environmental Health	7 Council December	Licensing Committee		Committee Report (<i>Mark Brymer</i>)

To Be Programmed

Neighbourhood Wardens Enforcement Policy	Business, Contracts & Street Scene Services		Scrutiny Commission		Committee Report <i>(Caroline Roffey)</i>
Council House future options	Housing / Finance		Scrutiny Commission		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 890229 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 and 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

COUNCIL SERVICES SELECT COMMITTEE

29 JULY 2010 AT 6.30 PM

PRESENT: Mrs R Camamile - Chairman

Mr JG Bannister, Mr JC Bown, Mr DM Gould, Mr DW Inman, Mr K Morrell, Mr BE Sutton, Mr R Ward and Ms BM Witherford.

Officers in attendance: Mr Michael Brymer, Miss R Owen and Mr S Wood.

133 **APOLOGIES**

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

134 **MINUTES (CSSC4)**

Mr Inman asked that his apologies be included in the minutes of the previous meeting.

RESOLVED – the minutes of the meeting held on 24 June 2010 be confirmed and signed by the Chairman, with the abovementioned amendment.

Mr Ward arrived at 6.31pm.

135 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

136 **STREET SCENE SERVICES – VALUE FOR MONEY REPORT (CSSC5)**

Members received an annual update report on the value for money of Street Scene and Public Space Services.

Mr Sutton arrived at 6.38pm and Mr Gould arrived at 6.45pm.

A Member asked how many fixed penalty notices had been issued for littering, and it was agreed that a briefing note on this matter would be issued to Members. It was also stated that a poster campaign to reduce litter was being drawn up, and that the posters would also be available to parish councils.

The recent information coming from the Coalition with regard to not insisting on two-weekly refuse collections was discussed, and Members asked that feedback be given informing the Government on the success and high customer satisfaction with the current arrangement of two-weekly refuse collections.

With regard to the new recycling arrangements, it was agreed that these would be publicised in the Borough Bulletin nearer to the implementation date. It was also stated that commercial waste and recycling would soon be commenced along with a street sweeping service to provide jobs outside of the council. It was agreed that if this service could be used for farmers who put mud onto the road in the course of their manoeuvres, the NFU would be contacted with details.

The Chief Officer was complimented on his report and asked to pass on the committee's thanks to his staff.

RESOLVED – the report be endorsed.

137 PLANNING / CONSULTATION ISSUES

On the invitation of the Select Committee, the Head of Planning was in attendance to hear Members' concerns about consultation on planning applications and the perception by parish councils.

During discussion, the following points were raised:

- More clarification was needed to ensure parish councils were aware of deadlines and timescales;
- It was requested that the Head of Planning attends the Community and Parish Forums;
- The need for parish councils to perceive that their views were treated with respect and the need for some parish councils to respond more positively during consultation;
- It was requested that there be more flexibility with regard to neighbour notifications and that this included further than just those bordering the application site;
- The difficulty in encouraging developers to engage with parish councils and vice-versa;
- The need for housing needs surveys in parishes and difficulty in addressing those parish councils that won't commission surveys.

138 COUNCIL SERVICES SELECT COMMITTEE DRAFT WORK PROGRAMME 2010/2011 (CSSC36)

Members gave consideration to the draft Work Programme 2010/2011 and were asked to include any items in addition to the regular frontline service reviews, performance monitoring and attendance management.

Two items were raised that the Scrutiny Commission had requested the Select Committee to consider – Housing allocations criteria and comparing key areas of performance with the best performing authority. It was agreed that the Housing Allocations item be added to the work programme for November and that further consideration be given to the performance item by the Chairman and Lead Officer and it be included in the work programme at the next meeting.

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

(The meeting closed at 8.30 pm)

HINCKLEY & BOSWORTH BOROUGH COUNCIL

FINANCE & AUDIT SERVICES SELECT COMMITTEE

2 AUGUST 2010 AT 6.30 PM

PRESENT: Mr JG Bannister, Mr DM Gould, Mr MR Lay, Mr BE Sutton, Mr R Ward and Ms B Witherford.

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

Rob Barnett and Chris Williams of RSM Tenon were also in attendance.

139 **DECLARATIONS OF INTEREST**

No interests were declared at this stage.

140 **MINUTES (FASC17)**

It was noted that Ms Witherford had sent apologies for the previous meeting and had not been in attendance. On the motion of Mr Lay, seconded by Mr Ward, it was

RESOLVED – the minutes of the meeting held on 21 June 2010 be agreed and signed by the Chairman subject to the abovementioned amendment.

141 **INTERNAL AUDIT PROGRESS REPORT (FASC18)**

Rob Barnett of RSM Tenon presented the internal audit progress report which covered the areas of Street Cleansing, Partnerships, Corporate Governance, Personnel, Complaints, Affordable Housing and Succession Planning. It was noted that on page 6, one of the 'medium' recommendations should have been attributed to Street Cleansing, not Succession Planning.

During discussion, the following points were raised:

Street Cleansing

In response to a Members' question about the 78% customer satisfaction level (page 11), it was explained that this was ascertained in a variety of ways including monthly surveys and via the citizens' panel. It was also stated that 78% was high in comparison with other authorities.

Corporate Governance

The Chief Officer (Corporate & Customer Resources, Scrutiny & Ethical Standards) explained why the recommendation had only been accepted in part, stating that some committees already produced annual reports and

others had other mechanisms for evaluating the effectiveness of the committee.

Personnel

With regard to Personal Development Appraisals (PDAs), concern was expressed that only 59% had been completed. In response it was explained that these were now being undertaken in a different format which would have a much higher return rate as it has been based on feedback from staff and managers.

142 AUDIT COMMITTEE CHECKLIST

The Deputy Chief Executive (Corporate Direction) summarised the results of the checklists, stating that only five had been returned. It was acknowledged that some of the questions had been misunderstood and Members agreed that they would complete the checklist again in advance of the next meeting.

143 TREASURY MANAGEMENT ACTIVITY FIRST QUARTER 2010/11 (FASC19)

The Select Committee was informed of the Council's Treasury Management activity during the first quarter of 2010/11.

RESOLVED – the report be noted.

144 WORK PROGRAMME (FASC20)

Members gave consideration to the Select Committee's work programme for 2010/11. It was suggested that the opportunity for Members to meet with the internal and external auditors privately could be taken when they present their annual reports (ISA 260 / Internal Audit letter).

RESOLVED – the work programme be agreed.

145 DATE OF NEXT MEETING

It was noted that the next meeting was scheduled for 20 September 2010.

(The meeting closed at 7.42 pm)

Hinckley and Bosworth

This profile gives a snapshot of health in your area. With other local information, this Health Profile has been designed to support action by local government and primary care trusts to tackle health inequalities and improve people's health.

Health Profiles are funded by the Department of Health and produced annually by the Association of Public Health Observatories.

To view Health Profiles for other local authorities and to find out how they were produced, visit www.healthprofiles.info



POPULATION 104,000

Based on Ordnance Survey material. © Crown Copyright. All rights reserved.
DH 100020290 2008. Other map data © Collins Bartholomew.

Hinckley and Bosworth at a glance

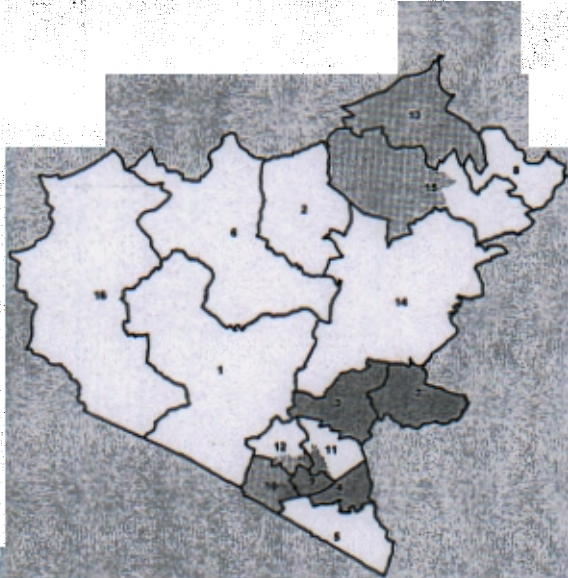
- The health of people in Hinckley and Bosworth is generally better than the England average. Levels of children in poverty, life expectancy for males and early deaths from cancer are better in Hinckley and Bosworth than the England average.
- There are health inequalities within Hinckley and Bosworth by gender and level of deprivation. For example women in the most deprived group have 4 years shorter life expectancy than those in the least deprived group.
- Over the last ten years, deaths from cancer, heart disease and stroke have decreased in Hinckley and Bosworth, and have remained below average for England.
- The percentage of mothers smoking in pregnancy is higher than the England average, although the number of deaths due to smoking is below average. There are about 160 deaths due to smoking in Hinckley and Bosworth each year.
- The PCT has just completed its first Joint Strategic Needs Assessment in partnership with Leicestershire County Council. The findings of this highlight the need to reduce health inequalities between the most affluent and the most deprived communities.
- The Annual Report of the Director of Public Health is available on the PCT's website www.lcrpct.nhs.uk

Deprivation: a national perspective

This map shows differences in deprivation between small areas in this local authority, compared to the whole of England (based on IMD 2007).

National deprivation groups

- 1 Least deprived fifth of areas in England
- 2
- 3
- 4
- 5 Most deprived fifth of areas in England



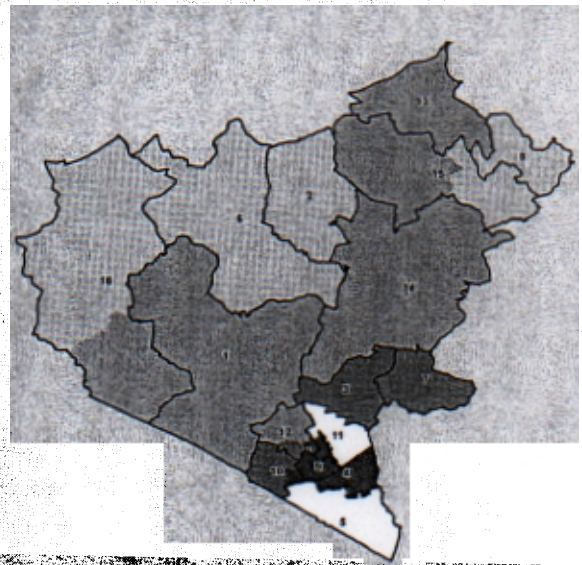
Based on Ordnance Survey material. © Crown Copyright. All rights reserved. DH 100020290 2006

Deprivation: a local perspective

This map shows differences in deprivation between small areas in this local authority, compared to the local authority as a whole (based on IMD 2007).

Local deprivation groups

- 1 Least deprived fifth in this local authority
- 2
- 3
- 4
- 5 Most deprived fifth in this local authority



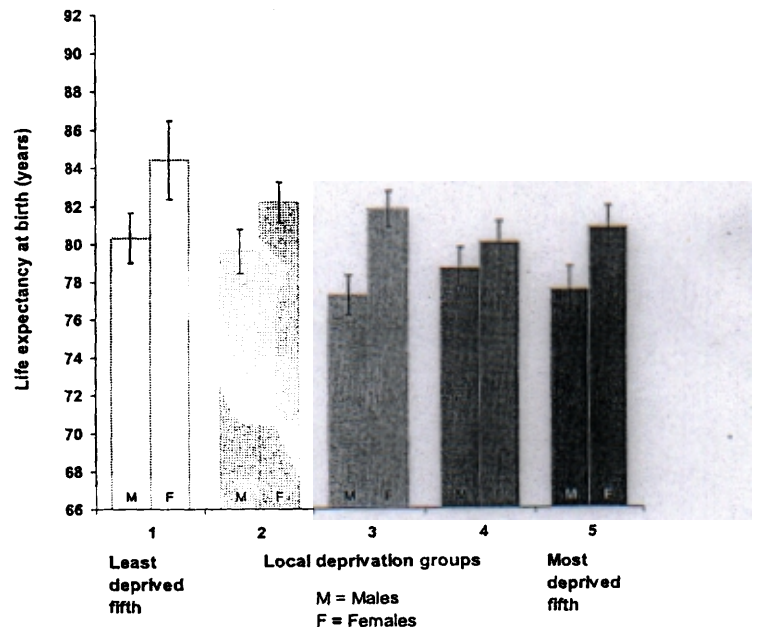
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Ward legend

- 1 Ambien
- 2 Barlestone, Nailstone & Osbaston
- 3 Barwell
- 4 Burbage St Cathernes & Lash Hill
- 5 Burbage Sketchley & Stretton
- 6 Cadeby, Carlton & Market Bosworth w Shackerstone
- 7 Earl Shilton
- 8 Groby
- 9 Hinckley Castle
- 10 Hinckley Clarendon
- 11 Hinckley De Montfort
- 12 Hinckley Trinity
- 13 Markfield, Stanton & Fieldhead
- 14 Newbold Verdon with Desford & Peckleton
- 15 Ratby, Bagworth & Thomton
- 16 Twycross & Witherley with Sheepy

Health inequalities: a local perspective

Inequalities in life expectancy (2002-2006) for men and women who live in areas with different levels of deprivation (within this local authority).



Ward boundaries 2005 are superimposed upon MSOA (Middle Super Output Area) boundaries. Each MSOA is shaded by Index of Multiple Deprivation (IMD) 2007. For details refer to www.communities.gov.uk. Numbers correspond to ward legend. Ward boundaries may have changed.

95% confidence interval. These indicate the level of uncertainty about each value on the graph. Longer/wider intervals mean more uncertainty. When two intervals do not overlap it is reasonably certain that the two groups are truly different.

Health inequalities: changes over time

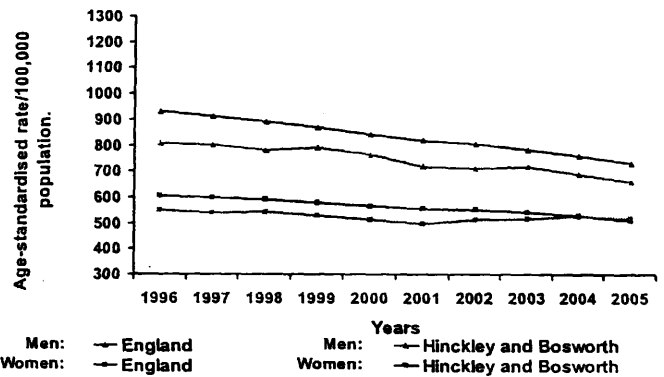
These trend graphs show how changes in health for this local authority compare with changes for the whole of England. Data points are mid-points of 3 year moving averages of annual rates i.e. 1996 represents the 3 year period 1995-97.

Trend 1 compares death rates (at all ages and from all causes) in this local authority with those for England.

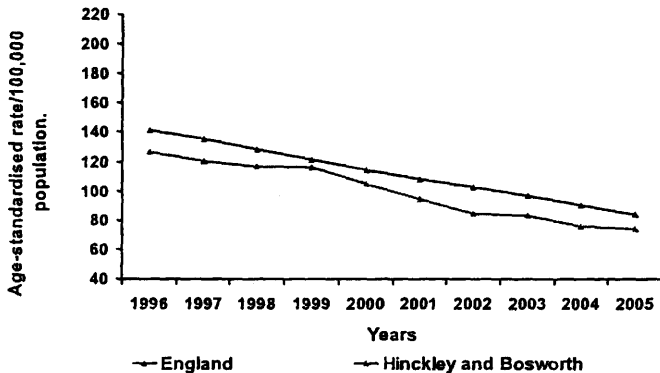
Trend 2 compares rates of early death from heart disease and stroke (in people under 75) in this local authority with those for England.

Trend 3 compares rates of early death from cancer (in people under 75) in this local authority with those for England.

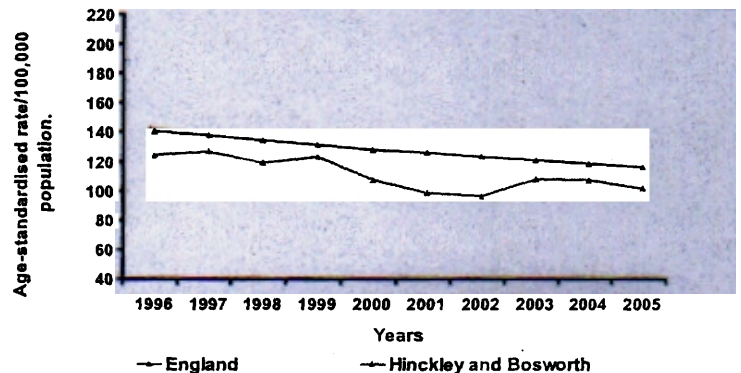
Trend 1: All age, all cause mortality



Trend 2: Early death rates from heart disease and stroke



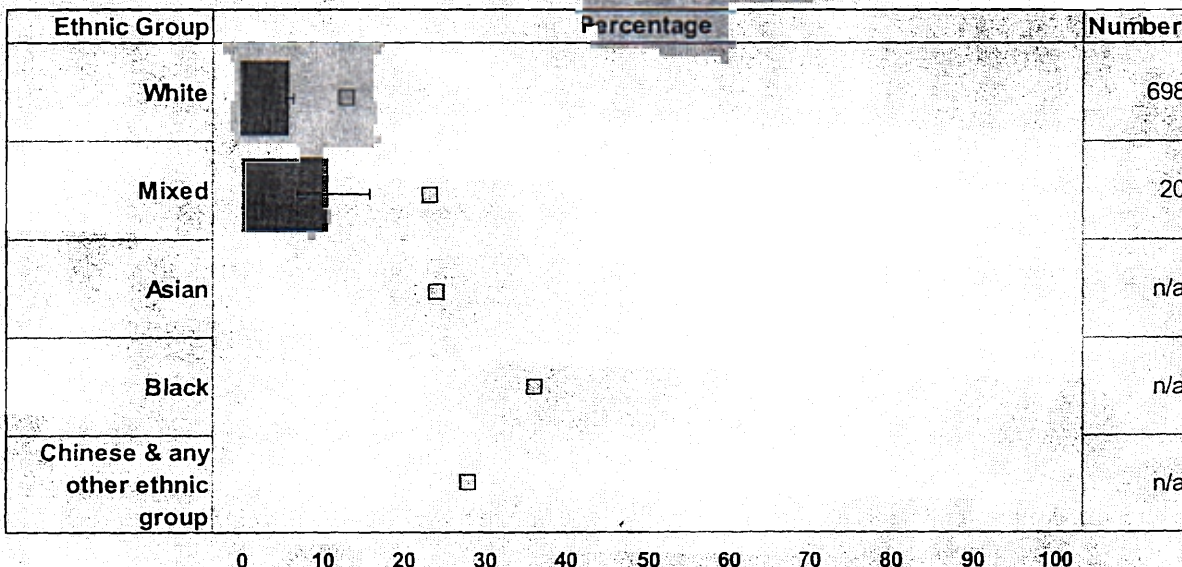
Trend 3: Early death rates from cancer



Health inequalities: ethnicity

This chart compares the percentage of children in each ethnic group who are eligible for free school meals (2007). Eligibility for free school meals is an indicator of deprivation, and people who suffer more deprivation tend to have poorer health. Comparing deprivation by ethnic group helps identify potential health inequalities between groups.

Percentage and number of children eligible for free school meals



Where the total school population in an ethnic group in the local authority is less than 30, no data have been presented and the number column shows n/a. Where the number is less than 5, no percentage is shown.

□ England - average
■ Hinckley and Bosworth

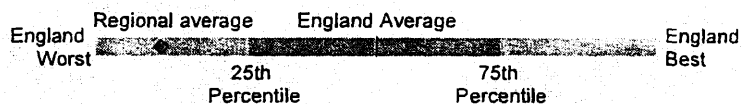
Confidence intervals are shown for local data

Health summary for Hinckley and Bosworth

The chart below shows how people's health in this local authority compares to the rest of England. The local result for each indicator is shown as a circle, against the range of results for England which is shown as a bar. A green circle may still indicate an important public health problem.

- Significantly worse than England average
- Not significantly different from England average
- ⊕ Significantly better than England average
- No significance can be calculated

* relates to National Indicator 2007



Domain	Indicator	Local No. Per Year	Local Value	Eng Avg	Eng Worst	England Range	Eng Best
Our communities	1 Deprivation	0	0.0	19.9	89.2		0.0
	2 Children in poverty *	1983	10.6	22.4	66.5		6.0
	3 Statutory homelessness			4.4	14.4		0.0
	4 GCSE achievement (5 A*-C) *	970	58.8	60.1	35.8		82.7
	5 Violent crime	1612	15.7	19.3	38.9		4.5
	6 Carbon emissions *	803	8.0	7.6	20.6		4.6
Children's and young people's health	7 Smoking in pregnancy	231	23.4	16.1	38.8		4.4
	8 Breast feeding initiation *	714	70.1	69.2	33.2		90.9
	9 Physically active children *	10678	75.9	85.7	63.3		99.2
	10 Obese children *	83	9.2	9.9	16.1		4.9
	11 Children's tooth decay (at age 5)	n/a	1.6	1.5	3.2		0.4
	12 Teenage pregnancy (under 18) *	60	30.6	41.1	83.1		12.5
Adults' health and lifestyle	13 Adults who smoke *	n/a	22.9	24.1	40.9		13.7
	14 Binge drinking adults	n/a	16.9	18.0	28.9		9.7
	15 Healthy eating adults	n/a	25.8	26.3	14.2		45.8
	16 Physically active adults	n/a	12.5	11.6	7.5		17.2
	17 Obese adults	n/a	25.3	23.6	31.2		11.9
Disease and poor health	18 Under-15s 'not in good health'	186	10.8	11.8	20.8		6.4
	19 Incapacity benefits for mental illness *	1090	18.9	27.5	68.6		8.4
	20 Hospital stays related to alcohol *	207	197.0	260.3	741.1		87.6
	21 Drug misuse	267	3.9	9.9	34.9		1.3
	22 People diagnosed with diabetes	3661	3.6	3.7	5.9		2.1
	23 Sexually transmitted infections						
	24 New cases of tuberculosis	4	3.0	15.0	102.0		0.0
	25 Hip fracture in over-65s	100	458.8	479.8	699.8		219.0
Life expectancy and causes of death	26 Life expectancy - male *	n/a	79.0	77.3	73.0		83.1
	27 Life expectancy - female *	n/a	81.4	81.6	78.3		87.2
	28 Infant deaths	5	4.3	5.0	10.3		0.0
	29 Deaths from smoking	158	193.4	225.4	355.0		139.4
	30 Early deaths: heart disease & stroke *	91	73.8	84.2	142.4		39.7
	31 Early deaths: cancer *	122	102.3	117.1	167.8		76.7
	32 Road injuries and deaths *	54	52.7	56.3	194.6		20.8

Note (numbers in bold refer to the above indicators)

1 % of people in this area living in 20% most deprived areas of England 2005 2 % of children living in families receiving means-tested benefits 2005 3 Crude rate per 1,000 households 2005-2006 4 % at Key Stage 4 2006-2007 5 Recorded violence against the person crimes (crude rate per 1,000 population) 2006-2007 6 Total end user CO2 emissions per capita (tonnes CO2 per resident) 2005 7 % of mothers smoking in pregnancy where status is known 2006-2007 8 % of mothers initiating breast feeding where status known 2006-2007 9 % 5-16 year olds who spend at least 2 hrs/wk on high quality PE and school sport 2006-2007 10 % Schoolchildren in Reception year. 2006-2007 11 Average (mean) number of teeth per child which were actively decayed, filled, or had been extracted (age 5) 2005-2006 12 Under-18 conception rate per 1,000 females (crude rate) 2004-2006 (provisional) 13 % Modelled estimate from Health Survey for England. 2003-2005 14 % Modelled estimate from Health Survey for England. 2003-2005 15 % Modelled estimate from Health Survey for England. 2003-2005 16 % aged 16+ 2005/06 17 % Modelled estimate from Health Survey for England. 2003-2005 18 % who self assessed general health as 'not good' (directly age standardised) 2001 19 Crude rate per 1,000 working age population. 2006 20 Directly age and sex standardised rate per 100,000 pop. 2006-2007 21 Crude rate per 1000 population aged 15-64. No significance calculated for lower tier authorities. 2004-2005 22 % of people on GP registers with a recorded diagnosis of diabetes. 2005-2006 23 Indicator blank as data not yet available for local authorities. 24 Per 100,000 population (3-year average crude rate) 2004-2006 25 Directly age-standardised rate for emergency admission 2006/07 26 At birth, years 2004-2006 27 At birth, years 2004-2006 28 Rate /1,000 live births 2004-06 29 Per 100,000 population age 35+, directly age standardised rate. 2004-2006 30 Directly age standardised rate/100,000 pop. under 75 2004-2006 31 Directly age standardised rate/100,000 pop. under 75 2004-2006 32 Per 100,000 population (3-year average crude rate) 2004-2006

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