

# Public Document Pack

**Steve Atkinson** MA(Oxon) MBA FIoD FRSA  
*Chief Executive*

Date: 13 November 2013



Hinckley & Bosworth  
Borough Council

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To: **Members of the Scrutiny Commission**

Mr MR Lay (Chairman)	Mrs WA Hall
Mr C Ladkin (Vice-Chairman)	Mr MS Hulbert
Miss DM Taylor (Vice-Chairman)	Mr DW Inman
Mr PR Batty	Mr JS Moore
Mr Bessant	Mr K Morrell
Mr PAS Hall	Mr K Nichols

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 on **THURSDAY, 21 NOVEMBER 2013 at 6.30 pm** 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 'R Owen'.

Rebecca Owen  
Democratic Services Officer

## SCRUTINY COMMISSION - 21 NOVEMBER 2013

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES (Pages 1 - 4)  
To confirm the minutes of the meeting held on 10 October 2013.
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. LTP3  
Officers from Leicestershire County Council have been invited to update on local transport planning work in the area in order to commence the Scrutiny Commission's review.
7. RURAL BUS SERVICES  
Officers from Leicestershire County Council have been invited to update on rural bus services in order to commence the Scrutiny Commission's review.
8. PARKING ENFORCEMENT (Pages 5 - 8)  
Report of the Deputy Chief Executive (Community Direction).
9. IDENTIFICATION OF PRIORITY RESERVES (Pages 9 - 12)  
This report is presented in response to the request at the previous meeting for a list of prioritised earmarked reserves into which savings could be placed under delegated authority. The Scrutiny Commission is asked to recommend to Council.
10. HOUSING APPLICATIONS POLICY - MEDICAL ASSESSMENT (Pages 13 - 18)  
Report of the Deputy Chief Executive (Community Direction).
11. SUPPORT AND PROVISION FOR THE LGBT COMMUNITY WITHIN HINCKLEY AND BOSWORTH (Pages 19 - 22)  
Report of the Deputy Chief Executive (Community Direction).
12. SCRUTINY COMMISSION WORK PROGRAMME 2013-2015 (Pages 23 - 28)  
Work programme attached.
13. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### SCRUTINY COMMISSION

10 OCTOBER 2013 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman  
Miss DM Taylor – Vice-Chairman

Mr JG Bannister (for Mr MS Hulbert), Mr PR Batty, Mr DW Inman, Mr JS Moore, Mr K Morrell and Mr K Nichols

Also in attendance: Councillor DC Bill MBE, Councillor SL Bray and Councillor LJP O'Shea

Officers in attendance: Valerie Bunting, Bill Cullen, Edwina Grant, Louisa Horton, Sanjiv Kohli, Rebecca Owen, Caroline Roffey, Sally Smith and Sharon Stacey

#### 214 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Hulbert with Councillor Bannister substituting in accordance with Council Procedure Rule 4.

#### 215 MINUTES

On the motion of Councillor Nichols, seconded by Councillor Moore, it was

RESOLVED – the minutes of the meeting held on 29 August 2013 be confirmed as a correct record and signed by the Chairman.

#### 216 DECLARATIONS OF INTEREST

No interests were declared at this juncture.

#### 217 QUESTION AND ANSWER SESSION WITH THE LEADER & DEPUTY LEADER

The Leader and Deputy Leader of Council had been invited and were in attendance to answer questions regarding their plans, policies and direction. During the question and answer session, the following topics were discussed:

- Consultation and reporting to Council on the site allocations DPDs;
- The sound system in the Chamber;
- The future of the old Police Station, Social Services offices and cinema in Bond Street, Hinckley;
- Future budget constraints and the relatively positive position of the authority, particularly in comparison with Leicestershire County Council;
- The benefits of maintaining services in house rather than outsourcing;
- The success of shared services and the unlikely possibility of the county council becoming a unitary authority;
- Council house building as a preference to registered social landlords and the HRA investment plan;
- Bringing empty homes back into use;
- Equitable distribution of resources across the urban and rural areas of the borough;

- The need for improvements in the town centre and the links between the bus station development and the town centre needed in order to encourage the use of both;
- The lack of rural transport and transport links from rural to urban areas.

The Leader and Deputy Leader were thanked for their attendance and the opportunity to ask questions.

#### 218 ENERGY SAVING - SCHEMES

The Scrutiny Commission received a presentation from the Private Sector Housing team regarding energy saving schemes available and the level of take up. It was noted that the definition of fuel poverty had recently been changed and many people, even in deprived areas, were no longer considered to be in fuel poverty as they used mains gas for heating which was cheaper.

Updates were provided on funding streams such as Green Deal, and the benefits of solid and cavity wall insulation, loft insulation and boiler replacements were also discussed.

Officers were thanked for their good work and achievements on this which included achieving a recent national award.

#### 219 REFUSE & RECYCLING OUTPUTS

Members were informed of performance of the council's waste management service. It was stated that all national targets had been met and the main challenge was controlling costs in light of the likelihood that recycling levels would reach a limit fairly soon. The possibility of a kitchen waste collection service was discussed, but it was noted that this was costly and did not necessarily provide value for money.

#### 220 GYPSY & TRAVELLER ACCOMMODATION ASSESSMENT

Members were informed of the Gypsy and Traveller Accommodation Assessment for Hinckley and Bosworth which was to be used as an evidence base to inform the preparation of the local plan.

Some members expressed concern that many 'travellers' no longer lived a nomadic lifestyle and therefore should be subject to the same rules as the settled community, and it was suggested that this was a national issue which should have been addressed in the NPPF and should be challenged.

Concern was also expressed regarding the number of vans per pitch considered acceptable under the requirements. It was stated that pitch requirement calculations were based on two vans per pitch, yet the actual average figure across the borough was currently 1.2 vans per pitch, which meant that they were under-occupied.

Despite the concerns, members generally felt that the methodology was robust and the document was much clearer than the previous county-wide document.

#### 221 ANTI POVERTY STRATEGY - APPROACH GOING FORWARD

The Commission was informed of progress with implementation of the Anti Poverty Strategy 2009 – 2012 and the action plan. Members reiterated their concerns regarding under-occupancy ('bedroom tax') and disabled residents and the lack of flexibility with the current regime. It was requested that a report be brought to the Commission on the impact of the changes. It was reported that representations had been made to CLG and these had been acknowledged.

RESOLVED – a report on the impact of the changes to council tax and benefits be brought to a future meeting of the Commission.

222 MOVEMENT TO RESERVES - REQUEST FOR DELEGATED AUTHORITY

The Scrutiny Commission received a report which had been withdrawn from the Council agenda pending further consideration of the issues and methods of prioritising reserves and reporting back. It was explained that, under Financial Procedure Rules, movements to reserves had to be agreed by Council, thereby delaying the process. It was noted that this was a particular problem when the Government announced changes at short notice which required the authority to take action immediately.

At this juncture and having reached 9.30pm it was

RESOLVED – the meeting be extended for ten minutes to conclude the business on the agenda.

Having discussed the possible reasons for having to move funds to reserves at short notice, including the likelihood of submitting returns showing underspends in the interim whilst awaiting approval of the movement to reserves, a compromise was suggested in creating a list of key services for which movements could be made without prior council approval, with movements being reported back to members at the next possible opportunity. Members generally felt that this was an acceptable way forward and agreed to receive a report to a future meeting of the Finance, Audit & Performance Committee on key services which may be subject to movement of funds to reserves.

223 SCRUTINY COMMISSION WORK PROGRAMME 2013-2015

Members received the work programme for 2013-15 and suggested the following additional items:

- Planning enforcement staffing;
- Joint budget meeting with Finance, Audit & Performance in January 2014;
- Continuation of the Barwell & Earl Shilton Scrutiny Group.

(The Meeting closed at 9.35 pm)

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CHAIRMAN

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**SCRUTINY – 21 NOVEMBER 2013**

**CAR PARKING ENFORCEMENT**  
**REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY**  
**DIRECTION)**



Hinckley & Bosworth  
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**WARDS AFFECTED: ALL BUT CAR PARKS ENFORCEMENT IS**  
**ONLY IN HINCKLEY AND MARKET BOSWORTH**

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1. **PURPOSE OF REPORT**

To advise Members, of car parks enforcement.

2. **RECOMMENDATION**

That Scrutiny note the services provided and the enforcement levels.

3. **BACKGROUND TO THE REPORT**

Parking enforcement in Leicestershire is provided by a county wide partnership established in 2007 consisting of all 7 district councils and Leicestershire County Council (LCC). Through this partnership arrangement Civil Enforcement Officers in Hinckley and Bosworth is provided by Harborough District Council (HDC). Notice processing (payment of fines) is provided by Leicestershire County Council (LCC). For any party to leave the partnership they need to give 12 months notice.

HBBC is only responsible for the enforcement on HBBC owned car parks. This is done through the Parking Places order which was renewed in April 2013. LCC agrees all on street enforcement matters direct with HDC.

Parking enforcement on HBBC car parks helps maintain our pay and display income and ensures a turnover of vehicles thus ensuring parking spaces are available for shoppers. Enforcement on the highway prevents congestion, obstruction for emergency vehicles and keeps the traffic flowing.

**Staff**

4.5 Full time civil enforcement officers are employed. Their time is split :-

1.8 FTE for HBBC car parks

2.7 FTE for highways enforcement

**HBBC Costs**

Off Street: Car park enforcement costs for 2012/13 were:

Civil Enforcement Expenditure	£ 50,625
Notice Processing Expenditure	£ 28,776
Other Expenditure (inc central recharges)	£ 21,086
Income	£(70,950)
Net cost	£ 29,537

On Street: LCC enforcement in 2011/12 operated at a deficit of £235,000. Joint working across the partnership has ensured enforcement is now targeted at problem areas, a net reduction in the number of CEO's 9.5FTE (gone from 28.6 to 19.1) across the County, and more efficient working practices. This resulted in an operating surplus of £15,000 in 2012/13.

Notice Processing: Notice processing has also undergone an efficiency review. Costs per notice have reduced from £10.68 in 2011/12 to £9.21 in 2012/13.

### Parking Contravention Notices (PCN's)

Numbers of PCN's issued over the last 3 years are given in the table below:-

	On street (LCC Highways)	Car parks (HBBC)
2010/11	10044	2329
2011/12	8619	2618
2012/13	8826	2436
YTD 2013/14	4375	1124

Whilst on street PCN's issued are reducing as compliance increases, off street PCN's remain fairly constant.

The table below shows the numbers of PCN's issued for different parking contraventions on car parks:-

Contravention type (car parks)	2010/11	2011/12	2012/13	2013/14
Parking for sale of goods			4	
Parked longer than permitted		3		18
Parked in a Restricted Bay	43	25	30	15
Parked after payment expired	826	908	792	324
Parked without clear display	1101	1271	1253	584
Parked in a Permit Bay	74	115	92	56
Parked beyond the bay markings	187	171	177	57
Parked in a Disabled Bay	79	98	78	34
Wrong Class of Vehicle	19	26	9	36
Obstruction		1	1	

84% of all PCN's issued on car parks are for non payment or staying after the ticket expired.

The table below shows the number of on street (highways) PCN's issued on behalf of Leicestershire County Council by settlement.

Parish	Number issued 2012/13	Length of TRO's*	Patrol hours
Markfield	6	2080 metres	8
Market Bosworth	22	2816 metres	31
Barwell	89	3249 metres	54
Burbage	89	4378 metres	45
Earl Shilton	58	5962 metres	36
Desford	19	774 metres	17
Ratby	23	684 metres	24
Groby	48	8624 metres	18
Hinckley	3283	25451 metres	2014

- Traffic regulation orders: +/- 10% tolerance as these lengths are based on a linear map length

The issue of penalty charge notices now seems to be levelling off or reducing slightly, which shows either compliance from members of the public or a reduction in offences in general. In the first six months of 2013 there has been a 7% reduction in both on



and off street penalty notices issued, this is due to a number of issues, sickness and staffing levels, changes in TRO's etc.

4. FINANCIAL IMPLICATIONS [IB]

Estimated HBBC costs for 2013/14 are set out below

Civil Enforcement Expenditure	£ 58,000
Notice Processing Expenditure	£ 15,200
Other Expenditure (inc central recharges)	£ 3,250
Income – LCC Penalty Notices	£(54,000)
HBBC	£ (3,820)
<b>Net cost</b>	<b>£ 18,600</b>

5. LEGAL IMPLICATIONS (AB)

The Traffic Management Act 2004 made the enforcement of parking a civil matter enforced by local authorities rather than a criminal matter. There are no legal implications raised directly by this report.

6. CORPORATE PLAN IMPLICATIONS

Car parks (and thus enforcement) contribute to Aim 1 of the corporate plan: Creating a vibrant place to work and live, and specifically to the priority of sustaining economic growth.

7. CONSULTATION

Changes to Parking Places order were advertised for comment in March 2013.

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
End of partnership working within Leicestershire would require HBBC to provide the enforcement of off street parking.	As HBBC previously provided this service we have the expertise in house to run this again.	Caroline Roffey

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

Disabled drivers (Blue badge holders) are able to park for free on HBBC car parks.

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

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Background papers: None

Contact Officer: Caroline Roffey x5782

Executive Member: Stuart Bray

**PRIORITY RESERVES**  
**REPORT OF THE DEPUTY CHIEF EXECUTIVE (CORPORATE**  
**DIRECTION)**



Hinckley & Bosworth  
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**WARDS AFFECTED: ALL WARDS**

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1. **PURPOSE OF REPORT**

- 1.1 Following a report taken to the Scrutiny Commission in October 2013, it was agreed that a list of “priority” earmarked reserves should be identified and endorsed by the Commission. Following approval, any revenue savings identified in year will be transferred to these reserves to plan for future spends in the identified areas.
- 1.2 The proposals detailed in this report were reviewed by Executive at a briefing meeting held on 7<sup>th</sup> November. Following endorsement of these reserves, the agreed list will be presented to Council for formal approval on 3<sup>rd</sup> December, along with a request for delegated authority to the Deputy Chief Executive (Corporate Direction) and the Executive Member for Finance, ICT & Asset Management to approve transfers to and from these accounts in year.
- 1.3 It is important that earmarked reserves are appropriately and adequately earmarked for future spends and that the Council reviews its reserves on an regular basis to ensure the financial resilience of the Authority.

2. **RECOMMENDATION**

2.1 That Scrutiny endorse the following recommendations that will be made to Council:

- That Council approves the proposed list of “priority” earmarked reserves detailed in section 3.6
- That Council approve delegated authority to the Deputy Chief Executive (Corporate Direction) in conjunction with the Executive Member for Finance, ICT & Asset Management to approve transfers of revenue under spends to these priority earmarked reserves during the financial year, with regular up date reports to Scrutiny Commission and the Executive.
- That Council note that transfers from reserves to fund expenditure will continue to be made in line with the limits set out in the financial procedure roles.
- That Council note that a full review of the Council’s ear marked reserves and balances will continue to be brought to Council on annual basis as part of the outturn reports

3. **BACKGROUND TO THE REPORT**

- 3.1 As at 31<sup>st</sup> March 2013, the Council held £5.413million in General Fund and £3.251million in Housing Revenue Account reserves.
- 3.2 Currently, an annual review is performed on the level of reserves as part of the outturn process. The outcomes of this review are reported to Council to obtain approval of:
  - Release of reserves no longer required;
  - Creation of new reserves to fund future spend/pressures; and
  - Transfer of “excess” balances (i.e. those over the recommended minimum balance requirements) to reserves

- 3.3 Throughout the financial year, any requests to transfer money to reserves are subject to Council decision as per the Constitution. Any transfer from reserves to fund spend will be approved in line with the limits set out in the financial procedure rules.
- 3.4 Due to the Council's robust budget setting and monitoring procedures, savings are often identified throughout the year as part of periodic budget monitoring processes. In addition, unbudgeted income can be received (e.g. for large planning applications or due to un-forecast increase in activity). In the current climate and given the Council's sufficient balances, the Deputy Chief Executive (Corporate Direction), as the Council's section 151 officer, will generally recommend that such funds should be transferred to earmarked reserves to fund future spend in specific areas.
- 3.5 In order to ensure efficiency around this decision making process and to guarantee that funds are earmarked to meet financial needs on a timely basis, it is recommended that Council approve delegated authority to the Deputy Chief Executive (Corporate Direction) in conjunction with the Executive Member for Finance, ICT & Asset Management to approve transfers to earmarked reserves during the financial year.
- 3.6 On the request of the Scrutiny Commission a number of "priority" earmarked reserves have been identified for consideration. These reserves have been put forward on the basis of the Council's ongoing strategic priorities and financial risk profile.
- Enforcement reserve – Currently enforcement budgets are held for small amounts within individual cost centres. These are frequently under spent though occasionally large calls are made to carry out significant enforcement work. It is therefore proposed to remove individual enforcement budgets and create a corporate reserve that can be called upon should significant cases arise. An amount of up to £100,000 will be set aside for this purpose.
  - Local Plan Reserve- Following the changes announced by Government in relation to the Council's Local Plan requirements, further funding will be required to fund production of the required documents in the medium term. The Council's current Local Plan Reserve will be depleted by the 2014/2015 and therefore it is recommended that further contributions are made to fund these requirements going forward
  - Waste Management Reserve- Further investment is required in the waste management service going forward, particularly to fund increase requirements in service delivery created by new housing developments in the Borough.
  - City Deal Reserves- The Council will be required to make contributions towards the City Deal initiative The plans for these "Deals" are currently being drawn up and therefore it is proposed that a reserve is created to fund potential contributions going forward. An initial reserve of £50,000 is recommended and will be reviewed upon clarification on the City Deal proposals
  - Leisure Centre Reserve- It is proposed that any available savings continue to be transferred to the Leisure Centre reserve to fund the capital cost of this scheme and reduce the need for borrowing. This fund will also be used to cover any time lag in receipt of funds from the sale of the Bus Station site
  - Appeals Reserve – In order to ensure that funding is available for any large appeals that are approved by Planning Committee, an appeals reserve is recommended for approval.
- 3.7 Transfers from reserves to fund expenditure will continue to be made in line with the limits set out in the financial procedure roles and the annual reserves review will continue to be brought to full Council for approval.

4. FINANCIAL IMPLICATIONS [KP]

Contained within body of the report

5. LEGAL IMPLICATIONS [AB]

It is the responsibility of the S151 Officer under S26 and S27 of the Local Government Act 2003 to advise the Authority annually on the appropriate amount of reserves and to make recommendations on the Authority's strategy with regard to reserves

**This proposal requires an amendment to the Financial Procedure Rules and as such requires 2/3<sup>rd</sup>s majority at Council in favour of the recommendations.**

6. CORPORATE PLAN IMPLICATIONS

The Council's governance arrangements are robust

7. CONSULTATION

Members of the Executive and Strategic Leadership Board have been consolidated in the contents of this report.

8. RISK IMPLICATIONS

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

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

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

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

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

There are none.

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

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Background Papers: Statement of Accounts

Author: Katherine Plummer, Head of Finance ext 5609

Executive Member: Cllr KWP Lynch

## SCRUTINY COMMISSION

### HOUSING ALLOCATIONS POLICY- MEDICAL ASSESSMENT

#### REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)



Hinckley & Bosworth  
Borough Council

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#### WARDS AFFECTED: ALL WARDS

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#### 1. PURPOSE OF REPORT

- 1.1 To brief Members on how medical circumstances are taken into consideration when assessing a household for inclusion on the housing register.

#### 2. RECOMMENDATION

- 2.1 That the Scrutiny Commission notes the contents of the report and acknowledges the Councils current method of taking into account medical circumstances

#### 3. BACKGROUND TO THE REPORT

- 3.1 The allocation of housing is made in accordance with Part VI Housing Act 1996. Priority for housing should go to those in greatest housing need and there is statutory guidance on who these people should be. There are 5 reasonable preference categories of housing need that need to be incorporated into all housing allocations policies. Section 167(2) (d) is 'people who need to move on medical or welfare grounds, including grounds relating to disability'.
- 3.2 This means that all allocations policies must be framed to give reasonable preference to applicants who fall into one of the reasonable preference groups, over those who do not. However, equal weighting does not need to be applied to each group, this can be determined by each housing authority according to local pressures.
- 3.3 The current Hinckley & Bosworth housing allocations scheme began in March 2011, when the council joined with the 6 other district councils in Leicestershire to develop a new Leicestershire Choice based lettings scheme. The 6 Councils and the majority of the housing associations, joined together to use one application form and one computer system in order to simplify applying for social housing in the county. All the Councils allocations policies have adopted a common banding scheme to ensure all applications are assessed the same across the 7 districts.
- 3.4 When a person applies to the housing register their current housing circumstances are assessed against the 4 housing needs bands of the housing register. The 3 highest bands incorporate the people who fall into one of the reasonable preference groups, (and also Council tenants who are under-occupying), with the people not in a reasonable preference group falling into the Low band. When someone applies on the register and they want their medical circumstances to be taken into consideration for housing, then a medical assessment form and/or supporting letters from their GP, specialist or other professional support worker are provided to verify the condition.

#### 4 **Housing Register banding**

- 4.1 The housing allocations policy uses a 4 band system to determine the degree of housing need - Low, Medium, High and Priority.
- 4.2 Medical conditions fall into either the Medium band or the Priority band. The current allocations policy is simpler to use and understand than the previous policy. The

bandings now encompass a much broader variation in the severity of the medical condition all within the same banding.

- 4.3 In the medium band the person has to have a medical, disability or mobility problem. This could include:
- Verified high medical need where a move will improve or prevent the deterioration of a condition. This will apply when a home seeker condition is currently directly affected by their accommodation and a move is needed to have a positive effect on their condition or whereas as a result of their condition their current accommodation is not suitable to their needs.
  - Level access accommodation is required and there is no prospects of adaptations to the home seekers current property within 12 months. Suitable proof will be required ie confirmation from local occupational therapists and landlord. The home seeker may be referred to local agencies for assistance with adaptations.
- 4.4 In the Priority band a person needs to have an Emergency medical need which could include
- a progressive or chronic medical condition combined with other difficulties such as the need for adapted accommodation
  - the inability to be discharged from hospital to their current accommodation

## **5 Assessment**

- 5.1 When assessing the persons housing circumstances and considering whether a medical condition is to be taken into account in this assessment, the applicants' current housing is considered and whether their medical issue can be eased by a move.
- 5.2 If the applicant has a medical condition but they are appropriately housed or it cannot be improved by a move, then the medical condition will not be taken into account in the assessment. An example would be if a person suffers from arthritis and rheumatism and currently lives in a ground floor property. They have a medical condition but we can not offer them anything better than what they currently live in to suit their medical needs.
- 5.3 When an application is received, it is assessed by the housing support officers in the housing allocations section. They consider the applicants whole circumstances, not individual issues in isolation. Factors considered are household size, property size, tenure type, medical issues, income, arrears, welfare issues, social factors then band the application accordingly. All Housing Support Officers have received training in the assessment of medical needs in relation to housing.

## **6 Future housing suitability**

- 6.1 An applicant's medical condition can often determine the type of property that they will be eligible to bid for. For example, if the person has mobility problems or has medical issues where they would benefit from the support of our emergency alarm service, then this can be identified on the application form and their eligibility adjusted to allow them to bid for these types of properties.
- 6.2 For a few applicants, they may require a move to another property as their current home cannot have an alterations or adaptations made to it, in order to manage their condition. In the majority of these cases, an Occupational therapist will be involved with the family and will have provided a detailed assessment of the persons future housing requirements. In these cases, a property will be sought which is partially



adapted and where the family can manage in the short term until social services are able to complete all the works required.

## **7 How medical assessments are carried out.**

- 7.1 The majority of people who have a medical condition will fall within the medium band. Assessments are undertaken by a small number of officers to ensure a consistent approach to assessing all applications on the Housing Register. If the officer is unsure which band to use, then the Housing Support Officer refers the case to the Allocations & Tenancy Manager to discuss the case and determine the appropriate band.
- 7.2 If a Priority band has been awarded for a medical condition, then the council would usually have been alerted to the situation by other professionals. Such circumstances could be that the person is found to be living in substandard accommodation with a significant health problem or disability, they have had an accident so their property is no longer suitable, or their chronic medical condition has deteriorated to such a degree that social services are not able to modify their current home with further adaptations.
- 7.3 As of 30 October, there are 2245 applicants on the housing register. In September, 65 applications were accepted onto the housing register. 9 of those applications submitted a medical form and were placed in the following bands;  
LOW 3 (no housing need on medical grounds as already adequately housed)  
MEDIUM 4 (there were no medical needs)  
HIGH 2 (tenants under-occupying)  
No applicant was awarded a band, purely on Medical grounds.
- 7.4 On only two occasions has the housing register banding been appealed due to medical circumstances. In these cases the applications were referred to our independent medical advisors, Now Medical, for their medical opinion on the case. It is the Council which makes the final decision on banding, but it will take into consideration all supporting evidence from medical advisors and other agencies that have knowledge of the individuals' particular circumstances.
- 7.5 The housing allocation/ options teams in the other 6 Leicestershire Councils, work in a very similar to this process, with the officers in these teams undertaking the assessments of the housing applications against the policy.

## **8 Alternative methods of assessment**

- 8.1 There are a number of alternative ways of assessing medical needs in relation to housing. It should be noted that the assessment isn't purely an assessment of the particular medical condition, but how current housing circumstances impact on the medical condition.

### **8.2 Home visits**

Home visits for each applicant wishing to have medical conditions considered could be undertaken. This would involve additional time, staffing and budgetary resources. In quite a number of cases the applicant will already have another factor that places them in Medium band, so undertaking a visit to confirm a `moderate` medical condition will not result in a change to their banding.

### **8.3 Medical Panel**

This panel could include housing officers and other professionals to discuss a persons medical condition in relation to their housing circumstances. This would involve the time and expense of other professionals, such as an Occupational

Therapist or a doctor, meeting regularly to assess the applications. This would incur a monetary and time cost and will produce delays in assessing applications. At present, these professionals provide their opinion free of charge on the individual cases where they think it appropriate to do so.

### **8.3 Independent medical assessor**

All medical assessments could be forwarded to an independent medical advisor to consider against the policy and make recommendations as to future housing requirements. This was done with under the previous housing allocations policy, where more detailed assessment of a persons medical condition was necessary to in order to award one of 5 grade of points, specifically given just for a medical circumstance.

## **9. FINANCIAL IMPLICATIONS (KP)**

9.1 The Council will incur costs of medical assessments. The current provider of this service (Now Medical) charges £12 for a basic assessment or £25 for a full assessment report.

9.2 A budget of £500 is available for this service within the Choice Based Lettings cost centre for 2013/2014. On the basis of the above costings, this would fund 20 full assessments per annum. Any requirement to increase this budget due to increased assessments would need to be formally requested in line with the Council's financial procedure rules.

## **10 LEGAL IMPLICATIONS (AB)**

10.1 Contained in the body of the report

## **11 CORPORATE PLAN IMPLICATIONS**

11.1 This report supports the following Corporate Plan aims:

- Supporting individuals

## **12 CONSULTATION**

12.1 Consultation on the current Allocations Policy was undertaken with a number of stakeholders including existing applicants, RSL'd, the third sector and social services.

## **13 RISK IMPLICATIONS**

13.1 None

## **14 KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

The Housing Allocation application form allows for individuals circumstances impacting on their housing to be assessed and prioritised if appropriate.

## **15 CORPORATE IMPLICATIONS**

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

- Community Safety implications
- Environmental implications

- ICT implications
  - Asset Management implications
  - Human Resources implications
  - Planning Implications
  - Voluntary Sector
- 

Background papers: None

Contact Officer: Tricia Lavender x5638

Executive Member: Councillor M Mullaney

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## SCRUTINY COMMISSION – 21<sup>ST</sup> NOVEMBER 2013

### SUPPORT AND PROVISION FOR THE LGBT COMMUNITY WITHIN HINKCLEY AND BOSWORTH

#### REPORT OF HEAD OF HOUSING, COMMUNITY SAFETY AND PARTNERSHIPS



Hinckley & Bosworth  
Borough Council

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#### WARDS AFFECTED: ALL WARDS

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##### 1. PURPOSE OF REPORT

To inform members of the work being undertaken within the Borough in relation to supporting our Lesbian, Gay, Bisexual and Transgender (LGBT) community.

##### 2. RECOMMENDATION

To note the progress being made in relation to the work being undertaken in relation to supporting our LGBT community.

##### 3. BACKGROUND TO THE REPORT

- 3.1. As part of the new arrangements in supporting the development and sustainability of the Voluntary and Community Sector (VCS) within Hinckley and Bosworth, the authority has set up a new VCS partnership and VCS hub working with Next Generation (NG) as one of the key partners in establishing these new arrangements. As a result, part of the expanded offer to the community via NG is the provision of services to support our LGBT community. However, it should be noted that NG was successful in securing an additional grant in January 2013, to run a twelve month programme of activities in support of their LGBT work.
- 3.2. The following provides an overview of the work being undertaken by NG under the banner of '**Proud Generation**' launched in November 2012. The focus of the work is in relation to raising awareness of our LGBT community to the broader community, and engendering better understanding and relationships:
  - Held an event celebrating the LGBT History Month in February 2013, around the life of scientist 'Alan Turing' (official history month chosen subject). This is the first time we have held such an event in Hinckley and Bosworth
  - In March 2013 in partnership with HBBC held an awareness event around IDAHO (international day against homophobia and transphobia crime), comprising four town centre events on board the NG community double decker bus, with a range of partners in the Hinckley Town Centre.
  - The above culminated in an arts/music inspired awareness and networking event entitled 'silent, indifferent, complacent' event in May 2013 at the Atkins Building with a range of partners.
  - An LGBT memorial day for those who have lost their lives due to their life choice will be taking place on 20<sup>th</sup> November 2013
  - Partners who have been engaged and supported the above activities include: HBBC Community Safety and Cultural Services, Leicestershire Police, North Warwickshire and Hinckley College, Trade Sexual Health, Leicester City LGBT Centre and Leicestershire CC.
- 3.3. NG see the achievements of 2013 as a springboard towards a more sustainable work stream going forward, working in partnership with other organisations. They are committed to strengthening ties with strategic partners in considering ways in which they can work collaboratively to ensure that the services that LGTB people receive,

take into account the fact that their needs are not necessarily always the same as those who do not identify as LGBT.

- 3.4. Areas of need that NG feel have identified through the Proud Generation work to date, include, the need to explore the specific health inequalities and the health and wellbeing issues for LGBT people, and the need to look at support and provision specifically for young people.
- 3.5. In addition to the work led by NG, the following provides an overview of specific delivery via the joint Hinckley & Bosworth and Blaby **Community Safety Partnership** in support of the LGBT community
- 3.6. The county wide 'Stop & Tell' hate awareness campaign runs every year to raise awareness around hate incidents, as well as how and where to report in order to improve the number of incidents reported. Each year the campaign has a particular focus and during 2013 this is in relation to hate incidents against people who are LGBT. Hinckley and Bosworth borough council's community safety team were involved in the planning of the county wide campaign and delivering the campaign at a local level. Some of the activities in our borough include:
  - The Leicester LGBT Centre's youth group produced a DVD resource for schools around LGBT hate incidents. This was funded through the Hate Incident Monitoring Project (HIMP), all of the County's District & Borough Councils, Leicestershire Police and Leicestershire Partnership NHS Trust. It has been issued to all high schools and colleges in the Hinckley and Bosworth area, as well as other relevant partners. A YouTube was also made available to ensure as many people as possible could access and utilise the resource
  - Displays with information and leaflets around hate incidents and reporting were present in the libraries, community houses, council reception and other community facilities across the borough
  - Publicity materials issued to Parish Councils, Community Groups, Community Houses, Resident Support Groups & Next Generation Project
  - E-learning training around hate incidents and taking reports was launched on the council's learning pool website
  - Promoted awareness via HBBC website including link to Stop & Tell DVD and local web chats
  - Daily Tweets and re-Tweets to raise awareness around hate and how to report.
  - Information and awareness materials issued to local youth groups
  - LGBT awareness events held by Next Generation in Hinckley Town Centre for the first 4 Fridays in March 1-4pm supported by council community safety team
  - 300 LGBT hate awareness leaflets issued to houses in hotspot areas across Hinckley & Bosworth
  - 2 members of staff from HBBC attended the awareness event at County Hall on 22<sup>nd</sup> February.
- 3.7. A further strand of related support is provided via the **Hinckley and Bosworth Community Relations Forum**. The aim of this Forum is to build effective community relationships in Hinckley and Bosworth, and to work towards eliminating discrimination of any kind. In enabling this, twice yearly events are organised, usually around a topical theme, to bring together individuals, groups, statutory and voluntary organisations, businesses - indeed, anyone who has an interest in building good community relationships. The theme for the next Forum event on 4<sup>th</sup> December 2013 is 'Celebrating Our Community', providing an opportunity to hear different perspectives about community and culture, how different people describe their culture/community, the things they value about this, and any challenges/obstacles this presents. The overall aim is to raise our awareness of what 'community' means and represents within the Borough, and to think about building better community

relationships from this perspective. The event will include an input from a member of our LGTB community sourced via the Proud Generation work.

4. **FINANCIAL IMPLICATIONS (KP)**

None arising directly from this report

5. **LEGAL IMPLICATIONS [LH]**

None arising directly from this report

6. **CORPORATE PLAN IMPLICATIONS**

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

- Creating a vibrant place to work and live
- Empowering communities
- Supporting individuals
- Providing value for money and pro-active services

7. **CONSULTATION**

The programme of work has been informed through ongoing consultation via Next Generation and the broader work of the Community Safety Partnership, and the proposed future work will be defined through the evidence gathered through these mechanisms and engagement with broader partners.

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
Lack of evidence to help shape specific provision to support the needs of our LGBT community. Further isolation of our LGBT community.	Specific work streams to help define our service provision for the LGBT community, and importantly raise awareness and engender understanding within the broader community	Sharon Stacey

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

The work undertaken to date via the Community Safety Partnership has taken into account the specific needs of those living and working in rural areas, and the allocation of provision for those most in need. The future proposed work of NG will also seek to broaden out its work to embrace the rural areas of the Borough.

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: Edwina Grant, 01455 255629

Executive Member:





Hinckley & Bosworth  
Borough Council

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# Overview and Scrutiny Work Programme 2013-2015

**ISSUE 2013/03: NOVEMBER 2013**

# SCRUTINY COMMISSION

## TIMETABLE

Scrutiny Commission - Thursday 21 November 2013						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
	LTP3	Start of review (attendance of LCC reps)	Input into review			Leicestershire County Council
	Rural Bus services	Start of review (attendance of LCC reps)	Ensure services are provided for rural areas			Leicestershire County Council
Performance Management Information	Parking Enforcement	Review of warden scheme etc	Ensure value for money services			Leicestershire authorities
Participation in Policy Development Issues	Housing Applications Policy – medical assessment	Request of Commission	Awareness of assessment method and criteria	Decent, well managed & affordable housing		
	Support for LGBT community	Request of Commission	Ensure HBBC is meeting requirements, promoting equality and diversity, following policies			
Tracking of implementation with previous recommendations	Identification of priority reserves	Request of previous meeting	Recommendation to Council	Thriving economy	Head of Finance	
Committee Management issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 16 January 2014**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	Leisure Centre	Update on tender process / selection	Scrutiny of process	Thriving Economy / safer & healthier borough	Deputy Chief Executive (Community Direction)	
Performance Management Information						
Participation in Policy Development Issues	Budget (joint with FAP)					
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 27 February 2014**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues						
Tracking of implementation with previous recommendations	Community Safety Partnership review / Community Policing provision					
	Planning Appeals & S106 update					
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

**Scrutiny Commission - Thursday 10 April 2014**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics	High Speed Broadband	Request of Commission	Satisfaction that project is achieving value for money	Thriving Economy		Leicestershire County Council
Performance Management Information						
Participation in Policy Development Issues						
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 22 May 2014**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
Scrutiny Topics						
Performance Management Information						
Participation in Policy Development Issues						
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

To be programmed

Scrutiny review: Out of hours provisions

Scrutiny review: Care homes – public v private

Scrutiny review: Skills & employment

Scrutiny review: Older people – take up of voluntary services v request for provision of social events.

Year 2 of work programme

Housing & Housing repairs performance

Clean Neighbourhoods Strategy review/update