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Chief Executive

Date: 06 April 2016

Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: Members of the Scrutiny Commission

Mr MR Lay (Chairman)	Mr KWP Lynch
Mr SL Bray (Vice-Chairman)	Mr SL Rooney
Mrs R Camamile (Vice-Chairman)	Mr BE Sutton
Mr RG Allen	Mr R Ward
Mr DC Bill MBE	Mr HG Williams
Mr WJ Crooks	

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 De Montfort Suite - Hub on **THURSDAY, 14 APRIL 2016 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 - 14 APRIL 2016

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES (Pages 1 - 4)

To confirm the minutes of the meeting held on 3 March 2016.

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. HINCKLEY HOSPITAL REVIEW (Verbal Report)

Toby Sanders, Managing Director, West Leicestershire CCG, will be in attendance to discuss the Hinckley Hospital review.

7. DISCRETIONARY HOUSING PAYMENTS UPDATE (Pages 5 - 8)

An update on discretionary housing payment at the request of a previous meeting.

8. PARISH & COMMUNITY INITIATIVE FUND (Pages 9 - 20)

To recommend allocation of grants for 2016/17.

9. AFFORDABLE HOUSING DELIVERY (Pages 21 - 24)

To inform members of the cumulative impact of viability assessments submitted through the development management process on delivery of affordable housing. This report was requested at a previous meeting.

10. EQUALITIES MONITORING REPORT (Pages 25 - 52)

Members will receive updated employment and equality statistics for 2012/13, 2013/14 and 2014/15.

11. INSURANCE CLAIMS PROCESS (Pages 53 - 56)

To brief members on insurance claims and the handling process following a request at the previous meeting.

12. CAR PARKS IN HINCKLEY TOWN CENTRE (To Follow)

Report to follow in response to a request at a previous meeting.

13. SCRUTINY COMMISSION WORK PROGRAMME 2015-16 (Pages 57 - 60)

Work programme attached.

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

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Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

3 MARCH 2016 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mr SL Bray and Mrs R Camamile – Vice-Chairman

Mr RG Allen, Mr DC Bill MBE, Mr WJ Crooks, Mr KWP Lynch, Mr SL Rooney,
Mr BE Sutton, Mr R Ward and Mr HG Williams

Also in attendance: Councillor RB Roberts

Officers in attendance: Bill Cullen, Simon D Jones, Julie Kenny, Graeme Law, Lindsay Orton and Rebecca Owen

424 APOLOGIES AND SUBSTITUTIONS

It was noted that Cllr Williams would arrive late due to work commitments.

425 MINUTES

On the motion of Councillor Camamile, seconded by Councillor Sutton, it was

RESOLVED – the minutes of the meeting held on 21 January 2016 be confirmed and signed by the Chairman.

426 DECLARATIONS OF INTEREST

No interests were declared at this stage.

427 H&B TOURISM PARTNERSHIP 2015 - PERFORMANCE REVIEW

The Scrutiny Commission received a presentation on the work of the Hinckley & Bosworth Tourism Partnership by the Chair of the partnership, Sharon Redrobe. During discussion on the presentation, the following points were raised:

- The need to benefit from the legacy of the Richard III events as Leicester City Council had, and the impact of events outside of the city
- In relation to marking the site of the battle, it was noted that discussions were ongoing with the landowner and sources of possible funding were being identified
- The number of visitors to Market Bosworth to not only the Battlefield but also the marina and the waterpark
- The need to advertise and promote the area nationally, which was currently being reviewed
- The need to address the shortage of overnight accommodation in the borough.

Councillor Williams entered the meeting at 6.57pm.

In response to a member's question about what constituted a 'tourist', it was explained that this included holiday makers, day visitors, those visiting relatives in the area and those living in the borough.

The Chair of the partnership explained that she had been promoting the value of tourism within the LEP and it was now one of the priorities, but that there was a lack of funding available for projects.

Councillor Roberts left the meeting at 7.15pm.

428 PLANNING APPEALS

The Scrutiny Commission received a report on planning and enforcement appeal decisions over the previous six months. It was noted that this was a regular report which monitored and challenged performance in relation to decisions on planning applications and enforcement notices. It was noted that no costs had been awarded during the period covered by the report.

Members expressed concern about the situation where an applicant appeals against refusal of an application, the Inspector upholds the appeal and the authority has to pay costs, but then the applicant doesn't commence development, and it was felt that this was unfair. Officers agreed but also noted that the awarding of costs was to reimburse the applicant for money spent.

The current position in relation to the five year land supply was questioned, and it was noted that, when last assessed in October, it stood at 5.69 years. It was acknowledged that deliver of housing needed to continue to ensure the supply was maintained.

In relation to the Barwell Sustainable Urban Extension (SUE), it was noted that the development consortium was still in negotiation with Leicestershire County Council regarding contributions to transport, but that once resolved, the S106 would be signed.

In response to a question regarding an enforcement site at Leicester Road, Hinckley, officers agreed to circulate an update to the Commission.

Some members expressed the view that the Planning Committee was currently working very well which had contributed to effective decision making.

RESOLVED – the report be noted.

429 HOUSING BILL UPDATE

The chairman reported on a meeting he had attended with Mr Tredinnick, MP, along with Councillors Bill and Hall and Sharon Stacey to express concerns in relation to the Housing Bill, particularly the impact of the rent reduction, the move to short term tenancies and the sale of high value voids.

The MP had indicated that the priority of the government was to encourage owner occupier status and not to encourage council housing, but it was acknowledged that the changes would have a huge impact on this, and most other, authorities.

During debate, the following requests were made:

- It was felt that the council should lobby at every stage of the process, including to the House of Lords
- A survey should be undertaken to ascertain whether the majority of people preferred to rent than own anyway. It was suggested that this consultation could take place alongside that on the Corporate Plan
- The representations that Cllr Sutton had made should be included in the authority's challenges
- The Scrutiny Commission be kept updated on progress.

Members were reminded that the Bill actually related to Housing *and* Planning, and it was questioned whether the council should challenge any aspects relating to planning. Members asked for a report on the implications of the planning aspects of the Bill.

RESOLVED –

- (i) Lobbying and pressure be maintained as the Bill progresses;
- (ii) The Scrutiny Commission be kept updated on progress;
- (iii) A further report on the planning aspects of the Bill be brought to a future meeting.

430 SCRUTINY COMMISSION WORK PROGRAMME 2015-17

The following items were requested for future meetings:

- Town centre car parking (next meeting)
- Insurance settlements, numbers and processes following the report in the Leicester Mercury where this authority appeared to have high costs. It was, however, noted that the figures printed had been incorrect and the printed correction had been unclear
- Update on dry recycling credits
- Take-up of the green waste service later in the year.

(The Meeting closed at 8.08 pm)

CHAIRMAN

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SCRUTINY COMMISSION – 14 APRIL 2016

DISCRETIONARY HOUSING PAYMENTS

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To update members on the Discretionary Housing Payments scheme.

2. RECOMMENDATION

- 2.1 That members note the report

3. BACKGROUND TO THE REPORT

- 3.1 Discretionary Housing Payments (DHP) provide help to claimants in receipt of Housing Benefit who need further financial assistance with housing costs. This will usually be because there is a shortfall between the amount of benefit they receive and their rent liability.

To qualify claimants need to meet certain conditions.

- Must be receiving Housing Benefit or in receipt of Universal Credit that includes a housing element
- There must be a shortfall between the amount of Housing Benefit (HB)/Housing Element of UC they receive and rent liability
- Must demonstrate that they need extra help to meet their housing costs

The length of time over which an award can be made is not prescribed, however we have to be mindful of the annual funding and not to exceed the budgeted amount. It may be appropriate to make a short term award to give a claimant time to sort out their finances or housing commitment, particular if they are trying to find alternative accommodation or gain employment. Alternatively it is also possible to make a more long term or indefinite award until the claimants circumstances change.

Nationally DHP funding for 2015/16 was £125 million a reduction of £40m from the previous year. It has been recently announced that DHP funding will be £160 million a year over the next five years. It is a relatively small increase which is intended to support those claimants adversely affected by the recent announcements in welfare reform including:

- Working-age benefits to be frozen for four years from April 2016.
- A reduction in the “benefit cap” from £26,000 to £20,000
- Backdating of housing benefit will be restricted to a maximum of four weeks from April 2016.

3.2 Direct Government Funding

	2013/2014	2014/2015	2015/2016
DWP Funding	£93,843	£93,957	£78,129

Any unspent DHP funding will have to be returned to the DWP at the end of the financial year.

3.3 Our current Scheme (2015/16)

- The shortfall in benefit entitlement is met for 52 weeks for those claimants who live in properties that have been adapted to meet their disability needs. At the expiry of the 52 weeks if the circumstances remain the same (i.e. their income has not changed) a further award can be made.
- For all other claimants provided their means are such that a payment is justified we will award for 39 weeks. At the expiry of the 39 weeks a further claim can be submitted which we will consider provided the claimant's circumstances have not changed and the claimant has taken reasonable steps to seek alternative housing and/or improve their financial position.
- Support can also be offered in respect of one off payments for example help with removal costs and rent deposits

3.4 Our future scheme (2016/17)

- Funding has been confirmed at £98,116
- The continued support of those claimants whose properties have been adapted to meet their disability needs. Entitlement will be awarded for the full year.
- The payment of new claims (excluding adapted properties) from 1st April 2016 will be based at 100% of the shortfall for 26 weeks and then a maximum of 50% for 13 weeks. If at the expiry of the 39 week period there are reasonable grounds for granting further support this can be done for a maximum of 13 weeks at 50%.

3.5 Analysis of current spend

Historically DHP awards have been based on the difference between housing benefit entitlement and contractual rent; however from October 2015 renewal awards are being calculated by reference to the lesser of (1) the difference between their income and permitted expenditure or (2) the shortfall in benefit entitlement. This will mean that the DHP spend going forward will be within budget.

For the 2015/16 financial year approval was sought and granted by the DCLG to support our tenants by using up to £25,000 from the Housing Revenue Account (HRA) to supplement the DHP fund.

At the 29 March 2016 we had received and processed 326 DHP claims.

3.6 Claimant Analysis

Reason for claiming	Percentage of cases
Social Size Criteria	64.04%
Other	10.21%
LHA Reforms	8.06%
Rent Restrictions	5.91%
Rent in advance	2.68%
Non dependants	2.15%

Baby Due	2.15%
Income Tapers	1.61%
Benefit Cap	1.07%
Disability	0.53%
Legislation change	0.53%
Increase in rent	0.53%
Removal Costs	0.53%

- Age Profile - all of our claimants are of working age.
- Employment Status - nine are in remunerative work and the others are in receipt of benefits.

It is incumbent upon all claimants who are making a repeat claim to demonstrate what they have done to improve their financial situation to remove them from DHP dependency.

3.7 Council Tenants

3.7.1 The prime reason for the payment of DHP to council tenants is due to the under-occupancy charge. Work has taken place with these tenants to discuss options with them, but those options are limited, particularly with regard to moving to smaller accommodation. There may be some scope to work with tenants to assist them to move into work and therefore off benefits, although a number of the tenants concerned are near to pensionable age. Discussions are taking place with JCP with regard to this support and a proposal for a project to provide help into work being drawn up.

3.7.2 For those tenants in receipt of DHP in the private sector, if they are unable to make up the shortfall in rent there would be an increase in rent arrears which could result in these tenants being given notice to leave their accommodation. If alternative accommodation could not be found the council could experience an increase in homelessness approaches and acceptances.

4. FINANCIAL IMPLICATIONS [FMC]

4.1 The financial implications of the scheme are set out below

Spend April 2015 to 29 March 2016	£103,330
Government Contribution	£78,129
Contribution from HRA Account	£25,000
Total Budget	£103,129
Potential Overspend	£201

5. LEGAL IMPLICATIONS [MR]

5.1 The Discretionary Financial Assistance Regulations 2001 as amended empower the Borough Council to award discretionary housing payments when it considers that a claimant requires further financial assistance towards housing costs

5.2 Although the Regulations give local authorities a broad discretion, government guidance advises that local authorities must act fairly reasonably and consistently and each case must be considered on its own merits

- 5.3 No further discretionary housing payments can be made once the Council's overall cash limit has been met and an award over this limit would be unlawful
- 5.4 Any underspent discretionary housing payments funding must be returned to the DWP at the end of the financial year
6. CORPORATE PLAN IMPLICATIONS
- 6.1 This report supports the Corporate Plan objective of supporting individuals
- 7.0 CONSULTATION
- 7.1 Not applicable
8. RISK IMPLICATIONS
- 8.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 8.2 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.
9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS
- 9.1 Support from the Discretionary Housing Payments fund is available to those residents of the Borough who are in receipt of housing benefit and struggling to pay their rent. Therefore any reduction in funding may impact upon vulnerable groups in the Borough, however this report aims to protect those residents who have had adaptations made to their property and will encourage those claimants, who are able to, to seek remunerative employment.
10. CORPORATE IMPLICATIONS
- 10.1 By submitting this report, the report author has, where appropriate, taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector

Background papers: None

Contact Officer: Storme Coop, Ext 5706
Executive Member: Councillor M J Surtees

SCRUTINY COMMISSION – 14 APRIL 2016

PARISH AND COMMUNITY INITIATIVE FUND ALLOCATION OF GRANTS FOR 2016/2017 REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)



Hinckley & Bosworth
Borough Council

A Borough to be proud of

WARDS AFFECTED: ALL PARISH WARDS

1. PURPOSE OF REPORT

To request the Scrutiny Commission endorses the allocation of grants through the Parish and Community Initiative Fund 2016/17.

2. RECOMMENDATION

- 2.1 That the Scrutiny Commission endorses the funding allocations of as detailed in section 4, from the Parish and Community Initiative Fund 2016 (as supported by SLB).
- 2.2 That Scrutiny consider recommending to SLB amending the scheme conditions as outlined in 4.6, to allow a further 5 schemes to be supported.
- 2.3 That the Scrutiny Commission endorses the carry forward request of £2,263 as detailed in 4.7, allowing previous years schemes to be completed (as supported by SLB).

3. BACKGROUND TO THE REPORT

- 3.1 Since 2005 the Parish Community Initiative Fund has distributed nearly £906,000 towards 223 local parishes or voluntary organisation schemes.
- 3.2 In 2015/16 the scheme received 26 applications from across the Borough and a total of £63,321 was awarded to 23 schemes.
- 3.3 The fund was increased for 2016/17 from £100,000 to £125,000 as part of the budget setting process at Council (February 18 2016).

4. APPLICATIONS FOR 2016/17

- 4.1 The table in Appendix 1 of this report provides an objective scoring summary from the assessments made of all the applications by the Green Space Team.
- 4.2 The assessment panel then determined grants to be allocated. This panel consisted of Caroline Roffey Head of Street Scene Services, Ian Pinfold – Green Space Manager, Edwina Grant – Strategic and Community Planning Officer, Paul Scragg – Senior Green Space Officer, Chris Pocock - Green Space Officer, Susan Chambers - Green Space Officer and Jackie Lee – Public Spaces Officer
- 4.3 The maximum amount of funding available to each Parish is £10,000. The grant will fund a maximum of 50% of the project costs. Each applicant must seek support from their Parish Council and Borough Councillor. Only capital items are funded, the lowest submitted quote has been used to calculate the maximum eligible grant, unless a good reason has been provided for using a higher quote.

41 applications have been received requesting a total of £118,149.

- 4.4 Based on the information in Appendix 1 the assessment panel recommends funding the following schemes totalling £87,379: (Applications are set out in alphabetical order by parish and parish name is given in brackets)
1. Roof repairs to St Peter's Church, Thornton – Bagworth Thornton and Stanton under Bardon PCC (Bagworth & Thornton)
Outline: Repairs to the church roof and guttering: £1,460
 2. Playground refurbishment at Bosworth Road Park – Barlestone Parish Council (Barlestone)
Outline: New play equipment for younger children: £9,958
 3. Basketball and goal end for Radford Park – Barwell Parish Council (Barwell)
Outline: The installation of a new basketball hoop and goal end: £1,854
 4. Public toilet refurbishments – Barwell Parish Council (Barwell)
Outline: Improvements to the disabled toilets to comply with disabled peoples needs: £990
 5. World War One Bench – Barwell Parish Council (Barwell)
Outline: The installation of a first world war commemorative bench at Barwell War Memorial: £915
 6. New Cemetery Noticeboard at Kirkby Road Cemetery – Barwell Parish Council (Barwell)
Outline: The installation of a new information board at Barwell Cemetery: £390
 7. New Market Stalls – Barwell Parish Council (Barwell)
Outline: The introduction of 6 market stalls within Barwell Town Centre to serve the local community: £509
 8. Re-carpeting the Parish Council Offices – Barwell Parish Council (Barwell)
Outline: Replacement of the carpet in the Parish Council Offices with commercial carpet tiles: £761
 9. Burbage Library Renovation – Burbage Community Library (Burbage)
Outline: Replacement of all existing single glazed doors and windows with double glazed units and the conversion of existing WC to disabled toilet: £6,712
 10. Cadeby Church Hall Refurbishment – Cadeby Parish Council (Cadeby)
Outline: Refurbishment of Cadeby Church Hall to provide a community facility for the village: £8,500
 11. New Marquee – Friends of St Andrew's Church (Carlton)
Outline: The purchase of a Marquee for using to hold village events: £2,225
 12. New gate – Carlton Parish Council (Carlton)
Outline: The installation of a new pedestrian gate on public right of way S68 replacing a high stile, to allow easy use by walkers: £193
 13. East Green Kerbing Project – Carlton Parish Council (Carlton).
Outline: The installation of kerbing to protect the registered village green from damage : £2,306
 14. Enhancement and refurbishment of play area– Desford Parish Council (Desford).
Outline: Improvements to the children's play space and improvements to junior football pitch at Kirkby Road Recreation Ground, Desford: £2,275

15. Community Sports Club improvements– Sport in Desford (Desford)
Outline: Lighting for tennis courts, new flooring in changing rooms and toilets, new gym equipment and improvements to football pitch: £7,757
16. Heating System upgrade – Age UK Leicestershire and Rutland (Earl Shilton).
Outline: The complete upgrade of the central heating system at the Earl Shilton Senior citizens centre: £3,060
17. Cemetery Labyrinth improvements – Market Bosworth Borough Council (Market Bosworth).
Outline: Upgrade the labyrinth area of Shenton Lane Cemetery, to ensure better visibility of the memorial plaques and easier maintenance and accessibility: £1,598
18. Installation of Solar Panels - Markfield Parish Council (Markfield).
Outline: The installation of solar panels at Markfield Community Centre: £5,650
19. Development Of Community Facility – All Saints Church (Nailstone)
Outline: The removal of 4 wooden pews to improve disabled access, and the installation of electric heaters: £1,743
20. Public Access Computers – Our Library @ Newbold Verdon (Newbold Verdon).
Outline: The installation of 10 x computers for use by library members, to replace computers being removed by Leicestershire County Council in March 2017: £1,000.
21. Stapleton Methodist Church Sign – Peckleton Parish Council (Peckleton).
Outline: To provide road signage on the A447 in Stapleton to help sign the Methodist church on Chapel Street, Stapleton: £256
22. Dog bins for Peckleton Ward - Peckleton Parish Council (Peckleton).
Outline: The installation of dog bins along regular dog walking routes in Peckleton: £397
23. Resurfacing of play area entrance and safety surfacing - Peckleton Parish Council (Peckleton).
Outline: Install an area of hard standing inside the gates at Stapleton recreation ground to improve access and the replacement and improvement of safety surfacing at the play area in Kirkby Mallory: £4,661
24. Provision of Electricity supply – Ratby Parish Council (Ratby).
Outline: To install an electric supply and feeder pillar at Ferndale Park in Ratby, to allow for future park improvements including lighting, CCTV and the installation of changing facilities: £2,365
25. Refurbishment of the band room – The Ratby Cooperative band (Ratby).
Outline: The replacing of the floor coverings at the band room headquarters: £1,800
26. Defibrillators at Shackerstone Parish – Shakerstone Parish Council (Shakerstone).
Outline: Installation of four defibrillators in Shakerstone, Bilstone, Barton in the Beans and Odstone: £1,920
27. Sibson Church Pathway – Sibson District Church Council (Sheepy).
Outline: Repair and resurfacing of the pathway to Sibson churchyard: £4,072
28. Mobile vehicle activating sign – Sheepy Parish Council (Sheepy).

Outline: The purchase of a mobile vehicle activated sign, to assist with speed control analysis in the parish: £1,275

29. Equipment for Village Hall – Stanton under Bardon Village Hall Trust (Stanton-under-Bardon).

Outline: New tables and chairs for use in the village hall: £1,076

30. Access Improvements – Without Walls Christian fellowship (Stanton-under-Bardon).

Outline: The installation of a new access ramp into the building to improve access for all: £1,275

31. Secure doors at Village Hall – Norton Juxta Twycross Village institute Committee (Twycross).

Outline: The replacement of external doors to the village hall: £1,500

32. New Notice Board – Witherley Parochial Church Council (Witherley).

Outline: The installation of a new notice board at St Peter's Church Witherley: £725

33. Playground renovation – Witherley Memorial Playing Field Trust (Witherley):

Outline: The repair, refurbishment and replacement of play equipment at Witherley memorial Playing Fields: £6,201

- 4.5 The assessment panel recommends **rejecting** the following applications, totalling £25,446, because they don't meet the fund criteria:

- 1R. Dry Stone Wall repairs at St Peter's Church, Thornton – Bagworth Thornton and Stanton under Bardon PCC (Bagworth & Thornton)

Outline: Repairs to the dry stone wall on the north boundary of the churchyard: £2,100

Rationale: The criteria for the grant states that boundary walls will not be funded, under the scheme.

- 2R. Replacement of stacking chairs – Desford Free Church (Desford).

Outline: Replacement of existing chairs which have become old and unsafe for use: £598

Rationale: The £10,000 per Parish limit, as stated in the grant criteria, has been reached from other applications for Desford. Out of the three applications received this application scored lowest with the assessment panel.

- 3R. Carpark refurbishment – Groby Parish Council (Groby).

Outline: Levelling and resurfacing of car park on Sycamore Drive, Groby: £8,244

Rationale: The criteria for the grant states that car parks will not be funded, under the scheme.

- 4R. Resurfacing of Church Road and Footpath– Higham-on-the-Hill Parish Council (Higham-on-the-Hill)

Outline: The resurfacing of the combined driveway/public right of way and parking area leading to St Peter's church in Higham to improve access for church users: £7,930

Rationale: The criteria for the grant states that car parks will not be funded, under the scheme.

- 5R. Security Fencing – Market Bosworth Sports Club (Market Bosworth).

Outline: Provision of a 1.8m high security fence and gates at Market Bosworth Sports Ground: £4,187

Rationale: The criteria for the grant states that fences will not be funded, under the scheme.

6R. Repairs and refurbishment – Peckleton Parish Council (Peckleton).

Outline: Repairing and painting of a number of Parish Council assets, including play equipment, benches and notice boards: £787

Rationale: The panel considered that the scheme couldn't be considered to be a capital scheme, as it is maintenance of an existing feature, and the criteria for the grant states that it will only fund capital projects.

7R. Peckleton Village Hall Windows - Peckleton Parish Council (Peckleton).

Outline: Replace the rotted parts of the window frames within Peckleton village Hall: £600

Rationale: The panel considered that the scheme couldn't be considered to be a capital scheme, as it is maintenance of an existing feature, and the criteria for the grant states that it will only fund capital projects.

8R. Sheepy Magna CE School Peace Garden – Sheepy Magna CE School PTA (Sheepy).

Outline: The refurbishment and restoration of a school community garden area: £1,000

Rationale: The panel consider that the project was essentially for school use only and did not benefit the wider community. The criteria of the grant states that the project must provide public access at all reasonable times.

4.6 By amending the scheme criteria for 2016/17 as follows further projects could be funded for 2016/17.

- Fund works to boundary walls and fences. (1R and 5R)
- Increase parish Initiative to £11,000. (2R)
- Fund car parks. (3R and 4R)

If this was agreed a further £23,059 would be allocated.

4.7 Previous Years Applications

There is 1 grant totaling £2,263, which was approved for 2015/16 where the project has been delayed. This will be completed in 2016/17. The project is: Disabled Toilet Refurbishment – Sheepy Memorial Hall (Sheepy Magna)
Confirmation has been received that work will be started in March 2016.

5. FINANCIAL IMPLICATIONS (CS)

5.1 The total capital budget for 2016/17 is £125,000. The total grants recommended for approval is £87,379.

5.2 If the amendments to the criteria are agreed, as per section 4.6, a further £23,059 would be recommended for approval

5.3 If the carry forward of the project in 4.7, totaling £2,263, is also approved the revised budget requirement for 2016/17 will be £112,701.

6. LEGAL IMPLICATIONS (JB)

6.1 The Local Government Act 2000 empowers the Council to give financial assistance where it considers that that expenditure promotes the economic social or environmental well being of the borough.

7. CORPORATE PLAN IMPLICATIONS

7.1 The Parish & Community Initiative fund supports parishes and community groups to achieve the following aims and objectives of the Corporate Performance Plan:

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

8. RISK IMPLICATIONS

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

8.2 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.

8.3 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
The projects rely on third party delivery and there is therefore a risk that some of the projects may not be delivered	Only projects that are likely to be completed in the following 12 months are recommended for funding	Paul Scragg
Certain projects have conditions attached.	Applicants are required to meet condition, before final grant is awarded.	Paul Scragg
Misuse of funds	Funding for projects is only released once scheme is completed and evidence of completion and payment of the works is received.	Paul Scragg

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

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

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 - some schemes will require planning consent
- Voluntary Sector

Background papers: Appendix 1 attached

Contact Officer: Paul Scragg – Senior Green Space Officer x5983

Executive Member: Cllr K Morrell – Executive Member for Rural Issues

Appendix 1

Name of Scheme	Parish	Max Eligible Grant	Total Scheme Cost	Amount of Grant Applied for	Assessed by	Assessor Rec'dation	Met Essential Criteria Y/N	Assessor 1 Score	Assessor 2 Score	Average Score	Assessors comments	Reason recom'ded for rejection	Grant Amount
Roof Repairs to St Peter's Church	Bagworth & Thornton	£ 1,718.38	£ 3,436.75	£ 4,124.10	PS/JL	£ 1,460.00	Y	53	52	52.5	Cheapest quote supplied £2,920, eligible £1,460		
St Peters Church Thornton, Dry Stone Wall Repair	Bagworth & Thornton	£ 2,100.00	£ 4,200.00	£ 2,100.00	SC/JL		Y	56	58	57	Faculty still required. Boundary wall	Boundary walls not funded by scheme	£2,100
Bosworth Road Play Ground Refurb	Barlestone	£ 9,958.21	£19,916.41	£10,000.00	CP/JL	£ 9,958.00	Y	68	67	67.5			
Basketball Goal for Radford Park	Barwell	£ 2,727.00	£ 5,454.00	£ 2,727.00	IP/PS	£ 1,854	Y	63	61	62	Cheapest quote supplied £3708, eligible £1854.		
Barwell Public Toilets Refurb Disabled Toilets	Barwell	£ 990.00	£ 1,980.00	£ 990.00	IP/PS	£ 990.00	Y	64	65	64.5	Only one quote received, awaiting second quote		
WW1 Com Bench	Barwell	£ 915.00	£1,830.00	£ 915.00	IP/PS	£ 915.00	Y	47	48	47.5	Only one quote received bespoke item agreed no 2nd quote needed		
Cemetery Notice Board	Barwell	£ 389.96	£ 779.92	£ 468.00	IP/PS	£ 390.00	Y	32	54	43	Only one quote received, awaiting second quote.		
Barwell Market	Barwell	£ 509.40	£ 1,018.80	£ 509.40	IP/PS	£ 509.00	Y	49	46	47.5	Permissions needed from Culture Services and LCC regarding Licences .		

Appendix 1

Re-carpet Parish Office	Barwell	£ 761.00	£ 1,522.00	£ 761.00	IP/PS	£ 761.00	Y	53	50	51.5	Chosen supplier provides a 10 yr guarantee, cheapest quote £1187.50, eligible £593.75 no ten yr guarantee. Query community value. 4 support 3 against went for higher quote as offers better value for money over 10 years
Burbage Library Renovation	Burbage		£13,145.84	£ 572.92	SC/CP	£ 6,712.00	Y	64	53	58.5	Need to see bank account added building regs = 278.84 /2 = total scheme cost is £13423, eligible for £6712
Cadeby Church Hall Refurbishment	Cadeby	£ 7,217.00	£14,434.00	£ 7,217.00	IP/PS	£ 8,500.00	Y	76	77	76.5	Revised quotation received Building Regs requirements + VAT status £17,405 eligible £8,702.50. £1500 previously awarded towards church hall equipment, consider a further £8,500 to total £10,000 for the scheme.

Appendix 1

Friends of St Andrews Church/Marquee	Carlton	£ 1,854.50	£ 3,709.00	£ 2,225.00	JL/PS	£ 2,225.00	Y	59	57	58	cant reclaim vat		
Carlton S68 Last Gate Project	Carlton	£ 192.50	£ 385.00	£ 192.50	SC/IP	£ 193.00	Y	56	53	54.5			
East Green Kerbing Project	Carlton	£2,306.42	£ 4,612.83	£ ,306.42	PS/CP	£ 2,306.00	Y	45	44	44.5	Application based on lowest overall quote for all works. PCIF application is 1 element of total scheme costs. Lowest overall quote but not lowest kerbing quote. Check if Daniel Britton is aware?		
Replacement of Seating Chairs	Desford	£ 597.50	£1,195.00	£ 598.00	CP/JL		Y	48	47	47.5		Scored lowest for Desford applications and over 10k for the Parish.	£598
Enhancement & Refurbishment of Play Area Kirkby Road	Desford	£ 2,275.00	£ 4,550.00	£ 2,275.00	CP/SC	£ 2,275.00	Y	72	72	72			
SiD miscellaneous Improvements	Desford	£7,756.75	£15,513.50	£ 7,756.75	CP/JL	£ 7,757.00	Y	74	73	73.5			
Upgrade & Repair, Earl Shilton Senior Citizens Centre	Earl Shilton	£ 2,937.60	£ 6,120.00	£ 3,060.00	PS/SC	£ 3,060.00	Y	77	79	78	Heating system		
Sycamore Car Park in Groby	Groby	£ 8,244.00	£16,488.00	£ 8,244.00	CP/SC		Y	42	31	36.5	A second quotation is required. Car Park scheme	Car parks not funded, within the scheme.	£8,244.00
Higham On The Hill Resurfacing of Church Road	Higham On The Hill	£ 8,140.50	£ 16,281.00	£ 8,000.00	IP/PS		N?	50	55	52.5	Car park and uncertain on landowner, Condition of Grant?	Land not registered. Needs HBBC to be indemnified. Car parks not supported	£7,930

Appendix 1

Cemetery Labyrinth Improvements	Market Bosworth	£ 1,597.50	£ 3,195.00	£ 1,597.50	CP/SC	£ 1,598.00	Y	57	57	57			
Security Fencing at Market Bosworth Sports Ground	Market Bosworth	£ 4,187.70	£ 8,375.40	£ 4,187.70	JL/SC		Y	69	61	65	Fencing Scheme.	Fencing not funded within the scheme.	£4,187
Installation of Solar Panels	Markfield	£ 5,650.00	£ 11,300.00	£ 5,650.00	JL/CP	£ 5,650.00	Y	69	60	64.5	Check planning permission		
Development Of Community Facility	Nailstone	£ 1,742.50	£ 3,485.00	£ ,485.00	JL/CP	£ 1,743.00	Y	62	53	57.5	Awaiting faculty and parish council report, disabled access and heating improvements		
Public Access Computers in Library	Newbold Verdon	£ 1,709.00	£ 3,418.00	£ 1,000.00	JL/SC	£ 1,000.00	Y	58	65	61.5			
Refurbishment of Parish Assets	Peckleton	£ 1,017.50	£ 2,035.00	£ 1,017.50	PS/IP		N?	45	38	41.5	Not a capital scheme. Painting of play equipment, benches and a notice board. Not used cheapest quote.	Revenue works, therefore not funded within scheme.	£787
Stapleton Methodist Church Sign	Peckleton	£ 256.25	£ 512.50	£ 256.25	PS/IP	£ 256.00	Y	52	42	47	1quote only. Works have to be carried out by LCC		
Dog Bins For Peckleton Ward	Peckleton	£ 397.27	£ 794.54	£ 397.27	PS/IP	£ 397.00	Y	58	51	54.5			
Resurf of entrance to stapleton rec grd and areas under play equip	Peckleton	£ 4,683.50	£ 9,367.00	£ ,683.50	PS/IP	£ 4,661.00	Y	69	66	67.5	Lowest overall quote for both tarmacing and safety surfacing is £6,478 eligible 50% = £3239. Not based on wet pour option. Officers		

Appendix 1

											recommend wetpour. Grant to say need to do wetpour.		
Peckleton Village Hall Windows	Peckleton	£ 761.00	£ 1,522.00	£ 761.00	PS/IP		Y	61	53	57	Is this a capital scheme? Cheapest quote £1,200 eligible £600	Repair not an improvement therefore not a capital scheme so considered not eligible.	£600
Provision of Electricity Supply to Ferndale Park	Ratby	£ 2,365.06	£ 4,730.12	£ 2,800.00	CP/JL	£ 2,365.00	Y	57	59	58			
Refurbishment of The Bandroom	Ratby	£ 1,500.00	£ 3,000.00	£ 1,800.00	SC/JL	£ 1,800.00	Y	52	56	54	Floor covering cant reclaim vat		
Defibrillators in Shackerstone Parish	Shackerstone	£ 1,920.00	£ 3,840.00	£ 1,920.00	JL/IP	£ 1,920.00	Y	75	66	70.5	Don't own land awaiting LCC permission. 4 defibrillators. Refer to previous report and funding.		
Sibson Church Pathway	Sheepy	£ 3,750.00	£ 7,500.00	£ 4,500.00	CP/SC	£ 4,072.00	Y	65	67	66	Cheapest quote not used so grant offer changed		
Mobile Vehicle Activating Sign	Sheepy	£ 1,275.00	£ 2,550.00	£ 1,275.00	JL/PS	£ 1,275.00	Y	69	54	61.5	How long will scheme last? Awaiting LCC permission. Suggest condition that that signs must be deployed on highway minimum of 48 weeks		

Appendix 1

Sheepy Magna CE School Peace Garden	Sheepy Magna	£ 4,500.00	£9,000.00	£ 1,000.00	JL/SC		Y	66	59	62.5	Scheme within school grounds. Not open to general public at all times.	Criteria states scheme should be open to public at all reasonable times, panel considered this wasn't the case as within school grounds.	£1,000
Stanton Under Bardon Village Hall Trust ,New Equipment	Stanton Under Bardon	£896.43	£1,792.85	£ 1,075.70	SC/CP	£ 1,076.00	Y	42	45	43.5	chairs and trolley		
Improving The Access To Church Building	Stanton Under Bardon	£1,275.00	£ 2,550	£ 1,275.00	SC/JL	£ 1,275.00	Y	42	51	46.5			
Norton Juxta Twycross Village Hall New Secure Doors	Twycross	£1,250.00	£2,500.00	£1,500.00	PS/IP	£ 1,500.00	Y	59	55	57	Only 1 quote received. Total applied for £1,500 cant claim vat		
Witherley Church New Notice Board	Witherley	£725.00	£1,450.00	£ 725.00	SC/CP	£ 725.00	Y	59	56	57.5			
Witherley Playground Renovation	Witherley	£6,201.00	£12,402.00	£ 6,201.00	SC/CP	£ 6,201.00	Y	80	69	74.5			
	Totals	£109,250.42	£231,891.46	£118,149.51		£87,379.00				0		0	25446



SCRUTINY COMMISSION – 14 APRIL 2016

AFFORDABLE HOUSING DELIVERY REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

- 1.1 To inform members of the cumulative impact of viability assessments submitted through the development management process on the delivery of affordable housing in the Borough.

2. RECOMMENDATION

- 2.1 That members note the contents of this report.

3. BACKGROUND TO THE REPORT

- 3.1 At the Scrutiny meeting of 17 September 2015 Members asked for further information regarding the reduction of affordable housing as a result of viability and how this reduction is being addressed by other mechanisms that are available to secure the delivery of affordable housing.
- 3.2 Government guidance indicates that where sites are proven to be unviable when all of the section 106 contributions are requested, a reduction in contributions may be negotiated to allow the development of the site to proceed. In such cases this can result in the level of affordable housing being reduced.
- 3.3 An analysis has been carried out of schemes where developers have submitted information for a viability assessment. The outcomes of viability assessments vary and not all result in a loss of affordable housing numbers; on two sites, more affordable housing was delivered than the policy target but contributions towards other infrastructure items were reduced.
- 3.4 The table below gives an overview of schemes that have been the subject of a viability assessment. The first column shows what affordable housing would have been delivered if the policy target had been met. The second column shows the total affordable housing to be delivered on sites where a viability assessment has been undertaken and the third column shows the gross reduction of affordable units against the policy target. However as stated in paragraph 3.3 two schemes have delivered more than the policy target so this figure is reflected in column 4, leaving column 5 to show the net reduction of affordable housing against the policy target after viability assessments.

Policy target of affordable housing through section 106 agreements where viability has been assessed	Total affordable housing secured on sites where a viability assessment has been undertaken	Reduction in affordable housing units from sites where a viability assessment has been undertaken (Gross)	Additional affordable housing secured on sites above the policy target	Reduction in affordable housing units from sites where a viability assessment has been undertaken (Net)
504	369	135	47	88

- 3.4 This table shows that there is a net loss of 88 units of affordable housing during the plan policy period due to a financial assessment being submitted by the developer to demonstrate that a site is not viable with the level of section 106 contributions required.

Initiatives to improve the supply of affordable housing

- 3.5 The council is addressing the reduction in affordable housing secured through s106 against its policy target through the following mechanisms:

Use of grant.

There are firm commitments for 117 units of affordable housing in the Borough in the Homes and Communities Agency Programme 2015 – 2018 that are outside of section 106 site delivery. There is also grant available to draw down through 'Continuous Market Engagement' with the Homes and Communities Agency for shared ownership properties. The council is an investment partner with the HCA and so can apply to draw down grant by this mechanism if it is considering developing shared ownership housing.

Commutated sums

The Affordable Housing Supplementary Planning Document allows the use of commuted sums instead of on site affordable housing, at the Council's discretion. This applies in particular to schemes where affordable housing may not be appropriate, such as barn conversions in rural areas. The use of commuted sums will assist in delivering new affordable housing across the Borough that will better shape the supply to the identified need, particularly in the rural areas.

Partnership working.

The Council is also actively pursuing partnership working with developers and Registered Providers to deliver new sites for affordable housing. The council has purchased 4 dwellings as part of a redesign of a section 106 site and is pursuing acquiring dwellings on section 106 developments. Acquisition of ex council housing has also taken place, with 4 properties acquired through this mechanism.

A rural housing programme

A rolling 5 year programme of housing needs surveys in rural parishes has been established to evidence affordable housing need in partnership with the five other rural districts in Leicestershire. Where a need is identified within a parish, the rural housing enabler is actively working to progress a rural exception site.

Council owned land.

A 5 year delivery plan for development on HRA land holdings is being developed. Sites owned within the HRA are being assessed to see whether they are suitable for development or can be considered for disposal.

Wholly owned company

A Local Housing Company has been established to enable borrowing to develop on general fund sites owned by the council. Market sale housing could cross subsidise new council housing on such sites. The Company is investigating opportunities on sites that will have the potential to provide new affordable housing in line with policy requirements.

- 3.6 In addition to the actions that are being taken by the council, there may also be unexpected changes in circumstances that occur during the plan period that result in land that has not previously been identified for housing being brought forward through the development management process. For example, this could be as a result of a former employment site becoming available for re-development. In such cases, these sites would have the potential to provide new affordable housing in line with policy requirements.

4. FINANCIAL IMPLICATIONS [IB]

- 4.1 This report is for noting only. Specific implications arising from the initiatives above will require approval in accordance with financial procedure rules.

5. LEGAL IMPLICATIONS [MR]

- 5.1 None arising directly from the report

6. CORPORATE PLAN IMPLICATIONS

- 6.1 The delivery of affordable housing supports the following aims of the Corporate Plan 2013 – 2016:

- Provide decent and affordable homes.

7. CONSULTATION

- 7.1 None required.

8. RISK IMPLICATIONS

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

- 8.2 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.

- 8.3 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
Failure to deliver affordable housing increases the pressure on the Council's waiting lists and impedes its desire to assist residents in the Borough who cannot meet their needs on the open market	Completion of an independent viability assessment before agreement to reduce the numbers of affordable housing on qualifying sites	Valerie Bunting

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 This report is concerned with ensuring that a supply of affordable housing is available in the Borough for people in the greatest need. This includes consideration of people from vulnerable groups, and those living in rural areas.

10. CORPORATE IMPLICATIONS

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers:

Affordable Housing Delivery Report, Scrutiny Commission 17 September 2015

Contact Officer: Valerie Bunting x5612

Executive Member: Councillor M Hall.

SCRUTINY COMMISSION – 14 APRIL 2016

EMPLOYMENT – EQUALITIES MONITORING REPORT REPORT OF MONITORING OFFICER

WARDS AFFECTED: ALL WARDS



Hinckley & Bosworth
Borough Council

A Borough to be proud of

1. PURPOSE OF REPORT

- 1.1 To provide members of the committee with employment and equality statistics for the years 2012/13, 2013-14 and 2014/15.

2. RECOMMENDATION

- 2.1 That the scrutiny commission note the content of the report.

3. BACKGROUND TO THE REPORT

- 3.1 Under the Equality Act 2010 the Council, as a local authority, is legally required to uphold the general equality duty and have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups

The broad purpose of the general duty is to ensure consideration is given to integrate equality and diversity into the day-to-day business including employment and practice. This is achieved by promoting equality of opportunity, positive employment relations and by eliminating harassment and unlawful discrimination in regard to the following protected characteristics: age; disability; gender reassignment; race; religion and belief; sex; sexual orientation; marriage and civil partnership and pregnancy and maternity.

The workforce monitoring report covers the period from April 2012 to March 2015 including an equality analysis of staff in post, occupational segregation, gender pay gap information; recruitment and selection, leavers and employment relations.

This information will be used to determine if any practices, procedures, policies or work cultures unfairly discriminate against staff based upon the protected characteristics and to take action where inequalities exist.

For monitoring purposes equality data is extracted at recruitment stage and monitored on an annual basis alongside data from reports generated in the HR/Payroll system. Staff are also encouraged to update any changes via the HR self service system.

Outlined below is the workforce profile data for consideration.

The report is set out in the following sections:

Section 1 – Workforce Profile

Section 2 – Occupational Segregation Profile

Section 3 – Gender Pay Gap

Section 4 – Recruitment Monitoring

Section 5 – Leavers, Dignity at work and learning and development

SECTION 1 – WORKFORCE PROFILE

The Council aims to have a workforce which reflects the community the Council serves. The benefits of having a diverse workforce that is broadly representative of the local population is that the Council is seen as an employer of choice, and an employer who provides fair employment opportunities for all individuals.

Staff in Post

2012/13	2013/14	2014/15
422	412	410
<p><i>The above figures show a 2.85% decrease in the number of staff in post between 2012/13 and 2014/15.</i></p>		

Gender

2012/13		2013/14		2014/15	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	48	52
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51
<p>The above figures outline no variance in the data and that the gender profile at Hinckley and Bosworth is representative of the population locally, regionally and nationally.</p>					

Age Structure – Working Age Population (2011 Census Data)

2012/13		2013/14		2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0.47	16-19	0.00	16-19	0.24
20-24	2.37	20-24	4.50	20-24	5.12
25-29	7.82	25-29	7.11	25-29	9.02
30-44	34.83	30-44	33.41	30-44	29.51
45-59	40.52	45-59	40.52	45-59	43.17
60-64	7.58	60-64	6.64	60-64	8.05
65-74	5.45	65-74	4.98	65-74	4.63
75+	0.95	75+	0.47	75+	0.24

Census Data (2011)

Hinckley and Bosworth		East Midlands		England	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	5.43	16-19	6.49	16-19	6.26
20-24	6.22	20-24	8.33	20-24	8.36
25-29	6.67	25-29	7.54	25-29	8.49
30-44	24.08	30-44	24.24	30-44	25.46
45-59	26.10	45-59	24.60	45-59	23.91
60-64	9.15	60-64	7.89	60-64	7.38
65-74	12.23	65-74	11.22	65-74	10.59
75+	10.13	75+	9.70	75+	9.56

The 2011 census data for age structure of the population shows there is higher representation in the age groups 30-44 employed at the Council by approximately 10% in 2012/13 compared with the working age population; however this has reduced to 5.4% in 2014/15.

This is a positive statistic as it shows we are attracting an increasing number of staff in lower age groups.

In the age group 45-59 the Councils age structure is 17% higher than the local population supporting the view of over-representation compared to the working age population in this age range.

The data for the working age population also shows that the Council workforce profile in the 25-29 age group is broadly representative at 1% above the local population for Hinckley and Bosworth.

Overall this data highlights that in comparison with the age structure of the general population the Council has a higher number in the higher age groups of 30 and above.

This is consistent with local authorities nationally who generally have an ageing workforce.

However there has been an increasing number of applicants from lower age groups and a focus on apprenticeships has helped support this.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

2012/13		2013/14		2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.75	95.25	3.64	96.36	3.66	96.34
Census Data (2011) - Day to Day Activities Limited a Lot					
Hinckley and Bosworth		East Midlands		England	
7.5%		8.7%		8.3%	
<p>There has been reduction in the overall percentage of disabled employees of approximately 1% alongside an overall reduction in the number of staff in post during the same period.</p> <p>Additionally this may be lower on the basis of when candidates declare a disability on an application it is in the view of the individual who decides if they are disabled.</p> <p>For example an individual may have a long term health condition such as diabetes which would be classified as a disability under the Equality Act 2010 but do not feel themselves as being disabled.</p> <p>This may mean a higher percentage of staff with a long term health problem or disability that is not reflected in the data.</p> <p><i>Hinckley and Bosworth Borough Council workforce does not reflect that of the local population in terms of people with a long term health problem or disability that limits day to day activities a lot but has maintained itself at around 4% disabled employees year on year.</i></p>					

Race

2012/13		2013/14		2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.31	96.69	3.15	96.85	3.41	96.59
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.6	96.4	10.6	89.3	14.3	85.5
<p>Hinckley and Bosworth has a lower representation of ethnic minorities at 3.41% than the East Midlands region which is 10.6%.</p> <p><i>As an authority we broadly reflect the local population with our ethnic minority workforce currently 0.2% below the local population of Hinckley and Bosworth in the census data.</i></p>					

SECTION 2 - OCCUPATIONAL SEGREGATION PROFILE

In general women and men tend to be clustered into different occupations and sectors.

There are many factors which underlie this segregation including stereotyping about men and women's capabilities and skills; the culture associated with different types of work; and access to training courses and apprenticeships.

Although job segregation restricts choices for men and women, the jobs which are most likely to be done by women are also those that are associated with low pay and limited possibilities for progression. These are sometimes referred to the '5 Cs' – cleaning, catering, cashiering, clerical work and caring.

To assess if this is the case at Hinckley and Bosworth job roles at the Council have been grouped using the standard occupational classification 2010(SOC2010) Major Groups used by the Office for National Statistics (ONS).

A summary of these groups is outlined below:

Major group	General nature of qualifications, training and experience for occupations in the major group
Managers, directors and senior officials	A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.
Professional occupations	A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.
Associate professional and technical occupations	An associated high-level vocational qualification, often involving a substantial period of full-time training or further study. Some additional task-related training is usually provided through a formal period of induction.
Administrative and secretarial occupations	A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).
Skilled trades occupations	A substantial period of training, often provided by means of a work-based training programme.
Caring, leisure and other service occupations	A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.
Sales and customer service occupations	A general education and a programme of work-based training related to Sales procedures. Some occupations require additional specific technical knowledge but are included in this major group because the primary task involves selling.
Process, plant and machine operatives	The knowledge and experience necessary to operate vehicles and other mobile and stationary machinery, to operate and monitor industrial plant and equipment, to assemble products from component parts according to strict rules and procedures and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of competence for associated tasks and will have a related period of formal training.
Elementary occupations	Occupations classified at this level will usually require a minimum general level of education (that is, that which is acquired by the end of the period of compulsory education). Some occupations at this level will also have short periods of work-related training in areas such as health and safety, food hygiene, and customer service requirements.

Percentage of male and female workforce by occupational group

	2012/13		2013/14		2014/15	
Major Occupational Groups - HBBC	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Managers, Directors and Senior Officials - Major Group 1	7.7	5.1	7.5	5.7	7.6	5.6
Professional Occupations- Major Group 2	23.2	11.2	23.4	9.0	19.8	9.9
Associate Professional and Technical Occupations- Major Group 3	10.1	33.5	10.4	32.7	11.2	35.7
Administrative and Secretarial Occupations- Major Group 4	4.8	30.2	5.0	32.7	5.6	31.0
Skilled Trade Occupations- Major Group 5	15.5	0.0	15.4	0.0	16.8	0.0
Caring, Leisure and Other Service Occupations- Major Group 6	3.9	5.1	3.0	4.7	2.5	3.8
Sales and Customer Service Occupations- Major Group 7	1.9	10.7	2.5	11.4	2.5	11.3
Process, Plant and Machine Operatives- Major Group 8	10.6	0.0	11.4	0.0	11.7	0.0
Elementary Occupations - Major Group 9	22.2	4.2	21.4	3.8	22.3	2.8

Census Data (2011) Occupational Groups	Hinckley and Bosworth		East Midlands		England	
	Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
Managers, Directors and Senior Officials - Major Group 1	14.9	8.5	13.1	7.7	13.3	8.1
Professional Occupations- Major Group 2	14.4	16.6	14	16.6	16.5	18.6
Associate Professional and Technical Occupations- Major Group 3	13.3	10.9	12.4	10.1	14	11.5
Administrative and Secretarial Occupations- Major Group 4	4.3	21	4.2	18.5	4.8	19
Skilled Trade Occupations- Major Group 5	21.3	3	20.3	2.9	19.1	2.6
Caring, Leisure and Other Service Occupations- Major Group 6	2.3	16.3	3.1	16.8	3.2	16.2
Sales and Customer Service Occupations- Major Group 7	4	10.8	5.2	11.9	5.7	11.5
Process, Plant and Machine Operatives- Major Group 8	13.7	2.3	14.8	3.1	11.9	1.8

Elementary Occupations - Major Group 9	11.8	10.5	12.9	12.5	11.5	10.7
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Managers, Directors and Senior Officials - Major Group 1

Overall the Council has a lower representation in this group than reflected in the census data; this is at a 3 year average of 7.6% compared to 14.9% locally for males and a 3 year average of 5.5% for females compared to 8.5% locally.

This highlights a flatter structure at the Council and may be influenced by the size of the organisation in comparison with the other employers.

Roles in this group include the strategic leadership board, chief officers and service managers.

Professional Occupations- Major Group 2

The Council has a higher representation of professional posts for males at a 3 year average of 22% in comparison with 14.4% for the local population.

Female employees in this group are lower than represented locally at a 3 year average of 10% compared with 16.6% in Hinckley and Bosworth.

Roles in this this group include Planning Officers, Environmental Health Officers, Surveyors, ICT and Accountants. Some of these areas such as ICT and Surveyors attract more males than females in terms of career choices which may explain the variance to local census data.

Associate Professional and Technical Occupations- Major Group 3

Male employees are lower than that locally at a 3 year average of 10.5% compared to 13.3%. Female employees in this group at the Council have a 3 year average of 34% compared to 10.9% locally.

This is a very positive statistic and demonstrates the Council has a high number of roles occupied by females in this occupational group compared to the local population and in comparison with male employees.

Roles in this group include Benefits Officers, Neighbourhood Officers and Housing Officers, Revenues officers, Business development and HR.

Administrative and Secretarial Occupations- Major Group 4

A 3 year average of 31.3% of female employees are employed in this group; this is 10% higher than in Hinckley and Bosworth and 25% higher than the 3 year average for male employees in this group of 5%.

This seems to support the view of the 5 Cs with women most likely in clerical occupational choices being associated with low pay and limited possibilities for progression.

Roles included in this group are administration support and data collection/management roles for a variety of Council services.

Skilled Trade Occupations- Major Group 5

The Council currently only has male employees in this occupational group at an average of 15.9% compared to 21.3% locally.

Skilled trade occupations are represented in our Housing Repairs and Grounds Maintenance services and support some gender stereo types in terms of career choices for men and women.

Caring, Leisure and Other Service Occupations- Major Group 6

An average of 3.1% male and 4.5% female employees are represented in this group.

This is a good representative spread of male and female employees compared to the local census data; with Hinckley employing 0.8% higher than the local population for men in this group and 11.8% lower than the 16.3% of females employed in this group locally.

Roles in this group include housing warden and caretakers which may explain the lower representation than the local population but with an overall positive balance of male and female employees for Hinckley and Bosworth.

Sales and Customer Service Occupations- Major Group 7

There are 2% of male Council employees represented in this group compared to 5% locally.

The number of female employees has an average of 11.1% slightly higher than the 10.8% locally.

The roles in this group are front facing customer service roles including customer services, contact centre and the 24 hour control centre.

The Council is broadly representative of census in this occupational group.

Process, Plant and Machine Operatives- Major Group 8

11.3% the Council workforce is within this group; 2.5% lower than the local population. Locally females in this group are at 2.3% compared with 0% at the Council.

Roles at the Council in this group include drivers of large good vehicles and heavy equipment and are only represented during the reporting period by male employees.

Overall the Council is fairly similar to the local population in this occupational group.

Elementary Occupations - Major Group 9

The percentage of male employees in this group is 22% compared to 11.8% locally; this is 10% higher than reflected locally.

In contrast the average number of female employees in this group is 6.9% lower than the 10.5% employed locally in this group.

The largest proportion of roles in this group are for waste operatives and grounds maintenance operatives which are major services provided by the Council with a majority of male employees.

Occupational Profile Summary

What the above data shows generally is a higher level of males in Group 1, Managers, Directors and Senior Official and Group 2, Professional occupations.

In 2014/15 27.4% of the male workforce was in this group compared to 15.5% of the female workforce.

This is an area for improvement; however we have a good representation of females at associate and technical level at 35.7%. This is compared with 11.2% male.

In administrative and secretarial occupations 31% are female compared to 5.6% of the male workforce in this group; again this lends some support to gender stereotypes in terms of career choice.

There is also some support for other gender based career choices/stereotypes; for example 100% of employees in Skilled trade and Process, Plant and Heavy Machinery roles are male.

SECTION 3 – GENDER PAY GAP

Introduction of draft regulations in February 2016; in force from 1 October 2016 will require public and private sector employers with 250 or more employees to publish gender pay gap information.

The draft regulations when implemented will require the publication of pay gap information on the 30 April 2017 as a snapshot date for reporting each year; which we will then be required to publish in English on our website for a period of 3 years.

In preparation for this we have outlined the gender pay gap at the Council for the last 3 years both as a whole and within different occupational groups based on the 31 March each year. This will change to the 30 April 2017 when the regulations are implemented.

The draft regulations advise to publish both the median and the mean pay data and these have both been included in this report. The median highlights the 'typical pay difference' and is unaffected by a small number of very high earners whereas the mean will show the average gender pay gap and may be affected by differences in pay for small groups of high or low earners.

The gender pay gap figures below are based on full and part time employees combined full time equivalent salary.

The pay gap will not show differences in rates of pay for comparable jobs, as they are affected by factors such as the proportion of men and women in different occupations. However we have tried to show the gender pay gap by the occupational groups outlined earlier in the report to highlight any major variances in pay by occupational group.

Pay Gap – Public Sector and Private Sector			
	2012/13	2013/14	2014/15
ONS Approximate Public Sector Pay Gap	10%	10%	10%
ONS Approximate Private Sector Pay Gap	20%	20%	20%
<p>The Office for National Statistics (ONS) advise that the gender pay gap in the public sector has been relatively stable over the longer term, fluctuating around 10% since 2003 and that the private sector has an approximate pay gap of 20%.</p>			
Pay Gap HBBC			
	2012/13	2013/14	2014/15
Staff in Post	422	412	410
Average Hourly Rate – Male (Median)	£10.20	10.60	£10.52
Average Hourly Rate – Female(Median)	£10.20	£10.30	£10.83
Median Pay Gap	0%	2.8%	0%

Average Hourly Rate – Male (Mean)	£12.23	£12.52	£12.54
Average Hourly Rate – Female(Mean)	£11.59	£11.74	£12.21
Mean Pay Gap Mean	5.2%	6.2%	2.6%

The above shows a 0% pay gap on the whole workforce for 2014/15 using median salary and a 2.6% pay gap using mean salary.

The mean figure is significantly lower than the 10% in the public sector as a whole and is a really positive reflection of equal pay initiatives such as job evaluation; Implemented in 2006 being effective.

The small mean pay gap may be explained by SLB/Chief Officer salaries being included in the calculation.

Managers, Directors and Senior Officials - Major Group 1

	2012/13	2013/14	2014/15
Staff in Post	27	27	27
Average Hourly Rate – Male (Median)	£23.48	£23.71	£24.23
Average Hourly Rate – Female(Median/Mean)	£21.05	£21.26	£21.86
Median Pay Gap	10.3%	10.3%	9.8%
Average Hourly Rate – Male (Mean)	£25.81	£26.99	£28.03
Average Hourly Rate – Female(Mean)	£23.79	£24.35	£25.55
Mean Pay Gap	7.8%	9.8%	8.8%

The above shows there is average pay gap of 8.8% for Group 1 employees Managers, Directors and Senior Officials again this may be influenced by Chief Officer and above being included alongside Managers within this occupational group.

Professional Occupations- Major Group 2

	2012/13	2013/14	2014/15
Staff in Post	72	66	60
Average Hourly Rate – Male (Median)	£16.50	£16.66	£17.04
Average Hourly Rate – Female(Mean)	£16.03	£16.67	£17.60
Median Pay Gap	2.85%	0%	0%
Average Hourly Rate – Male (Median/Mean)	£16.36	£16.72	£17.12

Average Hourly Rate – Female(Median/Mean)	£16.52	£17.42	£17.60
Mean Pay Gap	0%	0%	0%

The above shows a 2.86% pay gap in professional occupations in 2012/13 but a 0% pay gap for the subsequent 2 year period.

This group comprises 9.9% of the female workforce compared to 19.8% of male employees in 2014/15 but despite the numerical advantage which would potentially increase the chances of a gender pay gap there is no pay gap in this group.

Associate Professional and Technical Occupations- Major Group 3

	2012/13	2013/14	2014/15
Staff in Post	93	90	98
Average Hourly Rate – Male (Median/Mean)	£11.93	£11.66	£11.92
Average Hourly Rate – Female(Median/Mean)	£11.18	£12.05	£11.54
Median Pay Gap	6.29%	0%	3.19%
Average Hourly Rate – Male (Mean)	£12.56	£12.53	£12.57
Average Hourly Rate – Female(Mean)	£11.91	£12.27	£12.38
Mean Pay Gap	5%	2%	1.5%

There is a higher proportion of the female workforce in this group at 35.7% compared to 11.2% male for 2014/15 but there is still a pay gap in this group.

The gender pay gap for associate professional and technical occupations has reduced from 5% in 2013/14 to 1.5% in 2014/15.

Administrative and Secretarial Occupations- Major Group 4

	2012/13	2013/14	2014/15
Staff in Post	75	79	77
Average Hourly Rate – Male (Median)	£8.75	£8.83	£8.07
Average Hourly Rate – Female(Median)	£8.95	£9.00	£9.21
Median Pay Gap	0%	0%	0%
Average Hourly Rate – Male (Mean)	£8.57	£8.89	£8.02

Average Hourly Rate – Female(Mean)	£9.09	£8.96	£9.25
Mean Pay Gap	0%	0%	0%

There is no pay gap for administrative and secretarial occupations

Skilled Trade Occupations- Major Group 5

	2012/13	2013/14	2014/15
Staff in Post	32	31	33
Average Hourly Rate – Male (Median)	£9.25	£9.34	£9.55
Average Hourly Rate – Male (Mean)	£9.62	£9.67	£9.90
Average Hourly Rate – Female(Median/Mean)	N/A	N/A	N/A
Median Pay Gap	N/A	N/A	N/A
Mean Pay Gap	N/A	N/A	N/A

There are no female employees in this occupational group for comparison.

Caring, Leisure and Other Service Occupations- Major Group 6

	2012/13	2013/14	2014/15
Staff in Post	19	16	13
Average Hourly Rate – Male (Median)	£8.92	£8.83	£9.03
Average Hourly Rate – Female(Median)	£9.94	£10.29	£10.53
Median Pay Gap	0%	0%	0%
Average Hourly Rate – Male (Mean)	£9.47	£7.32	£9.54
Average Hourly Rate – Female(Mean)	£10.09	£10.13	£10.65
Mean Pay Gap	0%	0%	0%

There is no pay gap for administrative and secretarial occupations

Sales and Customer Service Occupations- Major Group 7

	2012/13	2013/14	2014/15
Staff in Post	27	29	29
Average Hourly Rate – Male (Median)	£9.59	£9.08	£9.55
Average Hourly Rate – Female(Median)	£8.92	£8.83	£9.21

Median Pay Gap	7%	2.7%	3.5%
Average Hourly Rate – Male (Mean)	£9.78	£10.01	£10.51
Average Hourly Rate – Female(Mean)	£9.15	£9.55	£10.00
Mean Pay Gap	6.4%	4.6%	4.8%

There is an average pay gap of 5% in this occupational group. This group is comprised of 5.7% of the male workforce and 11.5% of the female workforce in 2014/15.

The pay gap in this area could be following a recent re-grading of the contact centre from grade 3 to grade 4 meaning employees will have started at the bottom of grade 4 whereby other employees at this grade will have had time to progress through this pay scale.

Process, Plant and Machine Operatives- Major Group 8

	2012/13	2013/14	2014/15
Staff in Post	22	23	23
Average Hourly Rate – Male (Median/Mean)	£8.92	£10.04	£9.90
Average Hourly Rate – Male (Median/Mean)	£9.47	£9.83	£10.01
Average Hourly Rate – Female(Median/Mean)	N/A	N/A	N/A
Median Pay Gap	N/A	N/A	N/A
Mean Pay Gap	N/A	N/A	N/A

There are no female employees in this occupational group for comparison.

Elementary Occupations - Major Group 9

	2012/13	2013/14	2014/15
Staff in Post	55	51	50
Average Hourly Rate – Male (Median)	£7.82	£8.10	£8.29
Average Hourly Rate – Female(Median)	£7.22	£7.21	£7.90
Median Pay Gap	7.6%	11%	4.7%
Average Hourly Rate – Male (Mean)	£7.67	£7.88	£8.18
Average Hourly Rate – Female(Mean)	£7.27	£7.34	£7.93
Mean Pay Gap	5.2%	6.8%	3%

The median pay gap in this group has reduced from 7.6% to 4.7% from 2012/13 to 2014/15 which is showing a positive progression in reducing the gender pay gap in this occupational group.

Employees in this group during the reporting period have benefited from the Council minimum spinal column point of £7.88 per hour which may explain the reducing pay gap in this area. The result of this seems to have brought employees on Grade 1 e.g. cleaners closer to employees in Grade 2 in this group e.g. grounds maintenance operatives.

Gender Pay Gap Summary

There is an overall pay gap using the mean figures of 2.6% in 2014/15 and 0% using median figures, this is significantly lower than the approximate figures of 20% private sector and 10% public sector.

Breaking this down by occupational group there is a noticeable pay gap of 8.8% in Group 1 roles for managers, directors and senior officials similar to the wider public sector but this may be influenced by the proportion of males in the workforce in this group and a gap in pay scales for managers on NJC scales and those on Chief Officer or higher who have been included within this group.

Other areas with a gender pay gap are customer service occupations and elementary occupations with both having a 3 year average pay gap of 5%. The pay gap in these areas have been addressed with a regrading of the contact centre from grade 3 to grade 4 and the implementation of the minimum spinal column point.

In occupational groups 2, 3 and 4 there is no gender pay gap; however this may be reflected by the proportion of female employees in these groups, particularly in Groups 3 and 4 which comprised a total of 66.7% of the female workforce in 2014/15.

SECTION 4 – RECRUITMENT MONITORING

Gender

Vacancies 2012-13		Vacancies 2013/14		Vacancies 2014/15	
64		62		103	
Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
763		625		838	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
53.5	46.5	64.9	35.1	52.36	47.51
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
33%		38.5%		38.8%	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
54.7	45.3	57.7	42.3	51.3	48.7
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
33%		38.5%		38.8%	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
58	42	53	47	46.6	53.4
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
49	51	49	51	49	51

Applications for vacancies from women are lower than male's year on year; this figure does not reflect the local population split of 49% male and 51% female.

Applicants interviewed shows an increased number of female applicants being interviewed in comparison with the percentage of female applications from 2013/14 onwards which shows there are more males being interviewed than females.

There have been more male employees appointed in 2012/13 and 2013/14 but more females appointed in 2014/15.

Age

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0.95	16-19	4.78	16-19	3.11
20-24	16.98	20-24	16.64	20-24	23.01
25-29	22.28	25-29	14.17	25-29	16.17
30-44	35.60	30-44	37.07	30-44	31.72
45-59	22.28	45-59	24.38	45-59	24
60 -64	1.77	60 -64	2.97	60 -64	1.87
65-74	0.14	65-74	0	65-74	0.12
75+	0	75+	0	75+	0
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	8.12	16-19	4.17
20-24	9.8	20-24	13.68	20-24	18.27
25-29	19.59	25-29	9.83	25-29	18.91
30-44	38.37	30-44	38.03	30-44	30.45
45-59	28.57	45-59	26.50	45-59	25.96
60 -64	4.08	60 -64	3.85	60 -64	1.92
65-74	0	65-74	0	65-74	0.32
75+	0	75+	0	75+	0
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	3	16-19	7	16-19	2.2
20-24	10	20-24	19.5	20-24	20
25-29	18	25-29	9	25-29	24.5
30-44	37	30-44	43	30-44	27.7
45-59	29	45-59	18	45-59	24.5
60 -64	3	60 -64	3.5	60 -64	0
65-74	0	65-74	0	65-74	1.1
75+	0	75+	0	75+	0
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	5.43	16-19	6.49	16-19	6.26
20-24	6.22	20-24	8.33	20-24	8.36
25-29	6.67	25-29	7.54	25-29	8.49
30-44	24.08	30-44	24.24	30-44	25.46
45-59	26.10	45-59	24.60	45-59	23.91
60 -64	9.15	60 -64	7.89	60 -64	7.38
65-74	12.23	65-74	11.22	65-74	10.59
75+	10.13	75+	9.70	75+	9.56

The age profile of the Council workforce indicates a higher representation in the over 30 age groups.

However positively we are attracting more applicants from age groups 20-29 than represented in the local population census data at approximately 10% for ages 20-24 and 15% for age groups 20 to 29.

Candidates appointed in the age group 20-24 has increased by 10% since 2012/13 and the number of applicants appointed in age group 25-29 has increased by an average of 5%.

We have also increased applications from the under 19 age group by 2% to an average of 3% since 2012/13.

There is also a higher representation in the age group 30 to 44 but a lower number of applications for the age group 40-59.

Religions and Belief

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
	%		%		%
Buddhist	0.14	Buddhist	0.16	Buddhist	0.12
Christian (all denominations)	42.93	Christian (all denominations)	45.47	Christian (all denominations)	37.44
Hindu	4.48	Hindu	1.48	Hindu	2.99
Jewish	0.14	Jewish	0.16	Jewish	0
Muslim	4.08	Muslim	2.47	Muslim	3.98
None	26.49	None	29.82	None	34.45
Not disclosed	7.34	Not disclosed	7.41	Not disclosed	9.58
Other Religion or Belief	5.43	Other Religion or Belief	4.94	Other Religion or Belief	5.60
Roman Catholic	5.71	Roman Catholic	5.27	Roman Catholic	3.98
Sikh	3.26	Sikh	1.65	Sikh	1.87
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
	%		%		%
Buddhist	0	Buddhist	0.43	Buddhist	0
Christian (all denominations) ⁴	47.35	Christian (all denominations)	46.58	Christian (all denominations)	40.71
Hindu	4.08	Hindu	1.71	Hindu	1.92
Jewish	0	Jewish	0	Jewish	0
Muslim	3.27	Muslim	2.14	Muslim	3.21
None	21.22	None	29.49	None	31.09
Not disclosed	10.20	Not disclosed	8.97	Not disclosed	13.78
Other Religion or Belief	4.90	Other Religion or Belief	4.94	Other Religion or Belief	5.45
Roman Catholic	6.94	Roman Catholic	5.13	Roman Catholic	2.88
Sikh	2.04	Sikh	1.28	Sikh	0.96

Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
	%		%		%
Buddhist	0	Buddhist	0	Buddhist	0
Christian (all denominations) ⁴	59.7	Christian (all denominations)	34	Christian (all denominations)	46.7
Hindu	0	Hindu	0	Hindu	1.1
Jewish	0	Jewish	0	Jewish	0
Muslim	3.2	Muslim	0	Muslim	2.2
None	11.2	None	46.4	None	31.1
Not disclosed	9.7	Not disclosed	9	Not disclosed	13.4
Other Religion or Belief	6.5	Other Religion or Belief	0	Other Religion or Belief	4.4
Roman Catholic	9.7	Roman Catholic	7.1	Roman Catholic	1.1
Sikh	0	Sikh	3.5	Sikh	0

Census Data (2011)

Hinckley and Bosworth

	%
Buddhist	0.2
Christian (all denominations)	64.3
Hindu	0.8
Jewish	0
Muslim	0.5
None	26.9
Not disclosed	6.5
Other Religion or Belief	0.4
Sikh	0.4

East Midlands

	%
Buddhist	0.3
Christian (all denominations)	58.8
Hindu	2
Jewish	0.1
Muslim	3.1
None	27.5
Not disclosed	6.8
Other Religion or Belief	0.4
Sikh	1

England

	%
Buddhist	0.5
Christian (all denominations)	59.4
Hindu	1.5
Jewish	0.5
Muslim	5
None	24.7
Not disclosed	7.2
Other Religion or Belief	0.4
Sikh	0.8

The Religions and Belief profile of applicants is broadly representative of the local population with the largest number of applications being from Christian (all denominations).

A positive note is we are attracting candidates of all religion and beliefs above that of the local profile for example an average of 3.5% of applicants were Muslim compared with a 0.5% profile for Hinckley and Bosworth.

However there is a lower number appointed with 2.2% of candidates appointed being Muslim in 2014/15.

This demonstrates we are attracting candidates from the wider geographical area as well as locally; with the Muslim population in the East Midlands at 3.1%.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.6	95.4	2.8	97.2	4	96
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
4.1	96.9	1.71	98.29	4.1	95.9
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
1.6	98.4	0	100	5.6	94.4
Census Data (2011) - Day to Day Activities Limited a Lot					
Hinckley and Bosworth		East Midlands		England	
7.5%		8.7%		8.3%	
<p>We are attracting an average of 3.8% disabled applicants and interviewed 4.1% in 2012/13 and 2014/15.</p> <p>This is higher than the workforce profile of 3.6% but lower than the local population demonstrated in the census data.</p> <p>Of the candidates appointed 5.6% were disabled in 2014/5 compared with 0% the in 2013/14 and only 1.6% in 2012/13.</p>					

Race

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
20	80	11.5	88.5	15	85
Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
14.3	85.7	10.7	89.3	13.2	86.8
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
4.8	95.2	5.3	94.7	5.6	94.4
Census Data (2011)					
Hinckley and Bosworth		East Midlands		England	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.6	96.4	10.6	89.4	14.3	85.7
<p>The number of applicants and those interviewed from an ethnic minority is significantly higher than the local population and marginally higher than the population in the East Midlands.</p> <p>This demonstrated we are attracting ethnic minority candidates to job roles at the Council.</p> <p>Applicants appointed were 5.6% in 2014/15, 5.3% in 2013/14 and 4.8% in 2012/13. This is also higher than the percentage of BME in the local population and has increased over the last 3 years.</p>					

Sexual Orientation

Applicants 2012/13		Applicants 2013/14		Applicants 2014/15	
	%		%		%
Bisexual	0.54	Bisexual	0.99	Bisexual	0.75
Gay	0.95	Gay	0.99	Gay	1.49
Heterosexual /Straight	92.26	Heterosexual /Straight	92.09	Heterosexual /Straight	89.18
Lesbian	0.14	Lesbian	0	Lesbian	0.37
Other	0.41	Other	1.15	Other	0.50
Not disclosed	5.70	Not disclosed	4.78	Not disclosed	7.71

Applicants Interviewed 2012/13		Applicants Interviewed 2013/14		Applicants Interviewed 2014/15	
	%		%		%
Bisexual	0	Bisexual	0.85	Bisexual	0.64
Gay	1.22	Gay	1.28	Gay	2.24
Heterosexual /Straight	89.80	Heterosexual /Straight	91.45	Heterosexual /Straight	83.65
Lesbian	0.41	Lesbian	0	Lesbian	0.64
Other	0.41	Other	0	Other	0.32
Not disclosed	6.53	Not disclosed	4.27	Not disclosed	12.5
Applicants Appointed 2012/13		Applicants Appointed 2013/14		Applicants Appointed 2014/15	
	%		%		%
Bisexual	0	Bisexual	0	Bisexual	1.1
Gay	1.5	Gay	0	Gay	3.3
Heterosexual /Straight	90.5	Heterosexual /Straight	89.2	Heterosexual /Straight	84.5
Lesbian	0	Lesbian	0	Lesbian	0
Other	0	Other	0	Other	0
Not disclosed	6.53	Not disclosed	10.8	Not disclosed	11.1
Census Data (2011) – None available					
There is no census date for comparison in this area.					

SECTION 5 – LEAVERS, DISCIPLINE/DIGNITY AT WORK, MATERNITY, LEARNING AND DEVELOPMENT

Leavers

Gender

2012/13		2013/14		2014/15	
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
48	52	45.9	54.1	47.5	52.5

Age

2012/13		2013/14		2014/15	
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	1.92	16-19	0.00	16-19	1.64
20-24	5.77	20-24	6.67	20-24	11.48
25-29	11.54	25-29	10.00	25-29	6.56
30-44	38.46	30-44	33.33	30-44	32.79
45-59	26.92	45-59	20.00	45-59	26.23
60 -64	5.77	60 -64	11.67	60 -64	9.84
65-74	7.69	65-74	15.00	65-74	8.20
75+	1.92	75+	3.33	75+	3.28

The breakdown of leavers shows are higher percentage of leavers in the age groups 44 and under compared with the percentage employed in that age group.

For example the number of leavers in the age group 20 to 24 was 3.4% higher in 2012/13, 2.17% in 2013/14 and 6.36% in 2014/15.

In contrast leavers in the 44 to 59 category; in which we employ an average of 32.5% of employees were an average of 7.5% lower at 25% of leavers each year.

There has been a general increase in the number of leavers aged 60 and above; for example leavers aged 60-64 increased from 5.77% in 2012/13 to an average of 10.7% in 2013/14 and 2014/15.

Overall there are no significant variances in leavers and they are proportionately representative of each age group employed.

Disability

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

2012/13		2013/14		2014/15	
Yes (%)	No (%)	Yes (%)	No (%)	Yes (%)	No (%)
2	98	5	95	6.5	93.5
<p><i>A total of 4.5% leavers were disabled from 2012-13 to 2014/15. This is consistent with our workforce profile which has seen the number of disabled employees reduce from 4.75% in 2012/13 to 3.66% in 2014/15.</i></p>					

Race

2012/13		2013/14		2014/15	
BME (%)	White (%)	BME (%)	White (%)	BME (%)	White (%)
3.8	96.2	5	95	6.5	93.5
<p><i>An average 5.1% of leavers have been from an ethnic minority. This has increased by 3% from 2012/13.</i></p>					

Employees involved in Discipline, Grievance/Dignity at Work Procedures

Gender

2012/13		2013/14		2014/15	
Discipline					
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
82.4	17.6%	100	0	100	0
<p>The Majority of disciplinary cases are for male employees with none involving females in 2013/14 or 2014/15.</p>					
2012/13		2013/14		2014/15	
Grievance/Dignity at work					
Male (%)	Female (%)	Male (%)	Female (%)	Male (%)	Female (%)
25	75	0	100	40	60

There is an average of 80% of grievances from female employees; however in the 3 years there have only been a total of 10 grievances with no identifiable pattern in any service area, occupation or nature of the grievance. The grievance issues range from terms and conditions disputes through to bullying and harassment.

Age

2012/13		2013/14		2014/15	
Discipline					
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	0	16-19	0
20-24	0	20-24	0	20-24	5.56
25-29	0	25-29	9.10	25-29	5.56
30-44	52.95	30-44	27.27	30-44	16.66
45-59	41.17	45-59	36.36	45-59	66.66
60 -64	5.88	60 -64	27.27	60 -64	0
65-74	0	65-74	0	65-74	0
75+	0	75+	0	75+	5.56
2012/13		2013/14		2014/15	
Grievance/Dignity at work					
Age Group	(%)	Age Group	(%)	Age Group	(%)
16-19	0	16-19	0	16-19	
20-24	0	20-24	0	20-24	
25-29	0	25-29	0	25-29	
30-44	25	30-44	0	30-44	80
45-59	75	45-59	100	45-59	20
60 -64	0	60 -64	0	60 -64	
65-74	0	65-74	0	65-74	
75+	0	75+	0	75+	
<p>Most grievances are from employees within the age group 45-59 in 2012/13 and 2013/14.</p> <p>In 2014/15 had a majority of grievances in the 30-44 age group.</p>					

Disability

2012/13	2013/14	2014/15
Disciplinary %		
5.88	0	5.56
Grievance/Dignity at work %		
0	0	0
There were no grievances from staff with a disability.		

BME

2012/13	2013/14	2014/15
Disciplinary %		
0	0	5.56
Disciplinary cases involving ethnic minority employees were 5.56% in 2014/15		
2012/13	2013/14	2014/15
Grievance/Dignity at work %		
25%	100	20%
There are a higher percentage of grievances from ethnic minority employees in comparison with the percentage of ethnic minority staff employed but this may be skewed by the low number of grievances.		

Return to work rate following Maternity Leave

2012/13	2013/14	2014/15
Return Rate %		
92.4	85.7	33.3
Numbers of staff leaving after maternity leave		
1 out of 13	1 out of 7	4 out of 6
<i>The retention rate following maternity leave last year has reduced to from 92.4% in 2012/13 to 33.3% in 2014/15.</i>		
<i>In 2014/15 the reasons employees who didn't return following maternity leave included; non-agreement of a flexible working request for business reasons, re-location of employee to a new area, restructure and deletion of employees position and an employee resigning having secured alternative employment.</i>		

Learning and Development on Equality and Diversity

The Council provides a number of different courses and approaches to learning and development on equality and diversity; these include:

- New staff complete an e-learning equalities course
- Bespoke Equality training for managers and specialist staff groups
- Equality Impact Assessment (EIA) Training

4. FINANCIAL IMPLICATIONS [DW]

4.1 None arising directly from the report.

5. LEGAL IMPLICATIONS [JB]

5.1 None arising directly from the report.

6. CORPORATE PLAN IMPLICATIONS

6.1 This contributes to all of the corporate aims.

7. CONSULTATION

7.1 None.

8. RISK IMPLICATIONS

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

8.2 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.

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 As set out within the report.

10. CORPORATE IMPLICATIONS

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: None

Contact Officer: Daniel Brookes, Ext 5750

Executive Member: Councillor A Wright

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SCRUTINY COMMISSION – 14 APRIL 2016

INSURANCE CLAIMS PROCESS REPORT OF INTERIM HEAD OF FINANCE (DEPUTYS151 OFFICER)

WARDS AFFECTED: ALL WARDS



Hinckley & Bosworth
Borough Council

A Borough to be proud of

1. PURPOSE OF REPORT

1.1 To brief members on the insurance claims handling process and claims history

2. RECOMMENDATION

2.1 The report is endorsed.

3. BACKGROUND TO THE REPORT

3.1 The Council uses Zurich Municipal (ZM) for insuring the following:-

- Property
- Official Indemnity
- Liber & Slander
- Motor Vehicles
- Business Travel
- Public Liability
- Employers' Liability
- Crime Insurance
- Personal Accident
- Engineering Equipment & Inspection

3.2 ZM is the largest local government insurance provider in the UK. They are currently the only company that can be used without a broker service (i.e. the Council contacts the ZM directly to deal with claims) as this speeds up the insurance process.

3.3 Claims Process

Claims for compensation are decided on legal liability. This means that the claimants have to prove that "on the balance of probability" the council has been negligent or failed in its statutory duty. It should be noted that there is no automatic right to compensation.

A claim is either submitted to the council or directly to our Insurers through a claims portal.

3.4 Claims submitted through the Council.

These claims can be made by the Council or be an external claimant (e.g. resident) Where a claim is to be made by the Council, the finance team will ensure all the paperwork is in place and a claim is submitted to ZM.

Where a claim has been submitted to the Council by a claimant this will be forwarded to ZM with any relevant paperwork. Where the Council does not hold liability e.g. a trip on County Council land the finance section will contact the claimant stating the potential liability does NOT rest with the Council.

In order that a claim is processed, the claimant must provide:

- Name and address
- The date of the incident/accident
- The exact location of the incident/accident

- The reason why claimant thinks that Hinckley & Bosworth Borough Council is responsible for the accident.
- Details of any witnesses

In case of injury claimant must also provide:

- Date of birth
- National Insurance number

3.5 Claim Portal (Personal Injury Claims)

For personal injury claims, the claims have to be logged into a claims portal. This is typically done through a solicitor. Once the claim handlers have acknowledged the claim, they have 40 working days (from the date of the letter of acknowledgement is sent) to investigate the claim and either admit or deny liability. These time scales adhere to the current Ministry of Justice: Pre-action Protocols. If liability is admitted additional information will be sought before ZM decide on the final pay-out sum. Depending on the complexity of the case this process may take months or even years. Once the liability is admitted it will take further time to investigate the injury claims. In cases where liability is denied the claim comes off the portal and then dealt with in the normal way. The claimant still has the right to retake the claim up with the insurers.

3.6 Claims handling

Each claim is forwarded to the respective claims handler at Zurich municipal. The claims handler will carry out an investigation in order to decide whether any legal liability attaches to the council. If the decision of the claims handler is that the council is not legally liable, they will write to the claimant explaining the reason. If the claimant disagrees with the decision and wish to take this further they are advised to take independent advice.

Where there is a potential liability the handler will investigate the claim and request further information from the claimant or the Council. Once the investigation is complete, ZM will write to the claimant and make a settlement offer. The claimant then has the opportunity to accept or to refuse the offer.

The time it takes to deal with claim depends on many issues. If the claim does not involve an injury and the issue of legal liability is straightforward the claim should be settled quickly.

However, if the claim involves an injury the claims handler may have to request medical information etc. to verify the extent of claimant's injuries. For technical issues, the claims handler may feel the need to involve experts in certain fields to give advice; again this may add time to reaching a final decision.

3.7 Claims History

A summary of the claims history is given in the table below.

Policy Year	Total Number	Outstanding*	Paid	Total Cost
<u>MOTOR CLAIMS</u>				
2011/2012	21	£1,001	£27,672	£28,673
2012/2013	21	£0	£20,762	£20,762
2013/2014	31	£10,840	£26,446	£37,286
2014/2015	17	£1,792	£21,640	£23,432
2015/2016	26	£23,900	£15,270	£39,170

PUBLIC LIABILITY				
Where Council is liable due to carrying on with its normal course of business				
2011/2012	15	£4,459	£48,053	£52,512
2012/2013	8	£0	£15,395	£15,395
2013/2014	16	£16,997	£17,034	£34,031
2014/2015	10	£46,427	£17,314	£63,741
2015/2016	7	£62,604	£0	£62,604
EMPLOYERS LIABILITY – Where a Council is liable for a claim made by its employee (e.g. injuries sustained by using equipment)				
2011/2012	3	£7,000	£0	£7,000
2012/2013	2	£0	£0	£0
2013/2014	1	£333	£0	£333
PROPERTY				
2011/2012	1	£0	£841	£841
2012/2013	3	£0	£33,668	£33,668
2013/2014	5	£0	£53,910	£53,910
2014/2015	2	£0	£27,014	£27,014
2015/2016	2	£0	£1,851	£1,851
MISCELLANEOUS				
All risks e.g. theft, materials cover				
2013/2014	2	0	£70	£70
2015/2016	2	£5,614	0	£5,614

* Liability has been accepted but still awaiting information before final payments are released.

4. FINANCIAL IMPLICATIONS [IB]

4.1 The estimated insurance premium for 2016 is £434,000.

5. LEGAL IMPLICATIONS [MR]

5.1 None

6. CORPORATE PLAN IMPLICATIONS

6.1 None

7. CONSULTATION

7.1 None

8. RISK IMPLICATIONS

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

8.2 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.

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

9.1 Insurances cover services and assets in all areas of the Borough including rural areas.

10. CORPORATE IMPLICATIONS

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

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Policy Documents and Claims History Report.

Contact Officer: Ilyas Bham, Accountancy Manager x5924

Executive Member: Cllr M Surtees



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Overview and Scrutiny Work Programme 2015-2016

APRIL 2016

SCRUTINY COMMISSION

TIMETABLE

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
14 April 2016	Affordable housing from renegotiated S106 agreements	Request of previous meeting	Information	Nic Thomas	1, 3
14 April 2016	Parish & Community Initiative Fund	Inform members of applications received	Recommendations to SLB	Caroline Roffey	1, 2
14 April 2016	Site Allocations	Prior to decision by Council	Recommendations to Council	Nic Thomas	1
14 April 2016	Hardship fund – update	Request of previous meeting	Information	Sally O’Hanlon	3
14 April 2016	CCG consultation - healthcare	Understand objectives & scope of consultation and potential impact on public	Input into consultation	NHS	1, 2, 3
14 April 2016	Equalities Monitoring	Information	Information	Julie Kenny	1
14 April 2016	Insurance claims process	Request of previous meeting	Information	Ilyas Bham	4
14 April 2016	Car Parks in Hinckley town centre	Request of member	Information	Caroline Roffey	1, 4
7 July 2016	Economic Regeneration Action Plan	Update on progress against action plan	Information	Nic Thomas	1
7 July 2016	Environmental Improvement Programme	Report on schemes during the last year	Information	Nic Thomas	1
29 September 2016	Affordable Housing delivery update	Update on delivery against requirements	Information	Nic Thomas	1, 3

Living / minimum wage

Libraries

Burial services

Key to corporate aims

1 – creating a vibrant place to work and live

2 – empowering communities

3 – supporting individuals

4 – providing value for money and pro-active services

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