



Hinckley & Bosworth  
Borough Council

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Date: 15 July 2016

**To: Members of the Finance & Performance Scrutiny**

Mr KWP Lynch (Chairman)	Mrs H Smith
Mr PS Bessant	Miss DM Taylor
Mrs R Camamile	Mr P Wallace
Mr DS Cope	Mr HG Williams
Mrs J Kirby	

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **FINANCE & PERFORMANCE SCRUTINY** in the Meeting Location on **MONDAY, 25 JULY 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

## FINANCE & PERFORMANCE SCRUTINY - 25 JULY 2016

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

To confirm the minutes of the meeting held on 20 June 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 received in accordance with Council Procedure Rule 10.

6. TREASURY MANAGEMENT OUTTURN 2015/16 (Pages 3 - 8)

To inform members of the Council's treasury management activity in 2015/16.

7. SUNDRY DEBTS QUARTER 1 2016/17 (Pages 9 - 12)

To inform members of the position on sundry debts as at 30 June 2016.

8. BUSINESS RATES AND POOLING UPDATE QUARTER 1 2016/17 (Pages 13 - 16)

To inform members of business rates performance from 1 April to 30 June 2016 and provide an update on pooling arrangements for 2016/17.

9. FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME (Pages 17 - 20)

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

As raised under item 3.

# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### FINANCE & PERFORMANCE SCRUTINY

20 JUNE 2016 AT 6.30 PM

PRESENT: Mr KWP Lynch - Chairman

Mrs R Camamile, Mr DS Cope, Mrs J Kirby, Mrs H Smith, Miss DM Taylor, Mr P Wallace and Mr HG Williams

Officers in attendance: Rebecca Owen, Clive Taylor and Ashley Wilson

#### 45 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Camamile, seconded by Councillor Cope and

RESOLVED – the minutes of the final meeting of the Finance, Audit & Performance Committee, held on 21 March 2016, be confirmed and signed by the Chairman.

#### 46 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 47 TENANT EVALUATION TEAM REVIEW PROJECTS

Members received a report which sought comment on review projects to be conducted by the Tenant Evaluation Team during 2016/17. It was noted that the two planned reviews related to letting of sheltered housing and return visits for repairs.

Councillor Taylor entered the meeting at 6.35pm.

Members suggested that the repairs review should include return visits following planned improvements as well as responsive repairs. It was also requested that the reviews come back to Finance & Performance Scrutiny before being considered by the Executive.

RESOLVED –

- (i) The report be noted;
- (ii) The above comments be taken into consideration in scoping of and reporting on the reviews.

#### 48 PERFORMANCE AND RISK MANAGEMENT FRAMEWORK END OF YEAR SUMMARY 2015/16

The group was provided with the 2015/16 outturn position for performance indicators, service improvement plans, corporate risks and service area risks.

A member highlighted the large number of complaints he received in relation to grass cutting and expressed concern that some of the decrease in satisfaction with streetscene service was due to this, which was not a Borough Council service.

Whilst acknowledging that the reporting on the Service Improvement Plans was taken as a snapshot at the year end, members felt an update would be useful, for example showing the new dates for those that had been rolled over to the following year.

RESOLVED – the report be noted.

49 REVENUE & CAPITAL OUTTURN 4TH QUARTER 2015/16

Members were informed of the draft revenue and capital outturn at the year end of 2015/16.

In relation to the Housing Revenue Account, a member asked if some of the surplus could be used to fund repairs. In response it was noted that the surplus was required to maintain minimum reserves. It was requested that HRA monitoring be brought to this scrutiny body.

In response to a member's question, it was noted that the income targets for markets had not been achieved but that they were being reviewed.

RESOLVED – the report be noted.

50 FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME

Members noted the work programme and were informed that performance items would be added following a meeting of the scrutiny chairs in July.

(The Meeting closed at 7.03 pm)



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FINANCE & PERFORMANCE SCRUTINY 25 JULY 2016

WARDS AFFECTED: ALL WARDS

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## TREASURY MANAGEMENT OUTTURN 2015/16

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### Report of Interim Head of Finance

#### 1. PURPOSE OF REPORT

1.1 To inform the Committee of the Council's Treasury Management activity in 2015/16.

#### 2. RECOMMENDATION

2.1 That the Committee note the report.

#### 3. BACKGROUND TO THE REPORT

3.1 At its meeting in February 2015 the Council approved the Council's Treasury Management Policy for the year 2015/16 and delegated the oversight of the execution of the Policy to this Committee.

This report sets out the Treasury Management activities in 2015/16 and shows that they are in line with the limits set out in the Policy.

Treasury Management covers two main areas:-

1. The management of day to day cash flows by way of short term investing and borrowing. Longer term investment opportunities may arise depending on cash flow requirements.
2. Management of the Council's Long term debt portfolio which is used to finance capital expenditure that cannot be immediately funded by internal resources (e.g. by Capital Receipts).

#### 3.2 Economic Background

Interest Rates and inflation have been stable in 2015/16. Most forecasters predicted a rate increase in the latter part of 2016. However due to the UK's decision to leave the EU rates are expected to go down by a quarter of one percent in July.

The latest forecasts are detailed in the table below:

Economic Forecasts - Capita Asset Services						
	End Q3 2016	End Q4 2016	End Q1 2017	End Q2 2017	End Q3 2017	End Q4 2017
Bank Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
5yr PWLB rate	1.00%	1.10%	1.10%	1.10%	1.10%	1.10%
10yr PWLB rate	1.60%	1.60%	1.60%	1.70%	1.70%	1.70%
25yr PWLB rate	2.40%	2.40%	2.40%	2.50%	2.50%	2.50%
50yr PWLB rate	2.20%	2.20%	2.20%	2.30%	2.30%	2.30%

Economic Forecasts - Capital Economics						
	End Q3 2016	End Q4 2016	End Q1 2017	End Q2 2017	End Q3 2017	End Q4 2017
Bank Rate	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
5yr PWLB rate	1.25%	1.35%	1.65%	1.85%	2.05%	2.15%
10yr PWLB rate	1.75%	1.80%	2.00%	2.10%	2.20%	2.30%
25yr PWLB rate	2.40%	2.70%	2.75%	2.75%	2.85%	2.85%
50yr PWLB rate	2.30%	2.75%	2.90%	2.90%	3.00%	3.00%

### 3.3 Investment Activity

The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time, ensuring adequate liquidity, with the investment return being the final objective. If required, officers implement an operational strategy which tightens the controls already in place in the approved investment strategy. The Council's investment criterion was approved by Council in February 2016.

Funds for investment come from the following Sources

- a) Revenue Account Balances held by the Council
- b) Earmarked Reserves and Provisions
- c) Unapplied Capital Receipts
- d) Cash flow balances - income received before expenditure needs to be incurred

The value of investment income received in 2015/16 was £207,601. Details of investments held from April 2015 to March 2016 are available on request. As at 31 March 2016 the Council held the following investments totalling £7,375,400.

Counterparty	Investment Date	Maturity Date	Amount	Interest Rate
Coventry BS	01/03/2016	04/04/2016	500,000	0.4000
Principality BS	04/03/2016	04/04/2016	1,650,000	0.4300
Hinckley & Rugby BS	21/03/2016	22/04/2016	2,000,000	0.4000
Black Rock MMF	29/03/2016	01/04/2016	2,029,000	0.4074
Hsbc Bank	31/03/2016	01/04/2016	1,196,400	0.4000
<b>Total</b>			<b>7,375,400</b>	

Details of the weighted average investment to March 2016 are shown in the table below together with the average overnight, 7 day and 1 month London Inter Bank Bid (LIBID) as a bench mark to the rates received by the Council.

Period	Weighted Average invested	Average period (days)	HBBC Average Return	Overnight LIBID	7 Day LIBID	1 Month LIBID
April 15 to Mar 16	17,951,133	11	<b>1.1565</b>	0.3558	0.3616	0.3828

The Figures above show that the Council received a rate of return that is compatible with the returns available in the market.

It also shows that the weighted average period is within the maximum set of 0.5 years. Average investments returns are higher than the comparable inter bank rate (a return of 1.16% compared against 0.38%).

### 3.4 Borrowing Activities

#### *Long term borrowing to finance Capital Expenditure*

Excluding the HRA self financing element the Council has a Capital Financing Requirement of around for the current year is £18.14m which arises from previous decisions to incur Capital Expenditure that was not financed immediately by internal resources e.g. Capital Receipts or Grants giving rise to the need to borrow to finance the expenditure. This borrowing requirement can either be met by long or short term external borrowing or by internal borrowing i.e. using the cash behind the authority's balances and reserves and foregoing investment income. At the present time the interest payable on long term borrowing is significantly greater than the returns the Council could expect on its investments and therefore the Council has adopted a policy of being "under-borrowed" with only £8.3m of long term loans on its books. One year loans from the PWLB currently cost 1.46% so if the Council was fully funded with short term money and was receiving investment income of 0.4% there would be a cost of £104,000 per annum. With 20 year rates at about 3.40% the additional cost would be £295,200 per annum. In these circumstances the Council has not undertaken any long term borrowing in the current year and has relied on short term borrowing to meet cash flow needs.

Additionally, as part of the Self Financing HRA Settlement £67.652m has been borrowed from PWLB. Repayment options have been discussed with members and were presented to the Executive on 13<sup>th</sup> March 2012. Repayments for principal

amounts for these loans will commence in 5 years time. The loan will be repaid in equal instalments of £2.9414m over 23 yrs.

### 3.5 Capital Financing Requirement (CFR)

The CFR represents the value of net borrowing which is used to fund capital expenditure. This borrowing can either be through loans or using internal cash as mentioned above.

The table shows the CFR compared to the Estimated CFR position.

<b>Capital Financing Requirement £'000s</b>	<b>2015/16 Estimate</b>	<b>2015/16 Actual</b>
CFR - Non Housing	36,895	35,679
CFR - Housing	70,320	70,320
<b>Total CFR</b>	<b>107,215</b>	<b>105,999</b>

### 3.7 Authorised Limit

There is requirement that the overall authorised debt limit approved by Council is not breached. The table below shows the overall limit for debt against the 2015/16 outturn.

<b>Authorised limit £000s</b>	<b>2015/16 Estimate</b>	<b>2015/16 Actual</b>
General Fund	37,895	35,679
HRA	71,915	70,320
Total	109,810	105,999

### 3.6 Short Term Borrowing

Some short term borrowing took place to cover temporary cash flow shortfalls. The movements are as follows:-

Amount outstanding at 1 April 2015	£7,000,000
Plus Total Amount borrowed to Mar 2016	£2,600,000
Less Total Amount repaid to Mar 2016	£9,600,000
Amount outstanding at Mar 2016	Nil

The average amount borrowed was	£2,370,410
Average period of loans	96 Days
Number of occasions	2
Average rate of interest paid	0.4958%

All borrowing was conducted with the Operational Limit set by the Council

## 4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

### 4.1 Report to be taken in open session.



5. FINANCIAL IMPLICATIONS [IB]

5.1 Any variations to budgets resulting from borrowing investing activities are reported within the Outturn position.

6. LEGAL IMPLICATIONS [MR]

6.1 There are no legal implications arising directly from this report.

7. CORPORATE PLAN IMPLICATIONS

7.1 This report supports the following Corporate Aims

- Thriving Economy

8. CONSULTATION

8.1 None

9. RISK IMPLICATIONS

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

9.2 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.

9.3 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
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	Budgets are scrutinised on an ongoing to ensure assumptions are robust and reflect financial performance and sufficient levels of reverses and balances are maintained to ensure resilience	A.Wilson

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 None

11. CORPORATE IMPLICATIONS

11.1 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

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Background papers: Civica Reports  
Capita Reports

Contact Officer: Ilyas Bham, Accountancy Manager x5924  
Executive Member: Councillor M Hall



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FINANCE & PERFORMANCE SCRUTINY 25 JULY 2016

WARDS AFFECTED: All Wards

## SUNDRY DEBTS QUARTER 1 2016/17

### Report of Interim Head of Finance

1. PURPOSE OF REPORT

1.1 To inform members of the position on sundry debts as at 30<sup>th</sup> June 2016.

2. RECOMMENDATION

2.1 That the committee note the current aged debt position for sundry debts.

3. BACKGROUND TO THE REPORT

3.1 As at 30<sup>th</sup> June 2016 there were 1,683 sundry debt invoices outstanding with a value of £1,095,420<sup>1</sup> (an average balance of £650.87). This balance can be broken down by age as follows:

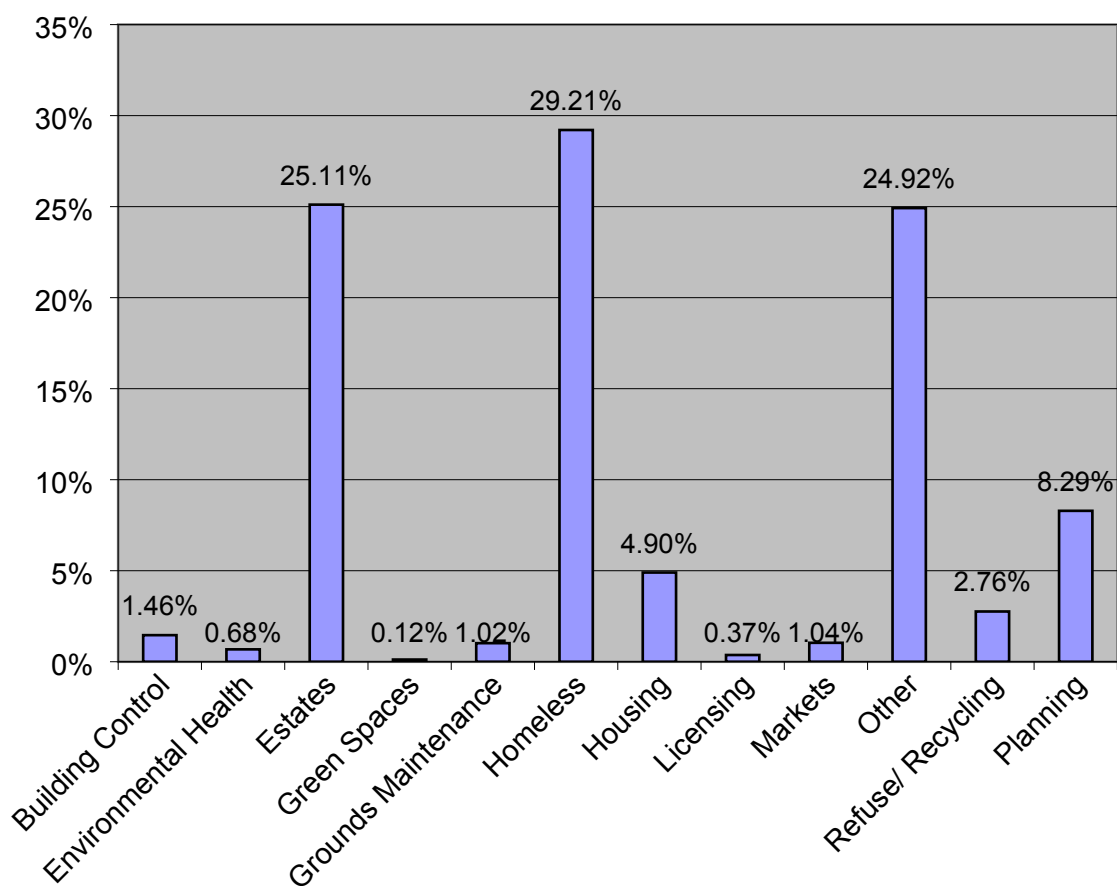
Credits and Refunds	Not Yet Due	< 30 Days	30 - 59 Days	60 - 89 Days	90 - 119 Days	> 120 Days	Total Debt
£	£	£	£	£	£	£	£
-962	26,656	412,556	55,471	109,993	48,418	443,288	1,095,420

3.2 In order to ensure that the Council adopts a prudent approach to accounting for debt that might not be due, a “provision for doubtful debts” is made against the year end balance. The value of this provision for 2015/16 was £342,297

3.3 The split of the current debt position over 120 days by type of debt is detailed below. Elements above ten per cent are detailed below.

<sup>1</sup> Note, this balance does not include an invoice raised for the CPO amounts due from Tin Hat Partnership as these will be paid through the Council’s solicitors and offset by a corresponding payment

## Debtors Arrears by Sector



### **Estates 25.11%**

The gross debt is £111,302. There are 6 debts that total £39,259. All debts are still being chased. However there is a likelihood that around £6,500 may be written off these debts together with other minor debts are being chased.

### **Homelessness 29.21%**

The gross debt is £129,494. The provision of these bonds is funded by the Council's Homelessness Prevention Grant which is provided by the DCLG annually. Whilst efforts are made to recover these amounts through ongoing contact with tenants by housing and revenues and benefits officers, legal action is not generally taken in these cases. This is on the basis that it is unlikely that the debtor will also be able to pay the additional charges levied and also to uphold the "sentiment" of the Council's Anti Poverty Strategy.

### **Other 24.92%**

The gross debt figure is £110,459. This includes £79,330 of debts for VAT which has already been allowed for as debts that may not be recovered. The amount set aside to pay for these debts is £118,000. Additionally there is an invoice with the County which is due to be paid in the next 2 weeks.

3.4 The level of debt over 120 days compared against the overall debt is 26.7 per cent. This is slightly higher than the annual target of 25 per cent. Officers are currently working together to ensure the level of debt is reduced.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

4.1 Report to be taken in open session.

5. FINANCIAL IMPLICATIONS [IB]

5.1 Any variations to budgets resulting from borrowing investing activities are reported within the Outturn position.

6. LEGAL IMPLICATIONS [MR]

6.1 There are no legal implications arising directly from this report.

7. CORPORATE PLAN IMPLICATIONS

7.1 This report supports the following Corporate Aims

- Thriving Economy

8. CONSULTATION

8.1 None

9. RISK IMPLICATIONS

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

9.2 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.

9.3 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 recover debt owed to the Council	Robust recovery methods and monitoring	A.Wilson

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 None

11. CORPORATE IMPLICATIONS

11.1 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

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Background papers: Civica Reports  
Capita Reports

Contact Officer: Ilyas Bham, Accountancy Manager x5924  
Executive Member: Councillor M. Hall



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FINANCE & PERFORMANCE SCRUTINY 25 JULY 2016

WARDS AFFECTED: ALL WARDS

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## **BUSINESS RATES AND POOLING UPDATE QUARTER 1 2016/17**

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### **Report of Interim Head of Finance**

#### 1. PURPOSE OF REPORT

- 1.1 To inform the committee of business rates performance from 1<sup>st</sup> April – 30<sup>th</sup> June 2016 and to provide an update on pooling arrangements for 2016/2017.

#### 2. RECOMMENDATION

- 2.1 That the committee notes the contents of the report

#### 3. BACKGROUND TO THE REPORT

- 3.1 Before 1<sup>st</sup> April 2013, business rates were collected by local authorities from businesses, before being paid into a central pool to be redistributed as part of grant funding. From 2013/14, billing authorities paid over 50% of collected business rates to government. The remaining 50% is split between the billing authority (80%) and the precepting authorities (20%).
- 3.2 Following these payments, the retained business rates of billing authorities are subject to a tariff set out in the respective Local Government Finance Settlement. Any growth in business rates over the set baseline will be subject to a “levy” payment of 50%, with the remaining half retained by the host Council. Correspondingly, if a Council loses 7.5% of their set threshold, a “safety net” payment will be triggered to compensate for the loss.
- 3.3 The Council will receive £557,125 of “section 31 grant” income. The allocated grant was based on the level of reliefs that were forecast to be granted in 2016/2017 in the submitted business rates budget form (the NNDR1). The actual grant that can be “banked” as retained rates will be determined based on the actual reliefs awarded by 31<sup>st</sup> March 2017. Therefore in order to be prudent, this income has been placed into the Business Rates reserve pending until this level is known.

3.4 The budgeted business rates performance for this Council, along with the forecast as at June 2016 is summarised below.

	Rates Forecast 2016/17	Localism Autumn Statement Reliefs	Cost of SBRR Extension	Tariffs	Retained Rates Income	Funding Baseline	Total Growth	Levy & Retain Growth	Mvt
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
NNDR	13,370	45	476	-9,042	4,849	2,378	2,471	1,235	-
Jun-16	13,452	52	482	-9,042	4,944	2,378	2,566	1,283	48

3.5 The above table shows that as at 30<sup>th</sup> June 2016, the Council is forecasting £1,283,000 of retained growth for 2016/2017 that, if realized, will be available to the General Fund.

3.6 Although this is a positive position, it is important to acknowledge the volatility of business rates which can be impacted negatively by many factors including:

- Companies going out of business or moving from the area
- Empty properties – The redevelopment of the town centre for instances may have an impact on the rates for the Council whilst development takes place
- Awards of reliefs; most significantly charitable reliefs for schools which are awarded Academy status
- Results of appeals lodged by businesses against their liabilities
- Due to these factors we have not included the current relatively small growth movement in budget changes.

#### Pooling

3.7 The Local Government Finance Act 2012 also allows local authorities to form pools for the purposes of business rate retention. Practically, pooling means that any levy payments (50% of growth) are made into a local pool rather than paid to central government. Correspondingly, losses will be funded from the pool. The amount at which levies and safety nets are triggered is also set at the cumulative level for the pool.

3.8 As members will be aware, the Council is a member of the Leicestershire pool. The early indications are for a forecast surplus of £4.2m for the pool. Members should note that by entering into the Leicestershire Pool there is no detrimental impact on the funding to this Council but there are potentially significant benefits to Leicestershire as the levy payment that Council would have to pay to Central Government under current arrangements would be paid to the Leicester and Leicestershire Enterprise Partnership under the Pooling arrangements.

3.8.1 There are changes planned to the business rates retention scheme due to proposals by government for the implementation of 100% business rates retention by local authorities by 2020. Central Government, via DCLG, is to carry out consultation on the proposed changes to the local government finance system to prepare for implementation of 100% business rates retention by the end of the current parliament. The consultation is also addressing potential future changes to how risk is managed via pooling arrangement. It notes that “local authorities could be better



off by pooling their risk, setting aside appropriate provisions at a wider geographical level to cover all authorities within the pool. This could be combined with ‘area lists’ for businesses as set out above, allowing a wider geographical area to share both risk and reward.”

- 3.8.2 The Government propose that 100% business rates retention will have some strong similarities with the existing system. For example, there will continue to be a level of redistribution between authorities similar to the current system of tariffs and top-ups. In addition, there will continue to be protection in the system to insulate authorities from shocks or significant reductions in their income. However, they do want to provide incentives to encourage growth and have set out the key questions for consultation.

Timetable for consultation

Timetable for reform Summer 2016	Consultation on the approach to 100% business rates retention. We are inviting responses to this consultation by 26 September 2016. Those responses will help shape specific proposals across all aspects of the reforms.
Autumn 2016	We expect that Government will undertake a more technical consultation on specific workings of the reformed system
Early 2017	As announced in the Queen’s Speech, the Government will introduce legislation in this Parliamentary session to provide the framework for these reforms. We expect the legislation to be introduced later in the Parliamentary session.
April 2017	Piloting of the approach to 100% business rates retention to begin.
By end of the Parliament	Implementation of 100% business rates retention across local government.

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION PROCEDURE RULES

- 4.1 Report to be taken in open session

5. FINANCIAL IMPLICATIONS [AW]

- 5.1 Contained in the body of the report.

6. LEGAL IMPLICATIONS MR

- 6.1 Section 59A of the Local Government Finance Act 1988 allows local authorities to pool business rates. The pooling between the Leicestershire Council’s will be governed by a legal agreement between the parties.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 The Council's governance arrangements are robust

## 8. CONSULTATION

- 8.1 All members of the Business Rates Pool were included in decisions made on its future operation from 2016/17 onwards. The Pool was agreed to be extended for 2016/17 and the contingency held with the pool increased from £0.7m to £2m. This is created from amounts not returned to DCLG, but held within the pool to guard against future appeals. There is no reduction on the council's share of retained rates.

## 9. RISK IMPLICATIONS

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

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

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

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

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

Various reliefs are available for businesses and charities under the business rate regulations.

## 11. CORPORATE IMPLICATIONS

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

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

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Background Papers: Revenues and Benefits Monitoring Reports

Author: Ashley Wilson, Head of Finance ext 5609

Executive Member: Cllr M Hall



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# Overview and Scrutiny Work Programme 2016-2017

JULY 2016

## FINANCE & PERFORMANCE SCRUTINY

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
25 July 2016	Aged debts, 1 <sup>st</sup> quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
25 July 2016	Business rates & pooling update, 1 <sup>st</sup> quarter	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	4
25 July 2016	Treasury management annual report 2015/16	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4
19 September 2016	Revenue & capital outturn, 1 <sup>st</sup> quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
19 September 2016	Treasury management, 1 <sup>st</sup> quarter	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4
19 September 2016	Performance & risk update, 1 <sup>st</sup> quarter	To monitor performance in-year	Identify improvements	Cal Bellavia	All
19 September 2016	Contact centre – call waiting times	Referral from Scrutiny Commission	Make recommendations	Julie Stay	All
21 November 2016	Revenue & capital outturn, 2 <sup>nd</sup> quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
21 November 2016	Performance & risk update, 2 <sup>nd</sup> quarter	To monitor performance in-year	Identify improvements	Cal Bellavia	All
21 November 2016	Aged debts, 2 <sup>nd</sup> quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
21 November 2016	Business rates retention, 2 <sup>nd</sup> quarter	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	4
21 November 2016	Treasury management, 2 <sup>nd</sup> quarter	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4
30 January 2017	Budget (joint with Scrutiny Commission)	To scrutinise budget proposals prior to Council decision	Ensure value for money		4

<b>Date</b>	<b>Issue</b>	<b>Reason</b>	<b>Outcomes</b>	<b>Lead Officer</b>	<b>Supports corporate aims</b>
3 April 2017	Revenue & capital outturn, 3 <sup>rd</sup> quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
3 April 2017	Aged debts, 3 <sup>rd</sup> quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
3 April 2017	Business rates retention, 3 <sup>rd</sup> quarter	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	4
3 April 2017	Treasury management, 3 <sup>rd</sup> quarter	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4
3 April 2017	Performance & risk, 3 <sup>rd</sup> quarter	To monitor performance in-year	Identify improvements	Cal Bellavia	All

To programme

Frontline service reviews

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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