

Public Document Pack



Steve Atkinson MA(Oxon) MBA FIoD FRSA
Chief Executive

Date: 03 August 2016

Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: **Members of the Scrutiny Commission**

Mr MR Lay (Chairman)	Mrs J Richards
Mrs R Camamile (Vice-Chairman)	Mr BE Sutton
Mr KWP Lynch (Vice-Chairman)	Mr P Wallace
Mr DC Bill MBE	Mr R Ward
Mr SL Bray	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, 11 AUGUST 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 - 11 AUGUST 2016

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES (Pages 1 - 6)

To confirm the minutes of the meeting held on 16 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 (to be taken under the relevant item at the end of the agenda).

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 HEALTH SERVICES REVIEW

Members will receive an update from CCG representatives.

7. CO-OP CAR PARK (Verbal Report)

At the invitation of the Chairman, representatives of businesses in the town centre will be in attendance as witnesses.

8. HINCKLEY MARKETS PROCUREMENT (Pages 7 - 14)

To discuss the recent decision of the Executive in relation to a procurement exercise for Hinckley Markets. A representative of the market traders will be in attendance as witness.

9. LOCAL DEVELOPMENT SCHEME UPDATE (Pages 15 - 42)

To seek support for a revised Local Development Scheme for the period 2016-2019.

10. ENVIRONMENTAL IMPROVEMENT PROGRAMME (Pages 43 - 50)

To inform members of enhancement schemes under the Environmental Improvement Programme.

11. GARDEN WASTE COLLECTION SERVICE 2017/18 (Pages 51 - 54)

To consider and make recommendations to the Executive in relation to the charge for the garden waste service for 2017/18 and in part for 2018/19.

12. EXTENDING FUNDING AND RELATED SUPPORT TO PARISHES (Pages 55 - 72)

To seek support for recommendations to Council regarding revision of the Parish & Community Initiative Fund and an additional fund available to larger parishes.

13. EFFICIENCY PLAN (Pages 73 - 98)

To seek views on the draft Efficiency Plan prior to consideration by Council and, if

approved, submission to the DCLG.

14. MINUTES OF FINANCE & PERFORMANCE SCRUTINY (Pages 99 - 102)

Attached for information.

15. SCRUTINY COMMISSION WORK PROGRAMME 2016-17 (Pages 103 - 108)

Work programme attached.

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

As raised under item 3.

This page is intentionally left blank

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

16 JUNE 2016 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mrs R Camamile and Mr KWP Lynch – Vice-Chairman

Mr DC Bill MBE, Mr WJ Crooks, Mr BE Sutton, Mr P Wallace, Mr R Ward and Mr HG Williams

Officers in attendance: Steve Atkinson, Bill Cullen, Julie Kenny, Andrew Killip, Lisa Kirby, Rebecca Owen and Rob Parkinson

31 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bray and Richards. It was noted that Cllr Williams would arrive a few minutes late due to work commitments.

32 MINUTES

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

RESOLVED – the minutes of the meeting held on 14 April be confirmed and signed by the Chairman.

33 ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

It was noted that there would be a verbal update on the Leicester & Leicestershire Combined Authority which would be taken at the end of the public agenda. This was deemed urgent due to information emerging since publication of the agenda.

34 DECLARATIONS OF INTEREST

No interests were declared at this stage.

35 PUBLIC SPACE PROTECTION ORDER

The Scrutiny Commission gave consideration to a report which recommended the establishment of a Public Space Protection Order to prevent antisocial activities in public places. The Order would cover use of intoxicating substances on public land, use of fires and barbecues on public land, keeping of dogs on leads in certain areas or if requested, restrictions on dogs in certain places (ie play areas) and fouling of land by dogs.

Councillor Williams entered the meeting at 6.42pm.

It was acknowledged that some aspects of the Order would be borough-wide and others would cover HBBC land only. With regard to parish councils, members were informed that once this Order had been approved, officers would visit each parish council to discuss implementation of Orders on parish land, on which they would then need to consult.

In response to members' questions, the following points were noted:

- Consultation had taken place face-to-face in parks and cemeteries, via the citizens panel, parish clerks, the Parishes Forum, with Hinckley BID, police and the Kennel Club
- Signage would be used in areas to which the Order applied
- The Order would be in place for three years, with an option to review for a further three, which would give the opportunity to review the need for continuation
- Suitable persons could be assessed and authorised to issue fixed penalty notices for breaches of the Order
- Safety of staff would be paramount and staff would not be expected to put themselves into dangerous situations and would be able to seek support from the Police
- A guidance note for parishes could be produced.

RESOLVED –

- (i) The creation of a borough-wide Public Space Protection Order be endorsed;
- (ii) The delegation of authority to the Chief Officer (Environmental Health), the Chief Officer (Housing, Community Safety & Partnerships), the Executive Member for Neighbourhood Services and the Executive Member for Housing & Community Safety to implement the Order and to authorise suitably qualified officers for enforcement be supported;
- (iii) A guide be produced for parishes on implementation of the Order.

36 FIXED PENALTY NOTICES FOR FLY TIPPING

Members were advised of the introduction of The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016 which came into force on 9 May 2016 and introduced new powers for local authorities to issue fixed penalty notices for small scale fly tipping as an alternative to prosecution. It was noted that, whilst authorities were permitted to set a maximum penalty of £400, officers were recommending a charge of £200, reduced to £125 for early payment.

The problem of commercial fly tipping was discussed and members were assured that prosecutions would continue to be carried out for large scale fly tipping. It was also noted that repeat offenders would be prosecuted – there would only be one opportunity to receive a fixed penalty notice before prosecution was invoked.

During further discussion, the following points were noted:

- There was a national reporting system for fly tipping
- There had been an increase in fly tipping nationally
- A press release had been issued, highlighting that increase
- Criteria would be produced to assist with the decision of when to issue a fixed penalty notice and when to prosecute.

It was requested that a report on fly tipping be brought to the same meeting as the previously requested update on the green waste service (scheduled for October), to include figures (including type of item tipped), trends and comparisons with districts which have been charging for green waste collections for a number of years.

RESOLVED –

- (i) The introduction of a fixed penalty notice to deal with small scale fly tips be endorsed;
- (ii) The setting of the fixed penalty notice at £200, reduced to £125 if paid early within ten days, be endorsed;
- (iii) The request to delegate authority to the Lead Member for Neighbourhood Services and the Chief Officer (Environmental Health) to set the criteria for small scale fly tipping as an amendment to the Clean Neighbourhood Policy be supported;
- (iv) The delegation of authority to the Chief Officer (Environmental Health) to authorise suitable officers to issue fixed penalty notices for fly tipping be supported;
- (v) A report on fly tipping statistics be brought to the October meeting along with the update on the garden waste scheme.

37 SITE ALLOCATIONS

The Site Allocations and Development Management Policies Document was presented to the Commission following Examination in Public in autumn 2015 and resulting modifications which had been made and subsequently agreed by the Inspector in May 2016. It was noted that, once adopted, this document would have weight in decision making as a development plan, whilst still having to consider the National Planning Policy Framework and the five year housing land supply.

There was significant discussion on the relationship between this document and Neighbourhood Plans, and in response the following points were raised:

- The importance of Neighbourhood Plans in strengthening and protecting communities
- The document provided a framework within which Neighbourhood Plans could be written
- Neighbourhood Plans would take precedence in non-strategic matters

Concern was expressed that some communities or parishes may be procuring expensive support for creating a Neighbourhood Plan. A member asked if support could be provided in development of Neighbourhood Plans, and in response it was stated that, whilst they must be community-led, a report could be brought to the next meeting on the support that could be offered.

A member asked a question about the reference to the extension of the Hinckley West site in the document and how this would affect determination of the planning application at the following week's committee. Officer's agreed to look into the matter ahead of that meeting and respond back to the member in question.

RESOLVED –

- (i) The Inspector's report on the examination into the Site Allocations and Development Management Policies Development Plan Document be noted;
- (ii) The adoption of the Site Allocations and Development Management Policies Document be endorsed;

- (iii) A report be brought to the next meeting on the potential for Council support for creating Neighbourhood Plans.

38 STRATEGIC GROWTH STATEMENT AND GROWTH PLAN

The Scrutiny Commission was consulted on the Strategic Growth Statement for Leicester and Leicestershire. It was noted that this would engender a more strategic approach to meeting future development needs across the county and ensure that the countywide infrastructure could support growth.

A member expressed concern that the public was not aware of the need for development and it was agreed that this should be communicated on a continuous basis to raise awareness of why additional houses, employment and infrastructure were necessary.

The poor rail infrastructure in Leicestershire was highlighted, and it was noted that the County Council had commissioned a draft rail strategy and that cross border communications between transport authorities were improving. Officers agreed to obtain a copy of a report going to the County Council's Cabinet in relation to this and to invite a representative to the Scrutiny Commission to present it.

RESOLVED –

- (i) The Strategic Growth Statement for Leicester and Leicestershire for consultation starting in July 2016 be endorsed;
- (ii) The costs related to the production of the Leicester and Leicestershire Strategic Growth Plan be noted;
- (iii) Continuous communication take place to raise awareness of the need for development;
- (iv) The County Council be invited to present the draft rail strategy to the Scrutiny Commission.

39 CORPORATE PLAN ANNUAL SUMMARY OF ACHIEVEMENTS

Members received a summary of achievements for 2015-16 against the Corporate Plan. Concern was expressed regarding the use of acronyms and jargon in the report and it was agreed that it be put into plain English prior to presentation to Council.

It was noted that the Corporate Plan was currently being reviewed and agreed that a working group of the Scrutiny Commission meet to inform the new Corporate Plan.

A member reported that residents were concerned about call waiting times when ringing the council, and it was agreed that Finance & Performance Scrutiny be asked to look at this.

RESOLVED –

- (i) The report be noted;
- (ii) The language in the report be reviewed prior to presentation to Council;
- (iii) Finance & Performance Scrutiny be requested to look into call waiting times.

40 SCRUTINY COMMISSION WORK PROGRAMME 2016-17

In considering the work programme for the year, a member asked about the Town Centre Vision document as they had not seen a copy. It was agreed that this would be circulated to members and that the new Asset & Regeneration Strategy group would receive progress reports. The Chairman suggested that this be included in capital project progress reports to the Commission.

41 LEICESTER & LEICESTERSHIRE COMBINED AUTHORITY

The Chief Executive provided a verbal update on the Leicester & Leicestershire Combined Authority, informing members that making of the Order was imminent and that all members would be notified when it had been approved.

42 EFFICIENCY PLAN

It was noted that this item was deferred pending further information in relation to the New Homes Bonus.

43 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

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

RESOLVED – in accordance with section 100A(4) of the Local Government Act 1972, the public be excluded from the following item of business on the grounds that it involves the disclosure of exempt information as defined in paragraphs 1, 3 and 10 of Part I of Schedule 12A of that Act.

44 CORPORATE STRUCTURE

The Scrutiny Commission discussed proposals for revisions to the corporate structure arising from the voluntary redundancy of the Deputy Chief Executive (Corporate Direction).

RESOLVED – the comments made be given consideration by the Leader and the Chief Executive.

(The Meeting closed at 8.56 pm)

CHAIRMAN

This page is intentionally left blank



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission 11 August 2016

WARDS AFFECTED: All Wards

Hinckley Markets Procurement

Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

- 1.1 On 14 July 2016, Scrutiny requested to review the report on Executive's recent decision to undertake a procurement exercise in relation to the operation of Hinckley Markets.

2. RECOMMENDATION

- 2.1 That Scrutiny considers the report and comments accordingly.

3. BACKGROUND TO THE REPORT

- 3.1 On 29 June 2016 a report was presented to Executive, which proposed the Council enters into a formal procurement exercise relating to the running and management of Hinckley's Markets. The outcome of that meeting is set out below under minute no. 72 of the meeting.

- 3.2 The Executive minute no. 72 from 29 June 2016 states:

The Executive received a report which sought approval for commencing a procurement process in relation to the operation of Hinckley markets. The importance of exploring all options for improving the market and of involving traders in the process was reiterated, in addition to public consultation. It was confirmed that a final decision on whether to outsource the market would only be taken once bids had been considered against other options. It was moved by Councillor Ladkin, seconded by Councillor Wright.

RESOLVED – the commencement of the procurement process be approved.

- 3.3 Scrutiny met on 14 July 2016 and it was requested that this report should be reviewed the next Scrutiny meeting.

- 3.4 It should be noted that it is the intention to submit an "in-house" bid for the future management and operation of Hinckley Market.

4. REQUEST FOR FURTHER INFORMATION

4.1 Scrutiny has requested the following information is made available at the 11 August 2016 meeting:

- What other Council's have outsourced their markets?
- What was the rationale for the Council considering this approach?
- What is the timescales around making a final decision?

Members will receive verbal updates on these questions at the meeting.

4.2 Scrutiny has also requested that a Market Trader representative be invited along to the meeting, allowing them to voice their opinion. This is being facilitated.

4.3. Indicative timescales are as follows:

August – September 2016	Draft tender specification
October 2016	Issue advert
December 2016	Tender submission deadline
Jan 2017	Review submissions
Feb 2017	Scrutiny
March 2017	Confirm preferred bidder via Executive
April 2017	Commencement of contract

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

5.1 Not applicable

6. FINANCIAL IMPLICATIONS

6.1 Covered in attached Executive report dated 29/6/16

7. LEGAL IMPLICATIONS

7.1 Covered in attached Executive report dated 29/6/16

8. CORPORATE PLAN IMPLICATIONS

8.1 Markets Development relates directly to the Borough Council's Corporate Plan in particular, Thriving economy.

9. CONSULTATION

9.1 Not applicable

10. RISK IMPLICATIONS

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

10.2 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.

10.3 A number of high level risks have been captured below:

Risk no.	Detail	Mitigation	Owner
1	Reputational – impact of perception of traders on council’s commitment to improve the market Likelihood: 5 Impact: 5	<ul style="list-style-type: none"> Engagement with traders throughout the procurement stages feeding in responses as part of decision making process. Provide positive case studies from similar sized market towns which have already been through this process. 	Cultural Services Manager
2	Decline of the market leading to lower demand – potential lose of income from regular traders ceasing due to changes in market operations Likelihood: 3 Impact 5	<ul style="list-style-type: none"> Positive approach to be adopted via Markets Management Team seeking to encourage continuation of trader and the benefits Testing of the market Close liaison with BID and wider stakeholders 	Cultural Services Manager
3	Financial costs associated with undertaking procurement process – minimal at this stage of the procurement process Likelihood: 3 Impact 3	Process to be managed internally by Officers	Cultural Services Manager
4	Financial income - Impact on other revenue streams of the Council Likelihood: 3 Impact 5	Ensuring services such as Street cleansing requirements are factored into the tender process	Cultural Services Manager

10.4 These risks will be managed and reviewed as part of the procurement process and will be inserted into the Corporate Risk Register.

11. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

11.1 Not applicable

12. CORPORATE IMPLICATIONS

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

- Procurement implications
- Human Resources implications, in particular any potential TUPE arrangements

Background papers: Executive 9th March 2016 – Development Plan
Executive 29th June 2016 – Markets Procurement

Contact Officers: Simon D Jones, Cultural Services Manager
Mark Hryniw, Town Centre Manager, 01455 255755

Executive Members: Councillor Amanda Wright, Executive Member for Culture & Sport
Councillor Chris Ladkin, Executive Member for Town Centres



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Executive 29 June 2016

WARDS AFFECTED: All Wards

Hinckley Markets Procurement

Report of Bill Cullen, Deputy Chief Executive

1. PURPOSE OF REPORT

- 1.1 To seek Executive's approval to undertake a formal procurement exercise in relation to the operation of Hinckley Markets.

2. RECOMMENDATION

- 2.1 That Executive approves the commencement of the procurement process as detailed within section 3.4 and following

3. BACKGROUND TO THE REPORT

- 3.1 Following a report presented to Executive 9th March 2016, it was agreed that Officers explore all options for improvement/development of Hinckley's Market, including undertaking soft market discussions, to understand what the private sector can potentially offer. Subsequent to that meeting, and on the basis of the 'soft' discussions (3.3 below), it is considered that the circumstances are appropriate for a formal procurement exercise to be undertaken.

- 3.2 The outcome of the formal procurement process will allow the Authority to make an informed decision as to the future management and operational delivery arrangements. The following key aims will be promoted for achievement:

- Enhance the quantity of traders and stalls
- Improve the overall 'offer' to the public
- Increase the number of specialist markets
- Assist in wider economic vitality of the town centre
- Improve the financial position for the Authority
- Investment into markets infra-structure
- Focus on long-term sustainability of the markets
- Develop a strong partnership with operator

- 3.3 During the last 3 months, Officers, Members and representatives from the Market Development Group have held productive discussions with Private sector representatives and have concluded it would be beneficial for the Authority to formally test the market.
- 3.4 The specification will be developed on the basis that an external company would manage the market operation, including set up, day-to-day operations, staffing arrangements, promotions and income collection and would be responsible for the overall development of the market.
- 3.5 The contract period would be 5 years with annual breakout clauses based on performance.
- 3.6 As with other Council contracts, the principle of the contract will be to find a partner with whom the Local Authority, and its close stakeholders, can work effectively and openly, to enhance the markets.
- 3.7 It is proposed that in accordance with financial and procurement procedures, Officers commence a formal tender process. Indicative timescales are as follows:

July –August 2016	Draft tender specification
September 2016	Issue advert
November 2016	Tender submission deadline
Dec 2016 – Jan 2017	Review submissions
Feb 2017	Confirm preferred bidder
April 2017	Commencement of contract

- 3.8 The well established Markets Development Group will be fully engaged throughout each stage of the procurement process.

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

- 4.1 Not applicable

5. FINANCIAL IMPLICATIONS [DW]

- 5.1 The full financial implications relating to any proposed contract would need to be considered before the contract is let to minimise any risk to the council and to demonstrate that value for money is being achieved. The award of any contract would be subject to the normal procurement rules and financial standing orders.
- 5.2 An additional report will be needed, therefore, once the contract is awarded. This would set out in detail the potential financial impact. As a guide the direct costs associated with the market based on current year budget is £122,000 and primarily consist of staff wages, NNDR and contract cleaning. The total cost of the service currently, including support costs, is £158,000.

6. LEGAL IMPLICATIONS [AR]

- 6.1 As set out above a full OJEU procurement process will be undertaken. Once the procurement process has been completed, the contract may be awarded to the highest scoring tenderers. In deciding whether to appoint the selected contractors the Council should be satisfied as to the competence of the chosen tenderers and that the tender prices represents value for money for the Council.

7. CORPORATE PLAN IMPLICATIONS

7.1 Markets Development relates directly to the Borough Council's Corporate Plan in particular:

- Thriving economy

8. CONSULTATION

8.1 When drafting the tender specification representatives from the following groups will be engaged:

- Executive Lead for Town Centres
- Market Trader representative
- Town Centre Partnership & BID
- Chamber of Trade
- HBBC Street Scene
- HBBC Depot

Officers will need to ensure the existing traders are consulted on this matter.

8.2 The council will ask our public what they expect or desire from the market. Ultimately, its success depends on their support. This will be carried out during the summer. The results will feed into the tender specification.

8.3 As there are potential TUPE transfer considerations, UNISON will be engaged at an early stage.

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 A number of high level risks have been captured below:

Risk no.	Detail	Mitigation	Owner
1	Reputational – impact of perception of traders on council's commitment to improve the market Likelihood: 5 Impact: 5	<ul style="list-style-type: none">• Engagement with traders throughout the procurement stages feeding in responses as part of decision making process.• Provide positive case studies from similar sized market towns which have already been through this process.	Cultural Services Manager

2	Decline of the market leading to lower demand – potential lose of income from regular traders ceasing due to changes in market operations Likelihood: 3 Impact 5	<ul style="list-style-type: none"> • Positive approach to be adopted via Markets Management Team seeking to encourage continuation of trader and the benefits • Testing of the market • Close liaison with BID and wider stakeholders 	Cultural Services Manager
3	Financial costs associated with undertaking procurement process – minimal at this stage of the procurement process Likelihood: 3 Impact 3	Process to be managed internally by Officers	Cultural Services Manager
4	Financial income - Impact on other revenue streams of the Council Likelihood: 3 Impact 5	Ensuring services such as Street cleansing requirements are factored into the tender process	Cultural Services Manager

9.4 These risks will be managed and reviewed as part of the procurement process and will be inserted into the Corporate Risk Register.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 Any equalities duties will pass to the preferred private operator. The council will oversee this element as part of the procurement process.

11. CORPORATE IMPLICATIONS

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

- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications, in particular any potential TUPE arrangements
- Planning implications

Background papers: Internal audit report – 2010
Internal audit report – 2013
Executive 26th March 2014 – Markets subsidy
Executive 9th March 2016 – Development Plan

Contact Officers: Simon D Jones, Cultural Services Manager
Mark Hryniw, Town Centre Manager, 01455 255755

Executive Members: Councillor Amanda Wright, Executive Member for culture, sport, leisure, partnerships, outside bodies, corporate & member services
Councillor Chris Ladkin, Executive Member for Town & Urban communities



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission
Council

11 August 2016
6 September 2016

WARDS AFFECTED: All Wards

Local Development Scheme 2016-19

Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to set out the requirements for and to seek approval to a revised Local Development Scheme (LDS) for the period 2016 - 2019.

2. RECOMMENDATION

2.1 That Scrutiny:

1. Endorse the recommendations to Council below
2. Forward comments and recommendations on the draft documents to officers for consideration before presentation to Council for final approval.

2.2 That Council:

1. Note the requirements for a review of the existing Local Development Scheme
2. Approve the revised Local Development Scheme 2016 - 2019

3. BACKGROUND TO THE REPORT

- 3.1 A Local Development Scheme (LDS) is essentially each Local Planning Authority's project plan for the preparation of a Local Plan in accordance with the requirements of the Planning and Compulsory Purchase Act 2004.

- 3.2 The current Local Plan for Hinckley and Bosworth covers the period from 2006 – 2026 and comprises the following documents:
- i. Core Strategy (2009)
 - ii. Hinckley Town Centre Area Action Plan (2011)
 - iii. Earl Shilton and Barwell Area Action Plan (2014)
 - iv. Site Allocations and Development Management Policies document (2016)
 - v. Supplementary Planning Documents
- 3.3 The Planning and Compulsory Purchase Act (PCPA) 2004 requires the Council, as the Local Planning Authority (LPA), to prepare and maintain its LDS and to revise it at such time as it considers appropriate.
- 3.4 The Localism Act 2011 and the National Planning Policy Framework (NPPF) have introduced changes which need to be reflected in the Council's LDS.
- 3.5 The existing Local Development Scheme was approved by Council and published in February 2015. The 2015 LDS programme sets out the key dates for the preparation and adoption of the remaining LDDs:

Table 1: Key dates in the LDS 2015

Local Development Document	Programmed date for Submission	Programmed date for Adoption
Site Allocations and Development Management Policies DPD	April 2015	January 2016
Gypsy and Traveller Allocations DPD	February 2017	October 2017
Local Plan Review	November 2017	August 2018

REVIEWING THE 2015 LDS PROGRAMME

- 3.6 Against the existing key dates set out in Table 1, a summary of the progress for each of the documents is set out below.
- i. **The Site Allocations and Development Management Policies DPD** was submitted to the Secretary of State in line with the LDS in late March 2015. Following an Examination in Public, including Hearing Sessions in September and October 2015, the Council received the Inspector's Report in May 2016. The document was adopted in July 2016
 - ii. **The Gypsy and Traveller Allocations DPD** was programmed to begin in September 2015, with an initial consultation on a scoping document in early 2016. Due to changes to the definition of gypsies and travellers by Central Government, significant changes are needed to the Borough Council's evidence to support the development of this document. The timescales have therefore not been met and due to the slippage, it is considered appropriate to include allocations for gypsy and traveller provision in the Local Plan review where relevant.

- iii. The **Hinckley and Bosworth Local Plan Review** was programmed to commence in September 2015, following the projected dates of the hearing sessions into the Site Allocations and Development Management Policies DPD. Due to the delay in the holding of the hearing sessions, the consultation on Main Modifications and subsequent delay in adoption of the Site Allocations, progress on the Local Plan review did not commence in 2015. However, early engagement in the Plan took place in early 2016.

REVISED LOCAL DEVELOPMENT SCHEME PROGRAMME

- 3.7 Appendix 1 sets out the draft Local Development Scheme, including the programme for the completion of an updated Local Plan. It is considered that a review of the Local Plan could be adopted by spring 2019. The NPPF states that a Local Plan should be drawn up over an appropriate time scale, preferably over a 15-year period. It is therefore proposed that the Local Plan look forward to the period to 2036. This will align with work being undertaken and the evidence base being compiled at the county wide level on the Strategic Growth Plan for Leicester and Leicestershire. The timetable for the production for the Strategic Growth Plan is as follows:

Timescale	
Summer 2016	Consultation on the Strategic Growth Statement
	Continue to develop the evidence base
	Initial consideration of spatial options
Autumn 2016	Consideration of consultation responses on the Strategic Growth Statement
	Continue to develop the evidence base
	Further consideration of spatial options
Winter 2016	Finalise housing numbers and employment land requirements – new Memorandum of Understanding
Summer 2017	Draft Strategic Growth Plan
	Consultation on Draft Strategic Growth Plan
Autumn 2017	Consideration of consultation responses on Draft Strategic Growth Plan

- 3.8 The inclusion of Neighbourhood Development Plans within the Local Development Scheme timetable is not necessary as they are prepared by the community who dictate the timetable for preparation, they are however referenced within the Local Development Scheme document as a critical element of the Council's Development Plan.
- 3.9 The LDS contains detail on any Supplementary Planning Documents which could be produced if resources allow. As with Neighbourhood Development Plans, it is not necessary to include these documents within the LDS timetable.

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

- 4.1 This report will be taken in open session.

5. FINANCIAL IMPLICATIONS [TF]

5.1 The Local Development Plan has a reserve of £676K at 31 March 2016. This reserve has been created for the purpose of expenses based on the timetable in the report

6. LEGAL IMPLICATIONS [MR]

6.1 Set out in the body of the report.

7. CORPORATE PLAN IMPLICATIONS

7.1 The LDS sets out the programme for the preparation of the Borough Council's Local Plan. The documents comprising the Local Plan will contain policies and objectives contributing to the following aims of the Corporate Plan, which will be specified through individual reporting on each document.

- Creating a vibrant place to work and live.
- Empowering communities.
- Supporting individuals

8. CONSULTATION

8.1 The Local Plan would be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.

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
The Local Plan is not considered legally compliant.	Ensure the publication and submission dates conform to the LDS.	Chief Planning and Development Officer

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 To set out a programme for the preparation of Local Plan for the Borough, identifying key stages for future consultation on the emerging and future planning framework.

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

Background papers: Draft Local Development Scheme 2016 – 2019

Contact Officer: Andy Killip - 5732
Executive Member: Councillor M Surtees

This page is intentionally left blank



Hinckley & Bosworth
Borough Council

A Borough to be proud of

**Local Development Scheme
2016 – 2019**

September 2016

DRAFT

This pages has been left blank intentionally

CONTENTS

		Page Number(s)
1	Introduction	
2	The Hinckley and Bosworth Local Development Scheme Programme	
3	Management of Development Plan Preparation	
4	Local Development Document Profiles	
APPENDICES		
1	Local Development Scheme Programme	

1 INTRODUCTION

What is the Local Development Scheme?

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare, maintain and publish a Local Development Scheme (LDS).
- 1.2 The LDS sets out the programme for the production of Development Plan Documents (DPDs) such as the Local Plan and other complimentary planning documents and includes key stages such as public consultation. This enables local communities, businesses, developers, service and infrastructure providers and anyone else with an interest in the borough to know what is being prepared for their area and when they will be able to get involved.
- 1.3 This LDS covers the period from 2016 to 2019 and updates and supersedes the previous LDS published in February 2015. It provides information about the Hinckley and Bosworth Local Plan 2036 and other related documents that may be produced.

2 Current Hinckley and Bosworth Local Plan

- 2.1 The adopted Hinckley and Bosworth Local Plan consists of:
 - Core Strategy (2009)
 - Hinckley Town Centre Area Action Plan (2011)
 - Earl Shilton and Barwell Area Action Plan (2014) and
 - Site Allocations and Development Management Policies (2016).
- 2.2 There are also a number of supporting Supplementary Planning Documents (SPDs) which provide further guidance on specific themes and policies. Development Plan Documents form part of the Statutory Local Plan, which will form the legal basis for all future planning decisions in the borough. Some of the DPDs and SPDs were produced under the previous Local Development Framework (LDF) system which advocated the production of a portfolio of individual planning policy documents.
- 2.3 Following changes to the planning over the past few years the LDF system has been superseded and national policy now advocates the production of a single Local Plan for an area with and any additional development plan documents prepared only where there is clear justification or where existing DPDs or 'saved' policies remain in force. The new Local Plan will eventually replace the current suite of adopted planning documents.

3. Local Development Documents

- 3.1 All documents which comprise or support the delivery of the Local Plan are Local Development Documents.

Development Plan Documents

- 3.2 Development Plan Documents (DPDs) detail the planning strategies for development within the borough. They set out policies and guidance for the use, protection and/or development of land and will normally include the allocation and designation of land for particular uses such as housing or play and open space. These must be in general conformity with government guidance, in particular the National Planning Policy Framework. DPDs carry the most weight for determining planning applications and form the 'Development Plan' for the borough in conjunction with any Neighbourhood Development Plans once made.

Neighbourhood Development Plan

- 3.3 Neighbourhood Development Plans (NDP) are community-led plans for guiding the future development and growth of a local area. They were introduced by the Localism Act (2011) and although not compulsory, once they are duly prepared and legally come into force they become a statutory document that forms part of the development plan. An NDP can be used to set a shared vision for an area, shape and direct sustainable development and set policies to aid determination of planning applications. They must be in general conformity with the strategic policies of the Local Plan and are prepared to a timescale that is set by the Parish, Town Council or Neighbourhood Forum that is producing it. As local planning authorities are not responsible for the preparation or timetabling of any NDPs that are proposed, they are not detailed in this LDS.
- 3.4 A number of parishes have or are in the process of producing Neighbourhood Plans. The Council provides officer support and advice in preparing these plans. More information about Neighbourhood Planning can be found on the borough council's web site.

Supplementary Planning Documents

- 3.5 Supplementary Planning Documents (SPDs) are documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but do not form part of the development plan.

Statement of Community Involvement

- 3.6 This Statement of Community Involvement (SCI) document sets out the standards to which the Local Planning Authority (LPA) will engage and consult the public and other stakeholders during the production of the Local Plan and when dealing with planning applications.

Authority Monitoring Report

- 3.7 The council is required to monitor annually how effective its policies and proposals are. An Authority Monitoring Report (AMR) will be published by the council each year to inform LDS reviews and will be made available for public inspection.
- 3.8 As part of the monitoring process, the council will assess:
- Whether it is meeting, or is on target to meet, the milestones set out in the LDS and, if not, the reasons why
 - What impact Local Development Documents are having on other national and locally set targets
 - Whether any policies need to be reviewed or replaced to meet sustainable development objectives
 - What action needs to be taken if policies need to be replaced
- 3.9 As a result of monitoring, the council will consider what changes, if any, need to be made. If changes are appropriate, these will be brought forward through the review of the LDS.

4. Other Key Plans and Strategies

Leicester and Leicestershire Strategic Growth Plan

- 4.1 Hinckley and Bosworth is part of the defined wider housing market for Leicestershire. Currently the nine local authorities in Leicester and Leicestershire and the Local Enterprise Partnership are working together to determine the future need for homes and jobs and agree how these should be distributed across Leicester and Leicestershire districts. A Strategic Growth Plan is being jointly prepared to demonstrate these needs and detail how jobs and homes can be planned for in a coordinated way through local plans. There are three distinct phases to development of the Strategic Growth Plan, these being:
- Strategic Growth Statement – Summer 2016
 - Draft Strategic Growth Plan – Summer 2017
 - Final Strategic Growth Plan – Autumn 2017
- 4.2 The Strategic Growth Plan is a positive response to the Duty to Cooperate requirement introduced by the Localism Act 2011. The broader strategy and jobs and homes figures contained in the Strategic

Growth Plan and its timetable for production will directly influence development of the next Hinckley and Bosworth Local Plan. Therefore, the relationship between work on the Strategic Growth Plan and preparation of the Local Plan is an important one and is recognised in the risk considerations in Section 7.

Minerals and Waste Local Plans

- 4.3 Leicestershire County Council is responsible for preparing Minerals and Waste Local Plans and determining planning applications for minerals and waste uses across Leicestershire. The current planning framework comprises the Waste Core Strategy and Development Control Policies and Minerals Core Strategy and Development Control Policies DPDs (adopted 2009) and some 'saved' policies from the Waste Local Plan (adopted 2002). The County Council consulted upon the scope of the new Minerals and Waste Local Plan in November 2013 – January 2014.

Local Transport Plan

- 4.4 Leicestershire County Council, as the highways authority is responsible for preparing the Local Transport Plan (LTP). LTP 3 was published in 2011 and sets out the highways authority will seek to ensure that transport continues to play its important role in helping Leicestershire to continue to be a prosperous, safe and attractive County.
- 4.5 A number of other important Borough Council, County Council and external strategies and evidence base documents are also taken into account when preparing DPDs and SPDs. The documents are considered during the scoping of a DPD/SPD and throughout the Sustainability Appraisal process.

5. Programme of work 2016 – 2019

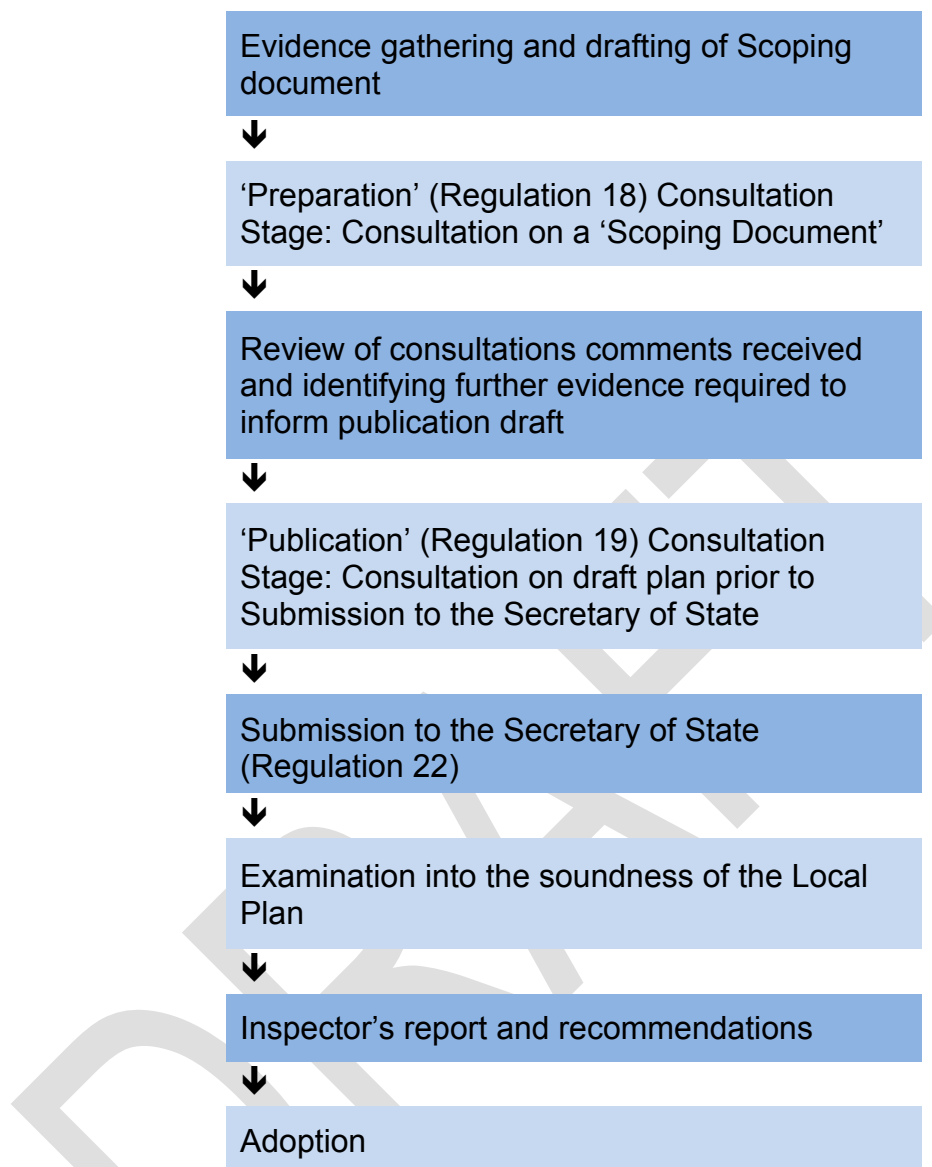
- 5.1 The council's priority over the above three year period is to prepare and submit for examination a single Local Plan.
- 5.2 The Local Plan will use the existing suite of adopted development plan documents as the baseline strategy and vision for Hinckley and Bosworth to 2036 and will compile new, up to date robust evidence and undertake wide ranging consultation to review these documents to check they are still appropriate and meet current government policy and guidance. Existing commitments for housing, employment and other land uses will be taken into account and the new plan will also identify further sites in the borough to meet identified needs of its communities. The Local Plan will also include specific policies to aid the determination of planning applications for the development of land and buildings as well as an updated proposals map. The new Local Plan on its adoption will supersede documents and policies which currently make up the local development plan.

- 5.3 As with past individual development plan documents, the new Local Plan will be produced in stages with several opportunities for the public and other interested parties to participate in the decision-making process on a wide range of planning issues. In concert with this, the council will continue to engage with specific prescribed bodies such as national agencies, service providers and neighbouring local authorities in line with the Duty to Cooperate requirements.
- 5.4 Although legislation no longer requires council's to undertake three formal stages of public consultation on the preparation of a Local Plan, it is still felt that this approach presents the most appropriate method of undertaking effective engagement. Section eight contains a detailed preparation profile but the key milestones for the Local Plan are as follows:

Stage	Target date
Regulation 18 public consultation on the scope, key issues and options of the Local Plan	January – February 2017
Draft Plan public consultation	August to September 2017
Proposed pre-submission document public consultation	March – April 2018
Submission to the Secretary of State for Independent Examination	July 2018
Examination hearings	November 2018
Adoption by Full Council	April 2019

- 5.5 The timetable for production could change during preparation of the Local Plan. Where this occurs this would necessitate an update to the LDS.
- 5.6 Full details in relation to the regulatory and consultation requirements for production of a Local Plan can be found in the Town and Country Planning (Local Planning) (England) Regulations 2012. However for information the process of producing DPDs is summarised in Figure 1 below:

Figure 1: Stages for Preparing a Development Plan Document



- 6.1 The LDS programme for the preparation of the Local Plan is provided in Appendix 1. It identifies the delivery of the Local Plan as the priority along with potential Supplementary Planning Documents considered necessary to amplify local planning policy.
- 6.2 The Local Plan (2016 – 2036) for the borough will therefore comprise of the following:
- **The Local Plan Development Plan Document** provides the strategic policies in order to deliver the vision for Hinckley and Bosworth borough up to 2036. It will take account of the Strategic Growth Plan for Leicester and Leicestershire and will include the identification of sites to meet any recognised development needs as well as land use designations and policies by which to determine planning applications. The Local Plan will eventually replace the current suite of adopted Development Plan Documents.
 - **Infrastructure Planning and Developer Contributions SPD** will set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development. This SPD will include, but will not be limited to:
 - Transport
 - Affordable Housing
 - Education
 - Health
 - Play and Open Space
 - Sport and Recreation
 - Waste Management
 - Library Services
 - Emergency Services
 - Utilities
 - Telecommunications
 - Public realm

The document will supersede the following Supplementary Planning Documents:

- Play and Open Space Developer Contributions SPD (2008)
 - Affordable Housing SPD (2011)
- **Design Supplementary Planning Document (SPD)** will provide a guide for the future development of the towns, villages and wider rural areas in Hinckley and Bosworth Borough. The intention is not

to make the prescriptive in terms of requirements or standards, rather it will seek to encourage developers and designers to think about the context of the site and how a development might contribute to and enhance an area. Potentially the SPD may include urban design principles and the planning context for enriching the public realm, particularly where there are heritage considerations, with any resultant contributions requirement contained in the comprehensive Infrastructure Planning and Developer Contributions SPD. The aim is to ensure high quality development throughout the district regardless of scale or location. National guidance and good practice from other sources will be signposted alongside more detailed local guidance specific to particular areas that can respond to rather than detract from local character enhance.

- 6.3 The Hinckley and Bosworth Policies Map (including inset plans) will be updated to illustrate Development Plan Documents as they are adopted.

Changes to the LDS Programme since 2015

- 6.4 A number of changes have been made to the LDS programme from 2015, accommodating the council's approach to preparing and reviewing its Local Plan and a review of the Supplementary Planning Documents. The most significant changes are summarised below and set out in Table 1.
- 6.5 **The Site Allocations and Development Management Policies DPD** Following the hearing sessions held in September and October 2015 and the Main Modifications consultation earlier this year, the council received the Inspector's Report in May 2016. The final Site allocations and Development Management Policies DPD was considered and adopted by Full Council in July 2016. The Site Allocations and Development Management Policies DPD now forms part of Hinckley and Bosworth Borough's Local Plan.
- 6.6 **The Gypsy and Traveller Allocations DPD** was programmed to begin in September 2015, with an initial consultation on a scoping document in early 2016. Due to changes to the definition of gypsies and travellers by Central Government, significant changes are needed to the Borough Council's evidence to support the development of this document. The timescales have therefore not been met and due to the slippage, it is considered appropriate to include allocations for gypsy and traveller provision in the Local Plan review where relevant.
- 6.8 The Hinckley and Bosworth **Local Plan Review** was originally programmed to commence in December 2014. Work on the evidence base to inform the plan was started in the form of a Strategic Housing Market Assessment which was completed in June 2014. Significant work was not started on the Local Plan in December 2014 as planned as it was decided to focus resources on the completion of the Site Allocations and Development Management Policies DPD as a further

round of consultation was required on the document prior to submission, which was not foreseen when the 2013 timetable was compiled. Now that the Site Allocations and Development Management Policies DPD has been completed and adopted, the LDS is being reviewed in order to refresh the programming of the preparation of a single Local Plan.

DRAFT

7 MANAGEMENT OF DEVELOPMENT PLAN PREPARATION

Project Management and Resources

- 7.1 The Planning Policy Team is responsible for preparing the Local Plan and coordinating work required to support the delivery of the documents set out in this LDS on a day to day basis. The council will work closely with colleagues from other Service Areas and external agencies to prepare evidence base documents and inform policies in the Local Plan.
- 7.2 Consultants will be engaged on specific projects to provide technical expertise or where there is a need for independent advice. Some work will be undertaken in conjunction with Leicestershire County Council particularly to identify infrastructure and highways requirements and where opportunities arise with other districts to avoid duplication of effort across the county such as the preparation of; Strategic Housing Market Assessment or Strategic Flood Risk Assessment.
- 7.3 The council makes annual contributions from its revenue budget to an earmarked reserve to fund the plan preparation process. The Development Services department has a business plan which provides a framework for project delivery and this plan is reviewed annually.
- 7.4 Resource and financial implications have been considered through the preparation of this LDS. The Planning Policy Team, at its current staffing levels will be able to sufficiently resource the preparation of the Local Plan Review. Furthermore the council could continue to explore appropriate opportunities for joint working with neighbouring authorities.
- 7.5 The profiles in Section 4 identify management responsibilities for each area of work.
- 7.6 Regular meetings are held between the Chief Planning and Development Officer and the Planning Policy Manager to ensure lines of communication are working and to review progress of plan preparation.
- 7.7 Progress on the LDS programme and the preparation of the Local Plan will be reported at various Senior Management and Member briefings as and when considered necessary. Furthermore, DPDs are subject to consideration and approval through the relevant committee process prior to consultation at each stage. The levels of political responsibility include the following:

- Consideration at the Planning Policy Member Working Party as and when required throughout the preparation of DPDs and SPDs, including evidence base documents.
- Council Resolution required for consultation, submission and adoption stages

Risk Assessment

7.8 In preparing the LDS a risk assessment has been carried out to identify key factors that could impact on the ability of the council to deliver the Local Plan in line with the specified programme. The key risks and mitigation measures include:

Identified Risk	Level of Risk	Potential Mitigation
Staff resources	Medium/High	<p>Consider options for increasing capacity/resources, including filling vacant posts and/or recruiting temporary staff.</p> <p>Look at joint working arrangements with other local authorities and other agencies.</p> <p>Review timescales where capacity issues arise.</p>
Changes to national policy and/or legislation	Medium/High	<p>Keep up to date with national policy and/or legislative change.</p> <p>Make appropriate changes to emerging plans and policies as necessary and undertake further evidence gathering and consultation where required.</p> <p>Review timescales where necessary.</p>
Lack of capacity/resources within external organisations	Medium	<p>Early and ongoing engagement with key organisations will help to identify capacity</p>

including the Planning Inspectorate		<p>issues should they seem likely.</p> <p>Enter into a Service Level Agreement with the Planning Inspectorate.</p> <p>Review timescales where necessary.</p>
Political issues	Low/Medium	<p>Have in place robust political management arrangements.</p> <p>Early and ongoing dialogue with Members, particularly at key stages of the plan preparation.</p>
Financial considerations	Low - High	<p>Continue to make annual contributions to Local Plan preparation reserve.</p> <p>Keep the Development Services department business plan up to date.</p>
Slippage in strategic evidence gathering/planning timetable or other Duty to Cooperate matters	Medium/High	<p>Continued representation and engagement in strategic work will ensure any slippage is identified early.</p> <p>Review timescales where necessary.</p>
Legal compliance and soundness tests not met at examination or post examination legal challenge	High	<p>Ensure legal and procedural requirements as set out in the relevant regulations have been met.</p> <p>Seek appropriate legal advice as necessary.</p>

8 LOCAL DEVELOPMENT DOCUMENT PROFILES

8.1 Local Plan Development Plan Document

OVERVIEW	
Role and subject	The Local Plan will set out the overall development strategy for Hinckley and Bosworth Borough for the period up to 2036. It will include strategic policies and allocate sites to meet identified development needs such as for homes, jobs retail, recreation/open space, nature conservation and other required land uses as identified by evidence. It will provided appropriate policies and guidance by which to determine planning applications for example design guidance, conservation and protection of natural resources.
Geographical coverage	Borough-wide
Document type	Development Plan Document
Chain of conformity	It must be in conformity with the National Planning Policy Framework and reflect the Leicester and Leicestershire Strategic Growth Plan
TIMETABLE	
Stage	Target date
Document preparation and stakeholder engagement	January to December 2016
Consultation on the Scope and Issues and Options	January – February 2017
Consideration of representations and Stakeholder discussions	March - July 2017
Public consultation on Draft Plan	August to September 2017
Pre-Submission Modifications public consultation	March – April 2018
Submission to Secretary of State	July 2018
Estimated programmed date for examination	November 2018
Programmed date for adoption	April 2019

ARRANGEMENTS FOR PRODUCTION	
Organisational lead	The Planning Policy Team
Management arrangements	The Planning Policy Team will co-ordinate and manage work on a day to day basis. Elected Members will be briefed at pertinent stages in order to inform recommendations to relevant meetings as appropriate.
External resources	Formal and informal consultation responses from external stakeholders and service and infrastructure providers. Consultants to assist with the preparation of evidence based documents and attendance at examination as required.
Stakeholder and community involvement	Stakeholder and community engagement and consultation will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The DPD will be subject to regular monitoring and review to test the effectiveness of the policies and delivery of site allocations and the findings reported on an annual basis through the Authority Monitoring Report.

4.5 **Infrastructure Planning and Developer Contributions
Supplementary Planning Document**

OVERVIEW	
Role and subject	The purpose of the SPD will be to set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Local Plan DPD.
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	The Planning Policy Team
Management arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	No external resources are required to prepare the SPD as it will be prepared internally. However external stakeholders will be contacted to gather the evidence to inform the contents of the SPD.
Stakeholder and community involvement	As described above the SPD will be compiled in conjunction with key stakeholders to inform the contents. A draft SPD will be subject to a formal consultation exercise in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

4.6 Design Supplementary Planning Document

OVERVIEW	
Role and subject	<p>The SPD will provide guidance for developers and designers where good design in context can contribute to and enhance areas in the borough, especially with regard to the public realm</p> <p>The SPD will supplement relevant policy within the Local Plan DPD.</p>
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Local Plan DPD.
ARRANGEMENTS FOR PRODUCTION	
Organisational lead	The Planning Policy Team
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External resources	None anticipated – SPD to be prepared internally
Stakeholder and community involvement	A draft SPD will be subject to a formal consultation exercise in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

This page is intentionally left blank

Year	2016												2017												2018												2019											
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Commencement of Document	■																																															
Evidence Base Gathering and drafting of Scoping	■	■	■	■	■	■	■	■	■	■	■	■			■	■																																
Consultation on Scoping Document																																																
Drafting of Publication Document																																																
Consultation on Draft Plan																																																
Drafting of Publication Document																																																
Publication Consultation																																																
Date for submission to Secretary of State																																																
Pre-examination Meeting																																																
Commencement of Hearing/Examination																																																
Proposed Date for Adoption																																																

This page is intentionally left blank



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny	11 August 2016
Executive	24 August 2016

WARDS AFFECTED: ALL WARDS

ENVIRONMENTAL IMPROVEMENT PROGRAMME FOR 2016/17

Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

1.1 This report outlines the Environmental Improvement Programme for 2016/17.

2. RECOMMENDATION

2.1 That Executive Briefing agrees the enhancement schemes (Appendix 1) to be implemented in the financial year 2016/17 as the Environmental Improvement Programme.

3. BACKGROUND TO THE REPORT

BOROUGH IMPROVEMENT PROGRAMME 2016/17

3.1 If partners agree to make financial contributions towards projects, as anticipated, it will be possible to finance the 15 schemes identified in Appendix 1. The 15 schemes have an overall estimated cost of £96,864, with a gross cost to Hinckley and Bosworth Borough Council of £44,136.50. After taking account external contributions the net cost to this Authority will be £34,611.50.

3.2 This year's programme aims to continue the practice to implement schemes identified in the Authority's Conservation Area Management Plan Reviews and provide a good distribution of projects throughout the borough, both in the urban and rural areas.

3.3 Appendix 2 outlines the progress made on the projects included in the 2015/16 programme.

GUIDELINES FOR PRIORITISING SCHEMES

- 3.4 The agreed guidelines approved by members for prioritising schemes are set out below:
- (a) Implement schemes identified in the Authority's Conservation Area Management Plan Reviews,
 - (b) Schemes that generate significant amounts of external funding, or be supported by partnerships involving private sector funding,
 - (c) Complete or complement schemes undertaken in previous years' programmes
 - (d) Contribute to the Strategic objectives of the Local Authority to provide an attractive environment.
 - (e) Be implemented on publicly-owned or private accessible land
 - (f) Be in areas which have not yet benefited significantly in previous years' programmes
 - (g) Voluntary organisations are given priority for undertaking appropriate projects providing the work meets the selection guidelines outlined in sub paragraphs (a) to (f).

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

- 4.1 This report is to be taken in open session.

5. FINANCIAL IMPLICATIONS [IB]

- 5.1 Details of schemes and associated costs and income are attached in Appendix 1. The estimated cost for 2015/16 schemes is £44,136.50. The estimated income is £9,525. The net cost is therefore estimated to be £34,611.50. This compares to an approved expenditure budget of £50,000 and an income budget of £15,000 a net budget of £35,000.

6. LEGAL IMPLICATIONS [MR]

- 6.1 The Council has power under the Local Government Act 2000 to promote or improve the environmental well being of its area.

7. CORPORATE PLAN IMPLICATIONS

- 7.1 This report contributes to the following Strategic Aims of the Council;

Strategic Aim - Creating a vibrant place to work and live

Strategic Aim – Empowering communities

8. CONSULTATION

8.1 Consultations will take place on each project on an individual officer basis with parish councils and other interested parties.

9. RISK IMPLICATIONS

9.1 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 identified		

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 Projects put forward in the Environmental Improvement Programme are generally spread over the whole of the Borough and includes the rural area.

11. CORPORATE IMPLICATIONS

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

- Community Safety implications- Yes, Improving lighting and the environment will contribute reducing the fear of crime and disorder
- Environmental implications– Yes, Protecting and enhancing the Borough’s Heritage
- ICT implications– None directly arising from this report
- Asset Management implications– None directly arising from this report
- Procurement implications– None directly arising from this report
- Human Resources implications– None directly arising from this report
- Planning implications– Permissions sought where required
- Data Protection implications– None directly arising from this report
- Voluntary Sector– Conservation volunteers used where appropriate on different schemes.

Background papers: None

Contact Officer: Daniel Britton, ext. 5872

Executive Member: Councillor M Surtees

This page is intentionally left blank

Appendix 1 - 2016/17 Environmental Improvement Programme

Location Ward/Parish	Scheme	Remarks	Gross Cost to HBBC	Contributions	Net Cost to HBBC	Estimated Cost of Project
Boroughwide Project	Financial contributions for the Borough's conservation areas towards the rebuilding/provision of new stone walls/iron railings, the re-roofing of properties with traditional materials and the reinstatement of chimney stacks and pots.	This project is proving very successful in helping to retain / provide traditional features in the Borough's conservation areas.	£12,000.00	£6,000.00	£6,000.00	£12,000.00
Hinckley	Hinckley Museum Information Board	Hinckley Museum propose to install a new notice board outside the museum.	£627.50	£0.00	£627.50	£1,255.00
Higham on the Hill	Fisher Family Grave Restoration	The Parish Council have prepared a £20k Heritage Lottery Fund application to restore the Fisher Family Grave. The Parish have requested the Council to pay for the faculty approval.	£185.00	£0.00	£185.00	£20,405.00
Markfield	Installation of Planters	The Parish Council plan to install two planters along Main Street junction with Uplands Drive.	£1,050.00	£0.00	£1,050.00	£2,100.00
Barwell	Removal of Clutter	Parish Council are planning a project to remove unnecessary clutter in the Barwell conservation area.	£500.00	£0.00	£500.00	£1,000.00
Sibson	Installation of Two Heritage Street Lights	Replace two existing street lights in the conservation area with heritage lights.	£6,800.00	£2,000.00	£4,800.00	£6,800.00
Ashby Canal	Repairs to Bridge 41 and 56	Contributions towards the materials to works towards northern parapet works to Bridge 41 and replacing missing copings to Bridge 65, Timms Bridge.	£7,000.00	£0.00	£7,000.00	£20,000.00
Stoke Golding	Crown Hill Information Board	This is a project working with Leicestershire County Council and Stoke Golding Heritage Group to install an information board to provide an interpretation of the events on Crown Hill during the Battle of Bosworth	£2,000.00	£0.00	£2,000.00	£2,000.00
Market Bosworth	Davey Graham Plaque	This project includes the installation of Blue Plaque at Bosworth Hall Hotel in recognition of Davey Graham an influential musician.	£230.00	£0.00	£230.00	£230.00
Groby	Allotments Wall Restoration	The Parish Council have carried out a structural survey on the wall surround the allotments in the conservation area and requested a contribution towards the required repair.	£5,000.00	£0.00	£5,000.00	£10,000.00
Desford	Planting Infrastructure	Desford Parish Council have applied for funding for planting infrastructure in the Conservation area in preparation for Desford in Bloom.	£1,194.00	£0.00	£1,194.00	£9,024.00
Burbage	The Horsepool and footpath	The Parish Council are planning works to re-landscape The Horsepool and repairs to a footpath in the conservation area.	£2,000.00	£0.00	£2,000.00	£4,000.00
Earl Shilton	Earl Shilton Town Trail	The Parish Council are planning an Earl Shilton Town Trail information board and Earl Shilton heritage interpretation banner arms.	£1,500.00	£0.00	£1,500.00	£3,000.00

Stoke Golding	Gravestone repairs	The Parish Council are in the process of identifying gravestones in Hinckley Road Cemetery requiring repair.	£1,000.00	£0.00	£1,000.00	£2,000.00
Nailstone	Heritage Street Nameplates	In the recently designated conservation area working with the Parish Council to install heritage street nameplates throughout the conservation area.	£3,050.00	£1,525.00	£1,525.00	£3,050.00
Total Expenditure			£44,136.50	£9,525.00	£34,611.50	£96,864.00

Appendix 2 - End of year progress report on the Environmental Improvement Programme 2015-16			
Location	Scheme	Remarks	Status
Boroughwide Project	Financial contributions for the Borough's conservation areas towards the rebuilding/provision of new stone walls/iron railings, the re-roofing of properties with traditional materials and the reinstatement of chimney stacks and pots.	This project provided a contribution towards rebuilding Park House garden wall in Stoke Golding.	Project Completed
Market Bosworth	Contribution towards Churchill's Memorial	This is a project working with Churchills and the Market Bosworth Society erected a memorial to Group Captain W Churchill DSO DFC and to the work carried out by the employees of Churchill Components during 1941-1945.	Project Completed
Earl Shilton	Contribution towards a blue plaque	This project working with Earl Shilton to Waterloo Historical Group placed a plaque in recognition of three men who fought at the Battle of Waterloo.	Project Completed
Nailstone	Installation of conservation area plaques	This project installed four new conservation area plaques to mark the new Nailstone conservation area.	Project Completed
Stoke Golding	Financial contributions to rebuild a 2nd World War observation post	This project involved a contribution towards materials towards a larger scheme.	Project Completed
St Peter's Church Shackerstone	Re-building/ repairs to churchyard wall	This project involved a contribution towards repairs to the churchyard wall.	Project Completed
Market Bosworth	Refurbishment of Battle of Bosworth litter bins and repairs to benches.	This project involved a contribution to the Parish Council towards the refurbishment of Battle of Bosworth litter bins, repainting of benches and a refurbishment of a noticeboard.	Project Completed
St Catherine's Churchyard, Burbage	Works to headstone	This project involved a contribution towards the restoration of headstones.	Project Completed
Witherley	Church yard project	This project involved repairs to St Peters churchyard path.	Project Completed

Markfield	Village trail information board	This project involved a contribution towards an information board relating to the village plaque scheme.	Project Completed
Queens Park, Hinckley	Heritage lighting	This project involved a contribution towards 8 heritage lights in Queens Park.	Project Completed
Sutton Cheney and Dadlington	Installation of heritage nameplates	This project involved the installation of heritage nameplates in Dadlington and Sutton Cheney.	Project Completed
Ashby Canal	Repairs to bridge 26 and 41	This project involved a contribution towards materials for repairs to bridge 26, Foxwells Bridge and the southern parapet bridge 41, Jacksons Bridge working with the Canal & River Trust.	Project Completed
Ratby	Installation of Heritage plaques	This project involved installation of two Ratby information plaques; Site of Former Framework Knitters Workshop and Site of Blacksmith's Smithy.	Project Completed



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION 11 AUGUST 2016
EXECUTIVE 24 AUGUST 2016

WARDS AFFECTED: ALL WARDS

Charge for Garden Waste collection service 2017 and 2018

Report of Deputy Chief Executive (Community Direction)

1. PURPOSE OF REPORT

1.1 To seek Executive approval to set the charge for the garden waste service for 2017/18 and in part for 2018/19.

2. RECOMMENDATION

2.1 That Executive approves the charge for the garden waste service for 2017/18 at £24.

2.2 That Executive approves the charge for those paying for the garden waste service by direct debit at £24 for 2018/19.

3. BACKGROUND TO THE REPORT

3.1 The garden waste collection charge was introduced for all collections from April 2016. The charge was £24 for the period 1 April 2016 to 31 March 2017, and over 58% of households are participating in the service.

3.2 To facilitate early collection of payments for 2017 / 2018, and to encourage customers to set up direct debits to pay for this service (thus reducing the call volumes, improving customer service, and in the longer term reducing the cost of collecting payments) the charge for 2017 /18 needs to be agreed ahead of the annual Council agreement of fees and charges in February 2017.

3.3 It is recommended that the following charges are agreed:-

- For collections 1 April 2017 – 31 March 2018 : £24
- For direct debit customers a guaranteed price of £24 for the period 1 April 2018 – 31 March 2019.

3.4 Executive is being asked to agree this change at this time in order that these charges can be promoted through the Borough Bulletin in the September and December

editions to encourage residents to sign up by direct debit. Early adopters of DD will be entered into a draw and 50 will receive their stickers for 2017-18 free of charge.

3.5 A full report on the garden waste collection charge is being prepared and will be reported as follows:-

- Scrutiny commission 6 October 2016
- Executive 19 October 2016

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

4.1 This report will be heard in open session

5. FINANCIAL IMPLICATIONS (CS)

5.1 As at the end of June 2016 the total income received for garden waste collections was £670,571 against a budget for the year of £465,753. This equates to additional income to date of £204,818. Income is still being received on a daily basis and £693,000 is forecast for the 2016/17 financial year

5.2 For 2016/17, total costs of £200,154 are forecast against a budget of £203,603. This is made up of one off costs of £35,000 required for the collection of old bins from residents plus on going costs of £165,154. The table below summarises the budgeted and forecast position for the current year and for 2017/18:

	2016/17 Budget	2016/17 Forecast	2017/18 Forecast	2017/18 MTFS Forecast
Expenditure				
Ongoing Expenditure	168,603	165,154	105,000	70,555
Year 1 One Off Costs	35,000	35,000	0	0
Total Expenditure	203,603	200,154	105,000	70,555
Income	(465,753)	(693,000)	(693,000)	(485,160)
Net	(262,150)	(492,846)	(588,000)	(414,605)

5.3 Current Year 2016/17

In 2016/17, due to an increased level of demand from take up being 58 percent instead of the budgeted 40 percent variable costs have also increased. However one-off costs have reduced. This is due to a lower than anticipated costs of collecting unused bins.

5.4 Additionally, in line with previous years, there is also a separate budget for income received from a second bin charge. The budget for this £18,000 and the forecast income is £20,500.

Year 2017/18

For 2017/18 and 2018/19 income and expenditure assumptions have been based on the 2016/17 estimated take up of 58 per cent. For 2017/18 anticipated costs will reduce due to fewer queries and a reduction in postage costs. For any additional

income received in 2016/17, the 2017/18 budget will be increased as part of the budget setting process in February 2017.

For 2017/18, compared to the MTFs forecast after allowing for additional costs and income, net additional income of £163,395 is currently forecast.

6. LEGAL IMPLICATIONS (AR)

6.1 The Council has a statutory authority whereby it is able to charge for the collection of garden waste. This is set out within Schedule 1, Paragraph 4 (8) of the The Controlled Waste (England and Wales) Regulations 2012, made under the Environmental Protection Act 1990.

6.2 The Council is also required to have due regard to the provisions of Section 149 of the Equalities Act 2010 and the proposals set out within this report do not contravene the Council's Public Sector Equality Duty.

7. CORPORATE PLAN IMPLICATIONS

7.1 The garden waste collection service contributes to the corporate aim of reducing our impact on the environment, as this waste is then composted / recycled.

8. CONSULTATION

8.1 Consultation was undertaken during autumn 2015 which informed the decision to introduce this charge in 2016/17.

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
High call volumes during March and April resulting in poor customer service. Increased direct debit participation will reduce demand, and early promotion of charge will spread the calls over a longer period.	Promotion of agreed charge in the Borough Bulletin, by email and on line. Agreement of charge for 2 years will increase certainty for those signing up for direct debit.	Caroline Roffey

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 All residents are able to participate in this service. No discounts or exceptions are applied as this service is discretionary. Providing this service enables residents to recycle their waste which contributes to HBBC, UK and EU environmental targets.

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

Background papers: None

Contact Officer: Caroline Roffey x5782

Executive Member: Councillor Mark Nickerson (Neighbourhood Services)



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION	11 August 2016
COUNCIL	6 September 2016

WARDS AFFECTED: ALL

EXTENDING FUNDING AND RELATED SUPPORT TO PARISHES AND COMMUNITIES

Report of Chief Executive

1. PURPOSE OF REPORT

- 1.1 To seek Council approval for revisions to the Parish and Communities Initiative Fund and an additional fund – a Strategic Regeneration Support Fund – to be available for larger parishes.

2. RECOMMENDATION

2.1 That the Council:

- i. Approve the revised criteria and arrangements for the Parish and Communities Initiative Fund (PCIF) – as set out in Appendix A.
- ii. Approve the details for the additional Developing Communities Fund (DCF), available for Parishes whose precept is above £85,000pa – as set out in Appendix B.
- iii. Endorse and engage in the encouragement to Parishes and communities to bring forward Neighbourhood Development Plans and associated outline applications for Developing Communities funding by 9 December 2016, where possible.
- iv. Approve the establishment of a Neighbourhood Planning Support Officer – as set out in Appendix D – should the thresholds in 3.7 be met..

3. BACKGROUND TO THE REPORT

- 3.1 This Council has a longstanding commitment to rural support, via the Parish and Community Initiative Fund (PCIF). From its inception at £80k p.a. (2005), through to a speedy expansion to £100k p.a. to its current level of £125k p.a. (from April 2016), it has supported 223 projects in villages and rural communities. During 2016/17 the total committed spend since the inception of the scheme will reach £1m. It has been a considerable success! Nevertheless, it is important to ensure that Parishes and communities, particularly the smaller ones, gain the maximum benefits from access to and use of this fund. Consequently, a number of small changes are proposed to

the criteria controlling access to this fund. These are set out in Appendix A. The overall fund will remain at £125,000pa.

- 3.2 Whilst the PCIF has been very useful for smaller projects, it may not be as useful for larger Parishes and communities, mainly because of the limits on what can be funded and the level of that funding. It is arguable that a separate fund would be more appropriate for those ‘larger’ parishes, where there is considerable potential/actual population and employment growth. The purpose would be to support facilities which S106 contributions cannot support, either because of the limits of that scheme and/or the funding available from developers. Proposals for this new fund are attached at Appendix B.
- 3.3 In summary, therefore, it is proposed that there be two distinct funding schemes, complementing, rather than competing with, each other:
- The Parish and Community Initiative Fund (PCIF) – revised, as set out in Appendix A, and available to all Parishes.
 - A Developing Communities Fund (DCF) - as set out in Appendix B, and available to those parishes whose annual precept is above £85,000
- 3.4 There has been discussion also in recent weeks about the potential for more Parishes to research and prepare Neighbourhood Development Plans, as evidence bases to ensure coordinated local responses to local development. These could be used in the same way to focus considerations and plans for community developments and inform any bids to any new source of Council funding.
- 3.5 There are a number of stages in the process of Neighbourhood Planning, introduced under the auspices of the Localism Act 2011. These, along with relevant funding streams, are set out in Appendix C. There are currently six Neighbourhood Plans at different stages in that process, all of which have passed through the ‘designation’ stage at least, but which are progressing at very different speeds: Market Bosworth, Burbage, West Clarendon (Hinckley), Desford, Sheepy and Stoke Golding. Consultation is underway on two others: Higham on the Hill and Newbold Verdon. There are 24 Parishes in the Borough, along with Hinckley town itself, which is unparished.
- 3.6 Whilst the Council does provide support to these initiatives from within existing resources, it is acknowledged that they would benefit from an increased commitment to Council support, not to prepare the plans (as these need to be driven by the Parish/Community itself), but to advise, guide and ‘signpost’ parishes and communities towards other sources of funding and information. There may be the potential also for project management advice. This will be highlighted further, should more communities be encouraged to produce neighbourhood Plans and as these, as well as the existing plans in the pipeline, move towards adoption. The parameters for a post of Neighbourhood Planning Support Officer are attached at Appendix D.
- 3.7 It is anticipated that, should an increase in interest be forthcoming, the following additional dedicated Neighbourhood Planning resource could be justified:

Number of Neighbourhood Plans	Potential Additional Resource
10-20 designated areas	1 dedicated Neighbourhood Planning Officer
20+ designated areas	2 dedicated Neighbourhood Planning Officers

- 3.8 At this stage, it is recommended that the Special Purposes Reserve, set up by the Council on 18 February 2016, be used as the base, from which funding can be allocated directly, or borrowing be supported, to facilitate suitable projects.
- 3.9 In order to test out and evaluate potential and actual interest in the DCF and the need for a Support post (initially time-limited), it is recommended that Members encourage interest in both Neighbourhood Development Plans and the new funding proposal, supported by a corporate encouragement to submit NDPs and outline funding bids to the Council by 9 December 2016 – a three month period having the potential to focus interest and development work.
- 3.10 The general principles behind these proposals have been discussed with the Chair of Scrutiny Commission and with the Cross Party Members' group prior to being put to the full Scrutiny Commission and to Council.

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

- 4.1 This report is to be considered in open session at all Committees/Council to which it is submitted.

5. FINANCIAL IMPLICATIONS [AW]

- 5.1 The Developing Communities Fund is a new initiative that is proposed to be funded from the Special Purposes Fund established when the current Medium Term Strategy was agreed by Council in February 2016. The forecast Special Purposes Fund (SPF) reserve for 2015/16 was £535,000 at that time. As at the end of June 2016 the forecast has increased to £700,000, mainly due to higher than forecast receipts from Garden Waste collection.
- 5.2 The DCF is a variable reserve as it is based on amounts being generated above the policy of retaining a 10% minimum working balances. Therefore, the forecast position will alter as the year progresses. Therefore caution should be exercised before the whole amount is committed.
- 5.3 This reserve can be used to support the Developing Communities Fund, without a requirement to take out loans. If further funding was required via long terms loans, care would need to be exercised that any such loans were affordable and could be accommodated within the current capital programme and known required loans for that purpose.

6. LEGAL IMPLICATIONS [AR]

- 6.1 The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the 'well being power' and seeks to promote or improve the economic, social, and environmental well being of the Council's area. The statutory power includes providing financial assistance to achieve this purpose.
- 6.2 In addition to the 'well being power' the Council is also able to utilise the General Power of Competence under the Localism Act 2011. This represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance to Parish Councils as set out within this report.

6.3 Appendix C of this report sets out the introduction of Neighbourhood Plans through the Localism Act 2011 and the process to be undertaken. The National Planning Practice Guidance issued by the Government sets out the role of the Council in Neighbourhood Planning. It draws attention to the statutory requirement contained within the Town and Country Planning Act 1990 to ‘provide advice or assistance to a parish council, neighbourhood forum or community organisation that is producing a neighbourhood plan’. It also states the Council should be ‘be proactive in providing information to communities about neighbourhood planning’.

6.3 The recommendations within this report will ensure that the Council is able to discharge its statutory obligations in accordance with guidance issued by the Government.

7. CORPORATE PLAN IMPLICATIONS

7.1 The proposals in this report will contribute to the corporate aim of ‘Empowering Communities’.

8. CONSULTATION

8.1 As stated in 3.10 above, the proposals have been discussed with the Leader of the Council, the Executive Members for Rural Communities and Tourism, Licensing and Environmental Services and for Town and Urban Communities, the Chair of Scrutiny Commission and the relevant senior Managers.

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 our Parishes and Communities do not secure community developments commensurate with the demands of increasing population and business presence.	Providing funding to enable Parishes and Communities to take opportunities to introduce/improve necessary infrastructure and facilities, not provided by S106 funding or other means.	Chief Executive

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The aim of these proposals is to set in place a range of funding opportunities, to enable more equitable funding allocations for those communities which are

expanding, so that necessary facilities can be provided, in conjunction with funding from other sources, to promote and support immediate and longer-term sustainability.

10.2 The proposals will not have any negative equality effects in relation to protected characteristics; indeed, by extending funding availability to rural areas, they should enhance support for those who have such characteristics.

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

Background papers: None

Contact Officer: Steve Atkinson 01455 255606

Executive Members: Councillors K Morrell and C Ladkin

This page is intentionally left blank

Parish and Community Initiative Fund (PCIF)

Summary of Proposed Changes in Criteria – July 2016

1. Maximum Fund to remain at £125,000 pa
2. Increase maximum allocation per parish to £12,000 (currently £10,000)
3. Increase maximum per project to £12,000 (currently £10,000)
4. Increase Borough Council contribution to 60% maximum (currently 50% maximum)
5. Car parks and boundary fences remain out of scope for funding, but applications will be considered if there are insufficient applications to fully allocate the fund i.e. if the fund is under subscribed.
6. Projects with 'limited access' will be eligible for up to 25% of project costs being funded (currently we only fund projects accessible during reasonable hours which are 9am – dusk). Priority will be given to applications which meet the 'reasonable hours' accessibility criteria.
7. Timetable for applications/decisions will remain as in previous years
8. General Promotion Points:-
 - Use face book / social media
 - Executive Lead Member to distribute 50 promotion packs personally
 - Fund to be promoted at Rural Conference
 - Plaques to be stopped – 100% of fund to be dedicated to projects
 - Mail to be sent to schools – but funding applications weighted to allow, only if residual funds remain
 - Millionth £ to be celebrated

This page is intentionally left blank

A Developing Communities Fund (DCF)

1. The DCF would be available to Parishes and Communities with annual precepts above £85,000 p.a. As at 2016/17 these are: Burbage, Barwell, Earl Shilton, Groby, Desford, Markfield, Bagworth and Ratby.
2. For any such scheme to be effective, it should;
 - be based on the PCIF principles
 - be affordable (see 4 below)
 - require a financial contribution from the Parish Council/community group of 25% of the total cost of the project - the contribution to be formed from all available/legitimate funding sources
 - be subject to a set of criteria which cover value for money and 'meeting strategic local need'
 - use a sound information/evidence base for the latter criteria, such as could be provided by Neighbourhood Development Plans.
3. The preparation and use of Neighbourhood Development Plans should be strongly encouraged on all the Parishes, as it will not only provide a sound evidence base for bids to the SRSF, but also a robust evidence base to respond to speculative development applications in the future. The Council could provide support via the establishment of a Parish Plans Support Officer, whose role could cover 'signposting', general advice and project guidance/consultancy support.
4. It is recommended that before any action is taken to create a fund, the 'larger' Parishes and their communities be asked the following:
 - In order to support increased development in your area (planned, in progress or anticipated), what facility/facilities would be required to provide necessary infrastructure beyond that available under Section 106 arrangements?
 - What capital funding would the Parish/Community be able to contribute on a shared 25:75 basis with the Borough Council?
 - Over what period would you envisage this funding being necessary? (The expectation would be that any funding provided be expended within three years).
5. In addition, it should be made clear to the relevant Parishes/Communities that joint bids would be considered, if it could be shown that they had broad support and applicability beyond a single area and have a clear link to any Parish Plans. It should be made clear also that feasibility studies would be considered for funding.
6. Should there be a 'flow' problem, with a number of projects queued for funding and delivery in a short timescale, this could be addressed by borrowing (which could be against other capital reserves, not necessarily from external sources) at 1:1 against future anticipated surpluses being utilised.

This page is intentionally left blank

Neighbourhood Planning – Purpose and Resources

The Stages of Neighbourhood Planning

- 3.1 Neighbourhood planning was introduced in the Localism Act 2011. It allows communities to shape new development by coming together to prepare neighbourhood plans which can then become part of the development plan for the area and be used when deciding planning applications in the neighbourhood area, as well as allocate land for development.
- 3.2 Preparation of a neighbourhood plan includes a number of formal stages required in legislation. A summary of the main stages in neighbourhood planning is below:

Step 1: Designating neighbourhood area and if appropriate neighbourhood forum

- The relevant body (parish / town council, prospective neighbourhood forum or community organisation) submits an application to the local planning authority to designate a neighbourhood area
- The local planning authority publicises and consults on the area application
- The local planning authority designates a neighbourhood area within the statutory timescales
- In an area without a town or parish council, a prospective neighbourhood forum submits an application to be the designated neighbourhood forum for a neighbourhood area
- The local planning authority publicises and consults on the forum application
- The local planning authority takes decision on whether to designate the neighbourhood forum

Step 2: Preparing a draft neighbourhood plan or order

The parish council or neighbourhood forum develops their proposals (advised or assisted by the local planning authority) by undertaking the following tasks:

- Gather baseline information and evidence
- Engage and consult those living and working in the neighbourhood area and those with an interest in or affected by the proposals (e.g. service providers)
- Talk to land owners and the development industry
- Identify and assess options
- Determine whether a plan is likely to have significant environmental effect
- Start to prepare proposals documents e.g. basic conditions statement

Step 3: Pre-submission publicity & consultation

The parish council or neighbourhood forum:

- Publicises the draft plan and invites representations
- Consults appropriate people and bodies
- Sends a copy of the draft plan to the local planning authority
- Considers consultation responses and amends plan if appropriate
- Prepares consultation statement and other proposal documents

Step 4: Submission of a neighbourhood plan or order proposal to the local planning authority

- The parish council or neighbourhood forum submits the plan proposals to the local planning authority
- The local planning authority checks that submitted proposal complies with all relevant legislation
- If the local planning authority finds that the plan or order meets the legal requirements it:
 - Publicises the proposal for minimum 6 weeks and invites representations
 - Notifies consultation bodies referred to in the consultation statement
 - Appoints an independent examiner (with the agreement of the qualifying body)

Step 5: Independent Examination

- A local planning authority sends the plan and any representations that have been made to the independent examiner
- The independent examiner undertakes examination
- The independent examiner issues a report to the local planning authority and qualifying body
- The local planning authority publishes report
- The local planning authority considers report and reaches own view on whether to send the plan to referendum

Steps 6 and 7: Referendum and making the neighbourhood plan or order (bringing it into force)

- The local planning authority publishes information statement
- The local planning authority publishes notice of referendum/s
- Polling takes place (in a business area an additional referendum is held)
- The result is declared
- Subject to the result, the local planning authority considers the plan in relation to EU obligations and convention rights

- If the plan is compatible with EU obligations and does not breach convention rights, the local planning authority makes the plan or order.

Existing Neighbourhood Plans in Hinckley and Bosworth

3.3 There are currently five areas that have been designated for the purposes of producing a neighbourhood plan and all are at different stages. The plans are:

a. Market Bosworth

- Identified by Central Government as a neighbourhood planning frontrunner.
- Designated as a Neighbourhood Area in February 2013
- Draft plan published for consultation in early 2015 and was deemed appropriate in an Examiners Report in February 2015
- A referendum on the making of the plan took place on 3 September 2015 and, following a majority 'yes' vote, the plan was made by the Borough Council on 4 September 2015

b. Burbage

- Area designated in February 2014
- Evidence gathering and public consultation work has been ongoing
- Draft NDP is due to be consulted upon soon

c. West Clarendon, Hinckley

- Forum and Area designated in May 2014
- Currently evidence gathering and undertaking public engagement

d. Desford

- Designated in September 2015
- Currently evidence gathering and undertaking public engagement

e. Sheepy

- Designated in October 2015
- Currently evidence gathering and undertaking public engagement

f. Stoke Golding

- Designated in June 2016
- Currently evidence gathering and undertaking public engagement

3.4 In addition to the designated areas mentioned above, the Borough Council has undertaken consultation on neighbourhood areas for both Higham on the Hill and Newbold Verdon parishes and it is anticipated that these will both be designated later in 2016. Interest in neighbourhood planning has also been expressed by multiple other communities although no formal application has yet been submitted.

Funding available for neighbourhood planning

- 3.5 Due to the resources required to take forward neighbourhood planning, financial assistance has been made available to both local planning authorities and parish councils / neighbourhood forums.
- 3.6 In order to meet the statutory duty to support, the Borough Council can apply for grant funding from Central Government. The details of this funding are as follows:

Revised claims criteria for 2016/17:

- For all areas: LPAs can claim £20,000 once they have set a date for a referendum following a successful examination.

Additional funding is available in certain areas:

- Area designation: LPAs can claim £5,000 for the first five neighbourhood areas designated. The limit of five areas applies to the total number of areas designated in the LPA (i.e. it includes areas designated in previous years). **HBBC has already designated five areas and therefore cannot claim for any additional area designations.**
 - Forum designation: LPAs can claim £5,000 for the first five neighbourhood forums they designate. The limit of five forums applies to the total number of areas designated in the LPA (i.e. it includes forums designated in previous years). **HBBC has only designated one Forum (West Clarendon) as the rest are being completed by parish councils.**
 - Business areas: LPAs can claim a further £10,000 once they have set a date for a referendum following a successful examination. **HBBC has no designated business areas.**
 - Neighbourhood development orders (NDOs) and community right to build orders (CRtBOs): LPAs can claim £20,000 in relation to NDOs and/or CRtBOs for each neighbourhood planning area per year. The claim can be made once the date for the referendum on the orders has been set. **HBBC has no NDOs or CRtBOs**
- 3.7 All groups writing a neighbourhood plan or neighbourhood development order are eligible to apply for up to £9,000 in grant. Groups facing a range of complex issues are able to apply for further support from the programme. This support can come in two forms:
1. Technical support provided by AECOM – there are a range of technical support packages that groups are able to apply for as and when they become needed.
 2. Groups are also be eligible to apply for a further grant of up to £6,000 giving a total grant ceiling of £15,000 in the period 2015-18.

Existing and potential resourcing arrangements

- 3.8 Currently, once the Borough Council receives a formal application for the designation of a neighbourhood area, a dedicated officer is assigned to liaise with those producing the plan to provide professional advice and assistance with the process. The officer will be a member of the Planning Department and will ensure that the Borough Council meets its statutory duty to support. It is important to note that the role of the local planning authority is to support communities who wish to produce a plan and not to take forward its production. The programme of the plan and desire to take it forward must be community led with appropriate levels of support provided.
- 3.9 The level of time and resource required to support communities in preparing their plans varies depending on the stage the plan is at and the existing level of expertise, funding and personnel available to the body producing the plan. Due to the fact that only one neighbourhood plan has been completed through to adoption, it is not possible to accurately predict the number of officer hours that each neighbourhood plan would take to support. It is a fact however that with an increase in the number of plans, additional officer time would be required to support them through the process.
- 3.10 Although it is considered that the current number of neighbourhood plans in production is manageable in terms of resources by the Planning Department, as these plans progress, or if more plans become designated, the amount of officer time required to work on plans will increase. Should a significant number of communities choose to produce neighbourhood plans over time, additional staffing resources, including the potential for a dedicated officer or officers, could be explored by the council.
- 3.10 Along with Hinckley town which is unparished, Hinckley and Bosworth Borough contains 24 parishes. As detailed above, the council has six designated Neighbourhood Areas, with other areas potentially being designated later in the year dependent on responses to consultation. If the rate at which interest in producing neighbourhood plans continues at the historic rate, with a small number of areas applying at a staggered rate, it is possible that the planning department could resource the support without additional officers being required. If however there is a sudden increase in the number of plans, this could place a significant strain on the ability of the planning department to support the plans or, alternatively, produce the Local Plan or contribute to strategic matters.
- 3.11 The Rural Communities Council can also provide a valuable resource for the production of neighbourhood plans, particularly in the provision of advice and support when engaging members of the public. The Borough Council has a longstanding service level agreement with the Rural Communities Council, of £8760.00 per annum, which equates to 30 hours of support per year to communities, currently targeted to support neighbourhood plans. During 2016/17, to date, resources have already been committed to support Desford and Sheepy. Additional support can be purchased from the Rural Communities Council.

This page is intentionally left blank



supporting people &
sustaining communities

Neighbourhood Planning – Support Offer

a. Consultation, Engagement, & Evidence Gathering:

Package of project management and support with consultation & engagement up to the production of a draft Neighbourhood Development Plan prior to pre-submission including:

Item	Detail	RCC Support
Open Meeting & Initial Consultation	Public Open Meeting held to raise awareness of and publicise the NDP project, including completion of consultation to ascertain key issues and priorities.	<p>Planning and preparation, independent facilitation, provision of presentation at the meeting, and preparation of report / meeting notes.</p> <p>Design and implementation of a consultation exercise to gather the key issues and priorities that the community would like exploring within the plan.</p>
Evidence Base Portfolio	Portfolio of existing evidence relevant to the NDP process.	Collation of evidence base and presentation in the form of an electronic portfolio.
Stakeholder Consultation	Identification and formal consultation with all relevant statutory consultation bodies.	<p>Identification of all statutory consultation bodies.</p> <p>Communication and consultation with statutory consultation bodies and key stakeholders including facilitation of 1 consultation workshop</p>
Community Questionnaire	<p>Questionnaire to ascertain preferred options and to explore local issues and priorities.</p> <p>Questionnaires can be made available online as well as in hard format.</p>	<p>Support with the design and development of a questionnaire.</p> <p>Preparation of form using SNAP including production of a PDF copy for printing and a version completion online.</p> <p>Download and collation of all questionnaires received online or via e-mail.</p> <p>Presentation of raw results in report format.</p>
Community Consultation Event	Event to present information related to the project, to engage residents in the mapping of local issues and priorities, and to pinpoint areas for development, improvement and protection. Event can include presentation and discussion of the results from all prior consultation.	<p>Provision of templates for publicity flyers, posters and circulation of press releases.</p> <p>Event planning, organisation, and preparation of display materials.</p> <p>Independent facilitation and officer support.</p> <p>Collation of results and preparation of report.</p>

Cost for support covered in section a (consultation, engagement & evidence gathering) - £5,600.00

b. Pre-Submission Consultation:

The RCC will support the completion of a 6-week Pre-Submission Consultation on the draft Neighbourhood Plan as required under Part 5, Section 14 of the Neighbourhood Planning (General) Regulations 2012.

Item	Detail	RCC Support
Statutory Bodies	Formal consultation with all relevant statutory consultation bodies.	Facilitation of formal consultation with statutory consultation bodies inviting representation on the Neighbourhood Plan.
Comments Form	Standard comments form to collect representations relating to the draft Neighbourhood Plan. Form can be made available for distribution in hard copy, via e-mail, or online.	Support with the design and development of a standard form. Preparation of form using SNAP including production of a PDF copy for printing and HTML version uploaded to and hosted on RCC website for completion online. Download and collation of all representation received online or via e-mail. Presentation of all representation received in report format.
Consultation Event	Public open event to display the draft Neighbourhood Plan and enable attendees to make representation via a standard comments form.	Event planning, organisation, and preparation of display materials. Independent facilitation and officer support. Collation of comments and preparation of report.

Cost for support covered in section b (pre-submission consultation) - £1,750.00

c. Consultation Statement:

RCC support with the production of a Neighbourhood Plan Consultation Statement to include:

Item / Detail
A. Required liaison with Parish Council / Neighbourhood Forum.
B. Collation of required information and data related to all public & stakeholder consultation and from the statutory 6-week pre-submission consultation period.
C. Production of draft document for review by Parish Council / Neighbourhood Forum.
D. Completion of amendments as required.
E. Finalisation and submission of document to Parish Council / Neighbourhood Forum.

Cost for support covered in section c (consultation statement) - £1,050.00



Hinckley & Bosworth
Borough Council

A Borough to be proud of

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission	11 August 2016
Council	6 September 2016

WARDS AFFECTED: ALL WARDS

EFFICIENCY PLAN

Report of Chief Executive

1. PURPOSE OF REPORT

- 1.1 To seek views of the Commission on the current draft of the Efficiency Plan, due to be submitted to Department for Communities and Local Government (DCLG) by 14 October 2016, following approval by Council on 6 September.

2. RECOMMENDATION

- 2.1 That Members of the Commission consider the current draft and suggest revisions and amendments, as appropriate, for final consideration by Council on 6 September.

3. BACKGROUND TO THE REPORT

- 3.1 On 10 March 2016, the then Secretary of State for Communities and Local Government invited all Councils in England to undertake a formal engagement with Government, in the form of an Efficiency Plan, which would secure a multi-year settlement for Revenue Support Grant (RSG). Whilst it is known that RSG is reducing (to nil) over the four year period of such an arrangement, an agreement would ensure a 'lock-in' of funding for those participating Councils; thus giving stability and security, at least on that funding stream.
- 3.2 The development of a robust Efficiency Plan will provide the opportunity for the Council to set a clear direction for that four year period, support our ability to strengthen our financial management and form the basis for improved collaborative working with local partners, whilst reforming the way local services are provided and funded.
- 3.3 The draft attached to this paper is the latest version of the Plan, the final version of which will be submitted to Council on 6 September. This version remains incomplete, as we are still expecting some more definitive national position on New Homes Bonus, which will inform and revise the current parameters in the Plan. More detail

on Business Rates will not be available prior to submission, as the consultation on the future arrangements are at a very early stage.

3.4 The document covers:

- Our Outcome Objectives
- Foundations already in place
- Future Challenges (as currently projected)
- Our Four-Year Plan
- How We Will Judge Success

3.5 Members of the Scrutiny Commission are invited to comment on the overall Plan and the details it contains, so that any agreed revisions can be incorporated into a final draft for Council to approve on 6 September, to allow for submission by the due date in October.

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

4.1 This report is to be taken in open session at the Scrutiny Commission and at Council.

5. FINANCIAL IMPLICATIONS [AW]

5.1 Financial implications are within the body of the efficiency plan. We need to agree an efficiency plan and submit it to The DCLG to secure the income streams set out in the Final local government finance settlement for 2016/17. Failure to agree an efficiency plan would mean being assessed for funding on an annual basis in future settlements, which in turn would increase the level of uncertainty in forecasting our future income streams.

6. LEGAL IMPLICATIONS [AR]

6.1 As set out in the introduction to the Efficiency Plan, the Council is responding to the Statutory Guidance on the Flexible use of capital Receipts, issued by the Secretary of State for Communities and Local Government in March 2016.

6.2 In accordance with s.15(1)(a) of the Local government Act 2003, the Council has a statutory obligation to have due regard to this guidance and the Efficiency Plan has been drawn up in accordance with this guidance.

7. CORPORATE PLAN IMPLICATIONS

7.1 The Efficiency Plan seeks to meet all the Council aims, but particularly that of 'Providing value for money and proactive services'

8. CONSULTATION

8.1 The draft has been submitted to Unison for their comments, which will be incorporated into the final submission to the Council.

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
Not securing agreement to a robust Efficiency Plan will leave the Council potentially vulnerable to funding reductions from RSG in the next three years.	Adopt the Efficiency Plan and submit to Government by the due date. Seek views from the Peer Challenge Team later in September on the robustness and clarity of the Plan.	Chief Executive

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 The Efficiency Plan includes references to: service integration, estate and land opportunities, service transformation, and management/operational efficiencies. Along with taking advantage of some opportunities for capital investment, these will secure sustainability for the future of the Council's activities across the Borough and across different communities of interest.
- 10.2 If the proposals relating to Funding for Parishes (elsewhere on this agenda) are supported by this Commission and approved by Council, they can be incorporated into the Plan and will extend the funding availability for more rural communities and their Parish Councils.

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

Background papers: None

Contact Officer: Steve Atkinson, Chief Executive: 01455 255606
 Executive Member: Councillor M Hall

This page is intentionally left blank



Hinckley & Bosworth
Borough Council

A Borough to be proud of

HINCKLEY AND BOSWORTH BOROUGH COUNCIL
EFFICIENCY PLAN - 2016/17 TO 2019/20

CONTENTS

1.	Introduction	1
1.1	Basis for Plan.....	1
1.2	Purpose of Plan	1
1.3	Outcome Objectives.....	1
2.	Foundations	2
2.1	Service Pressures/Efficiencies.....	2
2.2	On-going Work.....	2
3.	The Challenges	6
4.	Four-Year Plan	7
4.1	Revenue	7
4.2	Capital.....	11
5.	Summary	14
6.	Judging Success	14

Appendices	19
Appendix 1: Year 1-4	19
Appendix 2: Income changes (£s) over the period	20
Appendix 3: Efficiencies/Pressures (£s) over the period	21
Appendix 4: Position of Reserves to the end of the period	22

1. Introduction

1.1 This document responds to the invitation/offer from the Secretary of State of 10 March 2016 to engage with Government in arrangements which will secure a multi-year settlement for revenue Support Grant, thus supporting our ability to strengthen our financial management, whilst working collaboratively with local partners and reforming the way local services are provided.

1.2 Purpose

- To reduce our overall costs and to secure greater efficiency in our use of available resources, as well as maximising our income by providing value for money, by outlining how the Council intends to structure and manage its finances (revenue and capital) over the next four years. This will ensure that our resources fit with and support the delivery of the Council's objectives, taking into account known and projected local and national financial and demand circumstances.
- To respond to the expressed needs of local individuals, communities and businesses.

1.3 Outcome Objectives

The current corporate objectives of the Council are to:

- Create a Vibrant Place to Work and Live – Economic and Housing Growth
- Empower Communities – by acting on what they tell us
- Support individuals
- Provide Value for Money and Pro-active Services – Responding to identified local need

2. Foundations

2.1 Service Pressures/Efficiencies

Pressures and efficiencies had been identified in the MTFs (2016-20) and are being addressed already, as part of the operational response to that Strategy. The net position is an ongoing shortfall of c£300k pa over the term of the MTFs and this plan. This is covered currently by use of reserves. This plan will address how we will reduce (but will not remove) our reliance on reserves in the medium term and set in place effective plans to address the longer term shortfall in a more sustainable manner.

It should be noted that, in what follows, all figures are at current (June 2016) prices – additional costs from pay inflation, pay increments, pensions and NI costs are not included.

2.2 Ongoing Work

a) Strategic Partnership Activities

The Council has a strong and productive track record of engagement with our partners, both to secure better value for money and to extend its influence and support for areas vital to meeting community and business needs in a sustainable manner. The following examples are evidence of our current and ongoing activities. These are true partnerships, which produce results in terms of efficiency and effective delivery. We will use these and other partnerships, founded on our string 'partnership ethos', to deliver the four year plan, detailed later in this submission (Section 4).

* Town Centre Regeneration

The Council played a major part in the £60m+ commercial/leisure development in Hinckley town centre, contributing £4.5m to facilitate a cinema and café/restaurant complex, as part of the overall scheme. With those units now largely occupied, the next phase, on the northern edge of the town, is going through its initial development phase, to 'rebalance' the offer from the town. This has generated rental income to the Council which will help offset some of the pressures. The anticipated gross income stream is set out below:

	2016/17	2017/18	2018/19	2019/20
The Crescent	£374,941	£524,013	£524,013	£524,013
Leisure Centre income	£336,421	£408,367	£907,547	£1,015,747*

* The gross income continues at around this figure for the rest of the project.

* LLEGB/LLCA

The Council has worked with councils in the West Midlands at the early stages of the West Midlands Combined Authority (WMCA) submission and, although we did not pursue that interest to a membership level at that point, we have continued our collaboration with Coventry and Warwickshire Councils, begun prior to the inception of LEPs and our engagement (as observers) with the WMCA. We have extended that to formal membership of the Coventry and Warwickshire LEP, in recognition of the joint interests in the development of the economy either side of the A5 trunk road.

Moreover, we have committed ourselves to active membership of the Leicester and Leicestershire Combined Authority, to the development of which we are engaging, currently as members of both the Leicester and Leicestershire Economic Growth Board and the Leicester and Leicestershire LEP. In this latter partnership, we have engaged with the development of the very successful Enterprise Zone at MIRA, in the north-west corner of our Borough.

* A5 Partnership

To cement our work to significantly improve the A5 locally, we have extended our leadership to a partnership of over 18 authorities and external agencies, seeking major investment in the development of the A5 for a longer stretch, running from Cannock in the north to Towcester in the south. We have had very positive feedback from government agencies and Midlands Connect for our lead on this initiative. We are currently focussing our efforts in securing a commitment in Highway England's Route Strategy programme for dualling the A5 between the M69 and M42. This will require over £350m investment. In the last three years, over £20m investment has been secured into improvements at Dodwells/Longshoot (on the western edge of Hinckley town), with a further £4m programmed by 2020. In addition, over £19m has been secured via Regional Growth Fund for dualling the A5 at MIRA, as well as other sustainable transport initiatives.

b) Operational Partnership Activities

The following are very practical activities, which have been developed in recent years and for which the Council has provided leadership and support with finance and people. The Four-Year Plan sets out the ongoing savings to be secured as a consequence of these partnerships.

* Town Centre Partnership: The Council is very active in this partnership, now into its second term as a Business Improvement District (BID). In particular, we have ensured that the many events, arranged to attract people into the town, and town centre promotions, are coordinated and jointly funded/resourced. This partnership has secured added value support and investment of approximately £1.8m which would otherwise not be available for initiatives to improve the Town Centre.

* Revenues and Benefits Partnership: We promoted, host and lead this three-way partnership, between North West Leicestershire, Harborough and Hinckley and Bosworth Councils, which has been in place for over four years and has now matured into an effective set of arrangements, ensuring resilience, efficiency/improved performance and, since a major review in 2014/15, greater value for money – not just in day to day costs, but in consolidating the opportunity savings achieved over the first four years. The partnership has secured savings/opportunity gains already of £2.19m. Over the period up to and including 2019/20, the expected overall value of the saving to the Council of participating in this partnership is £0.5m. The Council continues as the lead Authority and provides the three statutory officers for the Partnership.

- * ICT Partnership: This partnership, initiated, driven and led by Hinckley and Bosworth, has expanded to incorporate four District/Borough Councils in Leicestershire, with a fifth interested in joining imminently. The partnership model ensures the most effective use of our collective resources and pooling of innovation and backup services. This has secured an estimated £0.57m efficiencies based on costs saved in operating in a partnership and the recent re-tender of the service anticipates further savings of £1.8m. The Council will benefit directly from these partnership savings by approximately £0.25m between 2016/17 to 2019/20. Hinckley and Bosworth Borough Council continues to be the lead Authority.

- * Employment and Skills Partnership: The Council is engaged in a cross border partnership with NBBC, NWBC and NWHC to promote employment opportunities, apprenticeships and skills training and improvements for local people. Key outcomes from this engagement include: national and LLEP commitment to a £10m national skills training centre at MIRA; £300k secured for employment and skills development linked to Barwell SUE; the establishment of a local Apprenticeship Training Agency; the roll out of Growth Hub Co-ordinators into the locality from LLEP and CWLEP; and the recent launch of a Careers and Enterprise company funded via the LLEP providing enterprise co-ordinators linking with local schools/academies to promote employment pathways and opportunities for local young people.

- * Early Help Partnership: The Council is involved in a number of county-wide (Leicestershire) partnerships which contribute to providing early help to individuals and families to prevent issues escalating to crisis point and costing the public purse more. These partnerships are governed through our Think Family Partnership and include:
 - Sure Start Children's Centres - This programme attracted capital investment into this locality to provide seven Sure Start Centres.
 - Supporting Leicestershire's Families - This service supports the most complex families in the Borough to assist them into employment and in addressing issues such as poor parenting, ASB, drugs and alcohol, poor educational attendance. The Council contributes £30k a year, and in return has 11 workers located at the Hub supporting the most vulnerable families in the Borough.
 - Lightbulb Project - This county-wide initiative aims to provide practical primary housing based prevention support to improve services for vulnerable people and reduce emergency hospital admissions and delayed hospital discharge. Without such housing based support in place, many of the benefits of integration, health and social care services will be diluted if a person's home is not suitable for them to live safely and independently. £1m government transformational challenge funding has been received to progress this work.

- * Community Safety Partnership: The Council has entered into a merger of the Community Safety Partnership (CSP) with Blaby District Council, the first in the county. This has provided efficiencies in terms of savings in officer time in attending and supporting meetings (for both the Council and partners) and in the production of key pieces of work undertaken by the CSP, such as the development of the CSP Strategy and Action Plan and Police and Crime Commissioner funding bids and returns. A key part of the Council's community safety provision is Endeavour, which is a multi-agency approach to tackling anti-social behaviour and community safety issues. This partnership is essential to early sharing of information and intelligence gathering on emerging issues and a holistic approach to tackling problems and providing support to both victims and perpetrators, to prevent issues from reoccurring. The partnership has secured over £95k commissioning funds over last three years via the OPCC Commissioning Fund and will continue to engage with the newly-elected PCC to bid for additional funding for relevant projects.
- * Health and Wellbeing Partnership: The Council has led a multi-agency partnership aimed at improving health outcomes for local residents. In the past three years, the partnership has secured over £425k in local commissioning funds to improve health and promote physical activity achieving positive outcomes in terms of increasing participation in activities and improving the wellbeing of individuals.
- * Tourism Partnership: The Council currently leads a public/private sector partnership chaired by a LLEP Board member and CEO of a key local attraction. The importance of tourism to Leicestershire is demonstrated by its positive economic impact worth £1.48bn to the Leicestershire economy and supports over 30,000 jobs. For Hinckley, the work of the partnership has assisted in maintaining over £151m tourism spend in the economy and supporting over 2,000 fte jobs.
- * Leisure Centre Partnership: The Council has entered into a 20 year contract with PFP for the management of the new flagship £15m leisure centre on Argents Mead (the former site of the Council offices). This will secure a net annual income of £480k for 20 years.
- * VCS Commissioning: The Council has facilitated the establishment of an effective local commissioning Hub connecting with over 1,200 local voluntary organisations. This has secured commissioning resources of £100k, facilitating investment in a range of supporting frontline services focussed on improving health and wellbeing of our local communities achieving significant social return on investment.
- * Business rates retention: is also an opportunity for the Council. We have already invested £17.9m capital in the flagship capital schemes of the Crescent Development and the (new) Leisure Centre, both of which are generating income streams over the longer (20 years) term. Further developments over the longer term are set out in section 4 – 'Four Year Plan'.

3. The Challenges

Over the next four years (and beyond), whilst the Council welcomes the certainty of a four year RSG 'Deal' with Government, it still faces two major areas of uncertainty: the future arrangements for New Homes Bonus and the detail and extent of the arrangements for the local retention of Business Rates (NNDR). These two elements may well pull in opposite directions – with the potential for New Homes Bonus to reduce over time, with that for Business rates increasing.

Hinckley and Bosworth has benefitted significantly from New Homes Bonus as a result of its proactive approach to housing growth, and would continue to do so for the period of this plan, because of the increasing housing development over the last few years and into the future, as set out in our Local Plan. In 2016/17, we received £2.9m, which has formed an important element of our General Fund budget going forward. However, as this remains uncertain for the future, we think it prudent to make provisional plans for its reduction; plans which can be consolidated/revised upwards, once the longer term position is clarified by government.

The retention of Business Rates is equally uncertain. There is a commitment from Government for 100% retention by 2020, but there will be the further issue of local negotiation of relative shares between the County and District/Borough Councils, notwithstanding the definition of '100%' – is it growth or the whole amount. Our current projections are based on existing rates of retention, to ensure prudence. That will be reviewed as soon as a more definite position is known; we acknowledge that this is unlikely before the Autumn Statement 2016. For the purposes of this plan, the Council will continue its strategy of promoting and stimulating business growth – for the benefit of the business and wider community, as well as for the growth of income to the Council via Business Rate receipts.

4. Four-Year Plan

Some of what follows extends the partnership savings to which reference has been made earlier, as well as introduces additional savings specific to the Council itself.

Revenue:

* **Service Integration**

The Atkins Building, which opened in 2012, offers support to creative industries and start-up businesses by offering managed office space. It was an 'invest to own' project, involving the £6.5 million conversion of an historic listed textile factory into a mixed use enterprise space with a café, exhibition space, meeting and conference rooms and office facilities. The annual yield is 6%.

Provision of this building has allowed the Council to accommodate the Leicestershire Revenues and Benefits Partnership (North West Leicestershire, Harborough and Hinckley and Bosworth Teams), thus improving integration and resilience, as well as making the savings set out elsewhere. It was the first foray into shared accommodation with other local public sector bodies.

A second, and more ambitious, venture has been the move of the main Council operation from obsolete premises in Argents Mead (now the newly built Leisure Centre facility) to a new office development on the edge of town (2013). This BREEAM Excellent-rated building houses staff from the Borough Council, Leicestershire County Council, Job Centre Plus and the Citizens Advice Bureau. It saves the partners in excess of £200,000 a year in running costs and is now embedding more effective joint working, focussed on the family/individual in need of our joint support.

* **Estate and Land Opportunities**

The Hinckley Hub generates income from Public Sector partners (LCC and DWP) that significantly offsets the cost of the lease as well as many non-cashable service benefits from co-location and collaboration).

As a Commercial Landlord, the Council generates significant income annually from Rent from its Property Portfolio. The Council currently owns and manages 67 industrial starter units in the Borough, which are leased to small/medium enterprises, as well as 22 units on the Greenfield Business Park and 5 retail properties. The Council has now completed its acquisition of Block C on the new Crescent Development. This has added a further 10 properties to the authority's portfolio and includes the Cineworld premises and 9 retail / restaurant units.

Rental income is also received from 19 plots of industrial land which are leased by the council to businesses on a long-term basis. As well as industrial estates, the Council's own premises also generate rental income from tenants and hire of facilities for functions and meetings.

The MTFS forecasts the following rental income:

	2016/2017	2017/2018	2018/2019	2019/20
Industrial units	£656,220	£701,683	£712,268	£715,702
Misc Properties	£68,000	£69,000	£70,000	£71,000
Atkins	£223,400	£225,000	£225,500	£226,000
Crescent	£70,019	£374,941	£524,013	£524,013
Hub	£157,061	£157,640	£158,224	£161,773*
Total	£1,170,499	£1,437,449	£1,690,005	£1,698,488

*LCC has Yr 5 Upwards Only, Market Rent Review. The forecast assumes that the Rent will track RPI at c. 1%pa.

* **Service Transformation**

a) Revenues and Benefits Partnership

There was a restructure of the Revenues and Benefits Partnership for 2015/16, following an earlier review, which introduced savings of £103,468 pa on a recurring basis for the Council. Moving forward, the renewed budget for 2016/17 onwards has been based on achieving delivery of the service with a 2% vacancy factor. This will lead to a saving of £52,710 for the partnership annually and a £19,866 saving to the Council against budget. Over the four years, this represents efficiency savings of **£0.5m**.

The restructure savings were to tackle pressures on the partnership in terms of establishment and operating costs. Before the efficiencies noted above, the partnership was facing cost increases of £0.45m. As a result, our proposals have addressed these pressures. The challenge for this partnership for the future is about growth and sourcing new streams of income.

Year	Restructure saving recurring	Vacancy savings	Saving efficiency
16/17	£103,798	£19,866	£123,514
17/18	£103,798	£19,866	£123,514
18/19	£103,798	£19,866	£123,514
19/20	£103,798	£19,866	£123,514
	£415,192	£79,466	£494,056

b) ICT Partnership

This partnership has delivered savings and is forecast to continue to have efficiency saving moving forwards, as part of a newly agreed contract from 2016/17.

Savings will be in the range of:

	2016/17	2017/18	2018/19	2019/20
Partnership	78,000	225,000	317,000	363,000
Hinckley & Bosworth	20,000	56,000	79,000	91,000

c) Channel Shift

The Council has put in arrangements to introduce and encourage use of Channel Shift as an efficient method to contact the Council, known as digital by default, and means the council encourages customers to move towards accessing services online, as their first channel of choice. This will lead to efficiency savings budgeted for **0.15m** over the four years of this Plan.

Year	Saving efficiency
16/17	£0
17/18	£31,902
18/19	£50,615
19/20	£69,817
	£152,334

* **Management/Operational Efficiencies**

d) Management Costs

The Council has agreed to a significant streamlining of its senior management tier over the next four years. The current number of senior managers will have reduced from seven to four by April 2018, with a consequential minimum net annual saving of over £285k.

Over the four years of this plan (from April 2016) the total savings will be **£795k**, with annual savings thereafter of **c£285k**.

Year	Saving/ efficiency (net)
16/17	
17/18	£285,075
18/19	£285,075
19/20	£285,075
Total	£855,225

e) Operational Delivery Costs

We have built in a 5% vacancy factor in our plans for salaries expecting our staff to ensure there is no impact on service delivery. Based on our budgeted general fund staff costs, this represents efficiency savings of **£2m** over the four years of the MTFs. However, there are ongoing pressures, even after the vacancy changes, of c£1m, due to increases in pension costs and spinal point movements.

Pay year	Vacancy Saving efficiency
16/17	£481,052
17/18	£491,178
18/19	£501,405
19/20	£511,735
Total	£1,985,370

f) Non-contract expenditure

For non-contract expenditure we have budget for on increase in terms of inflation for the four years of the MTFs. Our budget holders have to work to keep non-contract expenditure to remain within a zero inflation target. This will give planned efficiencies of **£0.4m**. However, we are facing contract pressures of £0.9m. we will seek to make further efficiencies as part of contract negotiations to remove this gap.

Year	saving efficiency
16/17	£53,893
17/18	£108,865
18/19	£111,042
19/20	£113,263
	£387,063

g) Waste Initiatives

Dry Recycling

There is a significant impact in 2018/29 as I dry recycling credits will be reduced from 1 April 2018. This has been forecast as a worst case £470,000 reduction. LCC will be consulting with districts on how to implement this change and a clear position will be known by September 2016.

	2016/2017	2017/2018	2018/2019	2019/20
Waste Management Income	£793,450	£813,575	£327,388	£331,876

Garden Waste

This along with other pressures has led the Council to consider how best to place itself in a more self-reliant position moving forward and in response has introduced a garden waste charge of £24 on a yearly basis from April 2016.

Garden Waste forecast based on 40% take-up

	2016/2017	2017/2018	2018/2019	2019/20
Income	£465,754	£465,754	£465,754	£465,754
Cost	£203,603	£70,555	£70,555	£70,555
Net	£262,151	£395,199	£395,199	£395,199

However demand has been closer to 66%, based on this as a projection of ongoing demand the position is improved noted below:

	2016/2017	2017/2018	2018/2019	2019/20
income	£674,555	£674,555	£674,555	£674,555
Cost	£235,233	£102,185	£102,185	£102,185
Net	£439,322	£572,370	£572,370	£572,370

This would improve our general fund position by £177,171 a year or £709,684 over the life of the MTF5

Capital:

The Capital Programme for 2015/2016 – 2018/2019 forecasts spend of £21,988,754 and is concentrated around the achievement of three capital projects detailed as follows:

2015/16	2016/17	2017/18	2018/19
£17.8m	£2.8m	£0.75m	£0.8m

The funding of the Capital Programme over the period of this Strategy will also be Challenging, as regional funding from which this Council benefitted in the past, is no longer available and as the capital receipts reserve will be reduced to £1.8m by the end of 2019/20.

* **The Crescent (£4.5 million)**

The last MTFS noted this scheme involves redevelopment of the town centre bus station site, including a new supermarket, bus station, 560 space car park, new shops, family restaurants and cinema. The Sainsbury's, Cineworld and Elbow Room Ale House are now open and progress is being made with the other developments. The shopping area is almost fully let and will earn gross rentals for the Council, expected to be around £525k from 2017/18.

* **Hinckley Leisure Centre (£15 million)**

The Leisure centre includes:

- 25 metre, 8 lane swimming pool and learner pool
- 8 court sports hall
- Larger Learner Pool with moveable floor
- Separate splash/water familiarisation and fun zone in pool hall
- Glazed Group Cycling studio
- Health Suite (Sauna and steam rooms)

The annual gross income generated from this development for the Council will be c£1 million for 20 years.

In total, the investments in the leisure centre and town centre developments in Hinckley are expected to secure rental income to the Council, as set out below:

	2016/17	2017/18	2018/19	2019/20
The Crescent	£374,941	£524,013	£524,013	£524,013
Leisure Centre income	£336,421	£408,367	£907,547	£1,015,747

* **Regional Growth Funding (£17.761 million + £1.713 million 'Pinchpoint')**

Hinckley and Bosworth Borough Council has received £19,474,000 in Regional Growth Funding (RGF) to support the development of the MIRA Enterprise Zone on the A5 link and wider economy. Expenditure was incurred in the main by the Council with some elements being passported to MIRA and Highways Agency to fund the works. In all cases the expenditure is funded by the RGF monies and therefore the scheme has not net impact on the capital financing requirement of the Council.

Regeneration:

* **Business Rates and Enterprise Zone**

As well as leading to regeneration and improving the economic outlook for the area, the main capital developments have increased the business rates return to the Pool by £1.4m, the bulk of this coming from new parcel distribution centre being located in the area by DPD and the new Sainsbury's store (located in our Crescent development, from which other Business Rates income will accrue). In addition, DPD - a major distribution company, which has recently located to a large site in Hinckley - is giving consideration to the opening of a further depot adjacent to the town, based on their very positive experience of doing business in the area so far. This is likely to add between £0.3m and £0.5m gross business rates income, depending on the size of the development.

The MIRA Technology Park Enterprise Zone will secure over £350m in new business/research accommodation employing over 2,500 directly and 2,500 indirectly. A strategic project for the duelling of the A5 between M69 and M42 will, if successful, attract over £350m of investment via the Government national road strategy programme, rising to over £500m for extended improvements to the M1.

The Council is currently facilitating a £200m regeneration programme for the town centre. The key planned town centre schemes over the next four years include the redevelopment of the existing leisure centre site and land at Stockwell Head.

* **Additional schemes**

In addition to these major schemes, the Council is also progressing with the Business Case for its Development Company. This Business Case will test how the Council could, utilising a wholly-owned company vehicle, seek to establish a key role in delivering new housing that will meet the needs of the district going forward whilst making sound financial investments which will support the provision of council-services going forward.

These developments are welcome but obviously come at an ongoing cost to the Council. We estimate the ongoing cumulative capital finance costs to be £2.2m over the next four years.

2016/17	2017/18	2018/19	2018/19	Total
£0.42m	£0.60	£0.59m	£0.61m	£2.2m

* **Housing Growth**

The Council anticipates it will have facilitated the development of 2384 new homes by 2020, based on the October 2015 forecast, securing up to £2.4m in New Homes Bonus payments, under the arrangements on which consultation took place earlier this year. At the time of writing this Plan, we are awaiting the final decision from Government as to how New Homes Bonus will operate in future; so, we are planning on the basis of the best intelligence available at this point.

Through its HRA Investment programme, the Council intends to invest £16.3m in the upkeep of its existing stock and £7m in provision of new affordable housing.

5. Summary

The Appendices to this paper summarise the financial position over the next four years, using and bringing together the detailed projections in the earlier sections.

In summary, these tables show that by targeted development of efficiencies, and the prudent use of reserves, at the same time as securing sustainable additional revenue, the Council will be able to balance its books over the four year period of the Medium Term Financial Plan and into the successor political administration. By the use of careful planning, identification of efficiencies and self reliant income streams, at the same time as maintaining our minimum balances, the Council can ensure the delivery of core services and vital support to our local communities.

Essential to the achievement of those objectives will be the implementation of this Plan and its acceptance by DCLG, as a means of 'locking in' the four year funding settlement set out in the most recent Local Government Settlement.

6. Judging Success

- 6.1 The Council has a strong track reputation for its strategic partnership approach and for its effective and efficient service delivery; maintaining front-line services, when others have been unable to do so. We are proud of what we have achieved.
- 6.2 However, we recognise that we must do more with less and make ever more effective use of the resources we are able to generate and attract. This must be quantified and verified. In the period of this plan, therefore, we aim to:

- Improve our overall rate of customer satisfaction with what we do and how we do it
- Improve the economic, social and environmental well-being of our area

- Deliver the services local people want, at the quality they expect and at a reduced overall cost by £0.8m over the next four years
- Support the delivery of the infrastructure and housing growth, necessary to secure overall economic growth in Hinckley and Bosworth

Appendices

Appendix 1: Year 1-4

	2016/2017	2017/2018	2018/2019	2019/20
	Forecast	Forecast	Forecast	Forecast
NET BUDGET/FORECAST EXPENDITURE	£10,248,194	£10,302,790	£9,736,847	£9,428,753
10% minimum balances	£1,024,819	£1,030,279	£973,685	£942,875
General Fund (Balances)	£1,113,891	£1,588,167	£1,469,066	£942,539
Contribution to/(from) Balances	-£115,933	£474,276	-£119,101	-£526,528

Appendix 2: Income changes (£s) over the period

	2016/2017	2017/2018	2018/2019	2019/20
	Forecast	Forecast	Forecast	Forecast
Revenue Support Grant	£1,257,386	£753,927	£437,461	£83,975
National Non Domestic Rates	£2,378,358	£2,478,817	£2,602,758	£2,797,965
New Homes Bonus	£2,910,378	£3,135,722	£2,522,221	£2,124,272
Collection Fund Surplus	£53,112	£53,112	£53,112	£53,112
Council Tax Income	£3,648,960	£3,881,212	£4,121,295	£4,369,428
Total	£10,248,194	£10,302,790	£9,736,847	£9,428,753
Movement on prior year	£579,856	£54,595	-£565,943	-£308,094

Appendix 3: Efficiencies/Pressures (£s) over the period

	Total	Additional Efficiencies/pressures		
	2016/2017	2017/2018	2018/2019	2019/2020
New income and efficiency savings	-£2,353,022	-£737,939	-£759,751	-£240,924
Pressures	£2,548,238	£569,444	£787,185	£340,257
Net	£195,216	-£168,496	£27,434	£99,333

Appendix 4: Position of Reserves to the end of the period

	2016/2017	2017/18	2018/19	2019/20
	Forecast	Forecast	Forecast	Forecast
Closing General Fund Balance	£1,113,891	£1,588,167	£1,469,066	£942,539
Percentage of net budget	10.9%	15.4%	15.1%	10.0%
Closing Earmarked Reserves Balance	£3,541,620	£3,886,990	£4,219,050	£4,658,110
Total General Fund Reserves and Balances	£4,655,511	£5,475,157	£5,688,117	£5,600,649
General Fund Surplus/(Deficit)	£89,071	£557,888	£495,382	£10,690
Contribution to/(from) Balances to support in year expenditure	-£115,933	£474,276	-£119,101	-£526,528

Comment [AW]: This is as per the MTFS, the position will have changed in response to green waste and the y/e close, but figures not yet available in final position.

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)

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

25 JULY 2016 AT 6.30 PM

PRESENT: Mr KWP Lynch - Chairman

Mr DS Cope, Mrs H Smith, Mr P Wallace and Mr HG Williams

Officers in attendance: Timothy Finn and Rebecca Owen

94 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Camamile and Kirby.

95 MINUTES OF PREVIOUS MEETING

It was moved by Councillor Smith, seconded by Councillor Williams and

RESOLVED – the minutes of the meeting held on 20 June 2016 be confirmed and signed by the Chairman.

96 DECLARATIONS OF INTEREST

No interests were declared at this stage.

97 TREASURY MANAGEMENT OUTTURN 2015/16

Members received an update on the council's treasury management activity in 2015/16. It was noted that interest rates remained stable and there had been no additional long term borrowing.

98 SUNDRY DEBTS QUARTER 1 2016/17

Members were informed of the position with regard to sundry debts as at 30 June 2016. It was noted that the debts would continue to be chased to minimise the amounts written off. It was requested that any write-off report be brought to this group prior to decision.

In relation to homelessness debt, a member asked about the level of the DCLG Homelessness Prevention Grant. It was agreed that a response be provided to members following the meeting.

RESOLVED – the report be noted and it be requested that future write-off reports be brought to this group.

99 BUSINESS RATES AND POOLING UPDATE QUARTER 1 2016/17

The business rates performance for the first quarter of 2016/17 was presented to members. It was noted that the future of business rates retention was not yet confirmed. Members asked about the recent announcement in relation to exemptions for small businesses. It was agreed that members would be provided with a response following the meeting.

100 FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME

Members received the work programme and were informed that the frontline service reviews would be added to the document as follows:

18 September: Environmental Health

21 November: Housing (including repairs)

3 April: Planning

22 May: streetscene services.

(The Meeting closed at 6.45 pm)



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Overview and Scrutiny Work Programme 2016-2017

AUGUST 2016

SCRUTINY COMMISSION

TIMETABLE

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
11 August 2016	Environmental Improvement Programme	Report on schemes during the last year	Information	Nic Thomas	1
11 August 2016	Efficiency Plan	Information prior to Council decision	Make any recommendations to Council	Steve Atkinson	All
11 August 2016	Co-op car park	Update to the Commission	Information	Caroline Roffey	1, 2, 4
11 August 2016	Markets procurement	Request of Commission	Seek views of market traders and assurance of processes	Simon Jones	1, 2, 4
11 August 2016	Community health services review	Request for follow up	Involvement in review and awareness of outcomes	Edwina Grant	1, 2, 3
11 August 2016	Extending parish funding	Comments prior to consideration by Council	Endorse or make recommendations to Council	Steve Atkinson	1, 2, 4
11 August 2016	Local Development Scheme update & timetable	Consultation with Scrutiny	Recommendations to Council	Nic Thomas	1
11 August 2016	Garden waste collection service 2017/18	Pre-decision Scrutiny	Endorse or make recommendations to the Executive	Caroline Roffey	4
6 October 2016	Economic Regeneration Strategy	New Strategy – debate before consideration by Executive	Support strategy for consultation	Nic Thomas	1
6 October 2016	Housing & Planning Act	Request of Commission	Briefing on regulations of Housing & Planning Act and implications for HBBC	Sharon Stacey	All
6 October 2016	Affordable Housing delivery update	Update on delivery against requirements	Information	Nic Thomas	1, 3

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
6 October 2016	Update on credit union	Request of Commission	Monitor success and ensure progress	Edwina Grant	3
6 October 2016	Planning appeals update	Six-monthly update	Monitor performance at appeals	Nic Thomas	4
6 October 2016	Garden waste scheme progress	Request of Commission	Monitor take-up of scheme	Caroline Roffey	4
6 October 2016	Update on car parking in Hinckley town centre	Request of Commission to follow up previous discussion	Ensure adequate provision and value for money	Caroline Roffey	1, 4
6 October 2016	Update on regeneration projects	Request of Commission	Monitor progress	Nic Thomas	1
6 October 2016	Burials (Scrutiny review)	Request of Commission	Ensure future provision	Caroline Roffey	3
8 December 2016	Value for money of in-house services			Caroline Roffey	4
9 February 2017	S106 contributions update	Annual update	Ensure money is being allocated and used	Nic Thomas	2
20 April 2017	Parish & Community Initiative Fund	Annual report	Recommendations to SLB	Caroline Roffey	1, 2, 4

FINANCE & PERFORMANCE SCRUTINY

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
25 July 2016	Aged debts, 1 st quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
25 July 2016	Business rates & pooling update, 1 st 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

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
19 September 2016	Revenue & capital outturn, 1 st quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
19 September 2016	Treasury management, 1 st quarter	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4
19 September 2016	Performance & risk update, 1 st 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 nd quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
21 November 2016	Performance & risk update, 2 nd quarter	To monitor performance in-year	Identify improvements	Cal Bellavia	All
21 November 2016	Aged debts, 2 nd quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
21 November 2016	Business rates retention, 2 nd quarter	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	4
21 November 2016	Treasury management, 2 nd 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
3 April 2017	Revenue & capital outturn, 3 rd quarter	Monitor budgets and capital programme	Ensure effective use of resources	Ashley Wilson	All
3 April 2017	Aged debts, 3 rd quarter	Monitor levels of debt	Ensure recovery processes are robust	Ashley Wilson	4
3 April 2017	Business rates retention, 3 rd quarter	Monitor levels of retention and pooling arrangements	Ensure appropriate arrangements and value for money	Ashley Wilson	4
3 April 2017	Treasury management, 3 rd quarter	Inform of treasury management activity	Ensure compliance with policy	Ashley Wilson	4

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
3 April 2017	Performance & risk, 3 rd quarter	To monitor performance in-year	Identify improvements	Cal Bellavia	All

To programme

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

This page is intentionally left blank