

# Public Document Pack



Hinckley & Bosworth  
Borough Council

**Bill Cullen** MBA (ISM), BA(Hons) MRTPI  
Chief Executive

Date: 20 March 2019

To: **Members of the Scrutiny Commission**

Mr MR Lay (Chairman)	Mr DW MacDonald
Mrs R Camamile (Vice-Chairman)	Mr RB Roberts
Mr KWP Lynch (Vice-Chairman)	Mr BE Sutton
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, Hinckley Hub on **THURSDAY, 28 MARCH 2019** 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 Manager

## SCRUTINY COMMISSION - 28 MARCH 2019

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES (Pages 1 - 4)  
To confirm the minutes of the meeting held on 7 February.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES  
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST  
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS  
To hear any questions in accordance with Council Procedure Rule 12.
6. HEALTHCARE IN HINCKLEY  
Representatives from the CCG will be in attendance to update members on progress of the healthcare review.
7. SECTION 106 UPDATE (Pages 5 - 10)  
To provide an update on the position in relation to S106 contributions.
8. COMMUNICATIONS STRATEGY (Pages 11 - 32)  
To consider the revised Communications Strategy 2019 – 2021.
9. PAY POLICY STATEMENT (Pages 33 - 66)  
To present the proposed HBBC Pay Policy Statement for 2019/20.
10. SCRUTINY COMMISSION WORK PROGRAMME 2016-18 (Pages 67 - 70)  
Work programme attached.
11. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY  
As announced under item 3.

# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### JOINING MEETING OF THE SCRUTINY COMMISSION AND FINANCE & PERFORMANCE SCRUTINY

7 FEBRUARY 2019 AT 6.30 PM

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

Mr DC Bill MBE, Mr SL Bray, Mr WJ Crooks, Mr RB Roberts, Mrs H Smith,  
Mr BE Sutton, Miss DM Taylor, Mr R Ward and Mr HG Williams

Also in attendance: Councillor C Ladkin and Councillor M Nickerson

Officers in attendance: Ilyas Bham, Julie Kenny, Rebecca Owen and Ashley Wilson

#### 377 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillors Bessant, Cope and MacDonald.

#### 378 MINUTES

It was moved by Councillor Ward, seconded by Councillor Crooks and

RESOLVED – the minutes of the meeting held on 13 December 2019 be confirmed and signed by the chairman.

#### 379 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 380 BUDGET REPORTS

##### (a) Medium Term Financial Strategy

Members received the updated Medium Term Financial Strategy 2019/20 – 2023/24. During discussion, the following points were raised:

- The split for business rates retention was still under discussion
- A report would be produced on reducing empty properties
- The parish & community initiative fund would revert to its former level of £150,000
- The removal of rurality from the foundation formula of the fair funding basis could have an impact given the sparse population in some of the borough's rural areas, although it was noted that this was still under consultation
- The additional income from Block C of the Crescent should the remaining two units be let may be between £30,000 and £40,000
- There was a budget for Hinckley Community Development Fund which could not be accessed due to the process not having been agreed. It was requested that a progress report be brought to the next meeting.

The accountancy team was commended on their hard work in producing the reports.

RESOLVED –

- (i) the report be noted;
- (ii) a report be brought to the next meeting on the Hinckley Community Development Fund.

(b) General Fund Budget Report

The Scrutiny Commission gave consideration to the general fund revenue budget for 2019/20. The following points were noted:

- Pressures included payroll and planning fee income
- Legal expenditure was predicted to reduce
- The impact of leaving the European Union had been taken into account via the fair funding predictions
- Leicestershire County Council would be ceasing council tax support assistance.

RESOLVED – the report be noted.

(c) Housing Revenue Account

The housing revenue account budget, including the housing repairs account, was presented to members. It was noted that 2019/20 would be the final year of the government imposed 1% reduction in rents, following which they would increase by CPI+1%.

Concern was expressed in relation to disabled facilities grants and having to remove the adaptation to be able to re-let the property. In response members were assured that every attempt was made to match the adapted property to someone on the waiting list. It was also noted that any improvements made to the property were left in situ if they met safety standards.

The high level of rent arrears was raised and the impact of the removal of direct payments following introduction of universal credit. It was hoped that the government may review the situation.

RESOLVED – the report be noted.

(d) Capital Programme

Consideration was given to the capital programme for the years 2018/19 to 2021/22. It was noted that savings would be generated in relation to the Crescent as the incentives set aside would not be needed due to selling Block C.

In response to a member's question about Middlefield Lane, it was noted that the intention was for eleven affordable units.

RESOLVED – the report be noted.

(e) Fees and Charges

Members received the proposed scale of fees and charges for 2019/20.

RESOLVED – the report be noted.

(f) Treasury Management

The treasury management strategy and prudential indicators report was presented to the Scrutiny Commission. It was noted that the report made reference to training for members and assurance was given that this was usually provided as part of the induction and would be offered again this year.

RESOLVED – the report be noted.

(g) Capital Strategy

The capital strategy which was presented to members was a requirement of CIPFA's updated prudential code & treasury management code of practice from 1 April 2019. The strategy was primarily designed to assist in understanding underlying risks with capital investments.

RESOLVED – the report be noted.

381 SCRUTINY COMMISSION WORK PROGRAMME 2018-19

Members gave consideration to the work programme. In addition to the item raised earlier in the meeting about Hinckley Community Development Fund, a report on the impact of universal credit on rental income was also requested. It was noted that this had been scheduled for a future meeting following a discussion at the previous meeting. The Scrutiny Commission also asked to look at housing associations again as several members raised issues with the standard of housing and management in their wards.

382 MINUTES OF FINANCE & PERFORMANCE SCRUTINY

The minutes were received for information.

(The Meeting closed at 7.45 pm)

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CHAIRMAN

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Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION

28 MARCH 2019

WARDS AFFECTED: ALL WARDS

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## **S106 CONTRIBUTIONS UPDATE**

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### **Report of Director (Environment and Planning)**

#### **1. PURPOSE OF REPORT**

- 1.1 To update Scrutiny Commission on S106 contributions received and spent in the 2018 calendar year.
- 1.2 To update members on secured contributions for 2018, contributions currently held and contributions successfully requested.
- 1.3 To update members of any contributions nearing clawback.

#### **2. RECOMMENDATION**

- 2.1 That the report be noted.

#### **3. BACKGROUND TO THE REPORT**

- 3.1 When implementing certain types of planning permissions (most notably major residential schemes), developers are required to make financial contributions towards providing or improving local infrastructure. These contributions are used to mitigate the impact of the development on local community facilities and can be requested where they are supported by planning policies. Examples of contributions levied by the Council include the improvement of local parks (play and open space), police contributions and health facilities.
- 3.2 Table 1, below, sets out a summary of the financial contributions secured by planning permissions during 2018 for which HBBC are responsible to collect, and where upon triggers have been met. Table 2 gives a summary of financial contributions secured for which Leicestershire County Council is responsible. Table 3 provides a summary of the total financial contributions that have been received and available to spend on relevant projects, in accordance with the relevant S106 agreement. In all cases the 2017 figures have also been included for comparison.

**Table 1: HBBC value of s106 contributions secured (not yet received) by planning permissions issued during 2018**

	2017	2018
Off site open space (capital and maintenance)	£ 412,334.10	£ 129,085.00
On site open space (maintenance)	£ 188,121.50	£2,070,790.93
Health facilities/improvements	£ 281,049.52	£ 490,781.61
Police infrastructure	£ 112,966.00	£ 277,484.00
Public Realm	£ 258,500.00	£ 305,000.00
Community Facilities	-	£ 402,247.00
<b>Total</b>	<b>£1,252,971.12</b>	<b>£3,675,388.54</b>

**Table 2: LCC value of s106 contributions secured (not yet received) by planning permissions issued during 2018**

	2017	2018
Education (approx. due to methodology & includes new school for £4,035,000.00)	£ 2,900,202.49	£6,677,221.28
Bus service contribution (approx. Max)	-	£ 750,000.00
Bus pass contribution	£ 21,000.00	£ 171,465.00
Bus stop improvements contribution	£ 188,121.50	-
Civic amenities	£ 17,336.00	£ 42,101.00
Highways contributions	£ 281,049.52	£ 780,554.00
Library	£ 11,473.00	£ 25,650.00
Public right of way contribution	-	£ 13,355.00
Pedestrian connectivity/ safe route to School	-	£ 140,810.00
Travel Pack / Plan /Monitoring	-	£ 62,260.00
<b>Total</b>	<b>£ 3,419,182.51</b>	<b>£8,663,416.28</b>

Note: LCC obligations are approximate based on all dwellings being 2 bed+.

**Table 3: Total contributions held and available to spend**

	2017	2018
Total for play and open space (on and off site) Note: Amount already committed £443,345	£1,541,206.79	£1,380,127.83
Off-site affordable housing commuted sums	£ 502,508.26	£ 265,508.26
Health facilities	£ 602,712.62	£ 405,470.32
Police infrastructure	£ 130,411.38	£ 90,200.38
Town Centre infrastructure	£ 167,299.71	£ 167,299.71
Canal & River Trust	£ 51,673.30	£ 51,673.30
Arriva Bus Service enhancement 7/7A	£	£ 107,912.00
Leicestershire County Council		£ 19,958.62
<b>Total</b>	<b>£2,995,812.06</b>	<b>£2,488,150.42</b>

- 3.3 We continue to work with Finance by way of a monthly reconciliation. A monthly aged debt report is forwarded to the planning service so outstanding contributions can be chased.
- 3.4 Regular discussions also continue to take place with relevant bodies i.e. Parish Councils; Police and West Leicester Clinical Commissioning Group (CCG) where necessary to identify projects in their areas to assist in ensuring that contributions are spent promptly within timescales.

- 3.5 We continue to check draft section 106 agreements to ensure obligations can be successfully implemented in the future.
- 3.6 Table 4 below shows contributions (totalling £340,928.75) that have approximately two years left to be spent. £68,780.06 is to be spent in 2019 and £272,148.69 in 2020. Each Parish Council/organisation has been informed of the timescales as part of their quarterly updates.

**Table 4: Contributions to be spent by December 2020**

Parish/ Body	Application Site	Contribution Amount	Clawback date	Update
Desford	Bellway Newbold /Manor Road 11/00029/OUT	£54,536.11	19/12/2019	£28,862.20 of £81,398.31 was spent in 2018. A request has been received for their next project.
Health	DWH & Bellway The Greens 10/00661/OUT	£86,683.62	15/05/2020	£179,422.97 of £266,106.59 spent in 2018. £86k remaining to spend. CCG informed.
Canal & River Trust	Taylor Wimpey Land Former Greyhound Stadium 12/00341/FUL	£51,673.73	09/07/2020	Awaiting request for release and remaining improvements to be completed. Reminders sent January 2019
Health	Bellway – Workhouse Lane 13/00147/FUL	£28,361.32	13/07/2020	Allocated towards the extension at Tilton Road Surgery - Currently awaiting request from CCG.
Burbage	Bellway Workhouse Lane 13/00147/FUL	£13,446.24	13/07/2020	£18,888.37 spent 2018. Burbage Parish is currently working on the next project. Awaiting request.
Burbage	DWH Three Pots 13/00094/FUL Provision	£44,100.24	20/11/2020	Burbage Parish has been made aware. Awaiting a request.
Public Realm	14/01066/FUL Hawley Road	£47,883.54	21/12/2020	Awaiting project to be identified..
<b>Total</b>		<b>£340,928.75</b>		

- 3.7 Last year £905,443.50 was reported to be spent within an approximately 2 year period. The amount set out above for 2019/20 has been significantly reduced which is the result of the improvements put in place and the continuous working together with Parish's, Town Councils and external bodies where contributions are held on their behalf.
- 3.8 A total of £347,641.66 Section 106 contributions were successfully released in 2018 towards new equipment and improvements for play & open spaces areas within the Borough.
- 3.9 An affordable housing commuted sum of £365,000.00 was released in 2018 towards the HRA new build project at Martin Shaw Lane, Groby.
- 4.0 A total of £667,480.04 contributions which are held by HBBC on behalf of other bodies were successfully released in 2018. Broken down these are;

- £264,081.04 to West Leicestershire CCG for improvements/equipment to Hinckley Centre Surgery, Castle Mead, and Southfield Road Surgeries along with Ratby Surgery.
- £363,188.00 was released for the Arriva Bus Service in Burbage for the enhancement of bus service 7/7A to serve the Sketchley Brook development until July 2019
- £40,211.00 was released to the Police for a major project which includes command and response vehicles and associated ANPR equipment.

#### 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 [CS]

5.1 The finance aspects are covered in the main body of the report, however members should be aware that should contributions not be spent within the period of time set out in agreements, developers have the option to clawback the funding.

#### 6. LEGAL IMPLICATIONS [MR]

6.1 Set out in the report

#### 7. CORPORATE PLAN IMPLICATIONS

7.1 This report contributes to Aim 1 of the Corporate Plan – Creating a vibrant place to work and live.

#### 8. CONSULTATION

8.1 None required.

#### 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. Reporting systems and databases are continuously reconciled so that they align to assist in eliminating risks. The risks associated with work have been identified, assessed and that controls are in place to manage them effectively. Regular reports of contributions held are provided to each Parish on regular bases to also eliminate risk of clawbacks

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

10.1 The effective monitoring of S106 contributions and engagement with Parish Council's and Neighbourhood Plan Groups allows local communities to identify and prioritise improvements to local facilities and infrastructure.

#### 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: Nicola Smith  
Executive Member: Councillor R Allen

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1. Inform people about the services the council provides so that residents and businesses make the best possible use of council services, ensuring that our online services are both user-friendly and accessible to use.
- 2 Show that the council is providing value for money in what we do. As well as ensuring our customers use the services provided for them as efficiently and as effectively as we can, we want to ensure that customers value the services they receive from the council.
- 3 Be accountable to local people. We will build trust by listening to the views of all our residents and representatives of local people, act upon them and tell them what action has been taken.

The four main areas of focus for this strategy will be:

1. Shifting more of our communication activity online by increasing the use of e-mail marketing, e-newsletters and further developing our presence on social media.
  2. Making our communications and promotional campaigns insight-driven - based on what we know our customers want and where we can reach them.
  3. Providing a professional media office service to our media partners and to the authority's own service areas.
  4. Ensuring that whatever method we use to reach our customers, our communication continues to be timely, informative, engaging, accessible and factual.
- 3.5 In 2018 the government published a revised set of consultation principles setting out how, when and why local authorities should consult. These guiding principles form the basis of our consultation standards which are included in the appendix to the supporting plan.

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

4.1 None

5. FINANCIAL IMPLICATIONS [IB]

5.1 None arising directly from the report.

6. LEGAL IMPLICATIONS [FA]

6.1 None arising directly from the report.

7. CORPORATE PLAN IMPLICATIONS

7.1 It supports our values – Lead, Involve, Fair & Efficient and underpins activity under the three aims of people, places and prosperity.

8. CONSULTATION

8.1 Corporate Equalities Steering Group.

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

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The communication strategy has regard for the general and specific duties as set out in section 149-159 of the Equality Act 2010. This is detailed in the appendix.

11. CORPORATE IMPLICATIONS

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

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

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Background papers: Communications Strategy 2019; Supporting Plan for the Communications Strategy 2019

Contact Officer: Jacqueline Puffett ext 5630  
Executive Member: Councillor M Cook

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The way we all communicate as a society is evolving at a faster rate than ever before, making it more challenging than ever to reach our customers efficiently and at a time and place that is convenient for them. This strategy has been written with these challenges in mind and aims to keep our communications running efficiently, lawfully and accurately in step with the changes. I would like to congratulate officers on their work in pulling together this document.

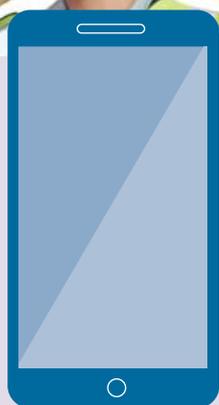


*Councillor Maureen Cook, Executive Member for Culture, Sport, Partnerships & Communications*

This is the council's third Communications Strategy, setting out the strategic direction for communication over the next three years.

Since the previous communications strategy was published in 2013, the communications landscape has changed dramatically; there has been a dramatic shift away from traditional news sources towards digital and social media networks, with more people than ever downloading information on demand using smart phones<sup>1</sup>.

The growth of information on demand is staggering:



**77%** of all adults in **2018** had used the **internet "on the go"** using a mobile phone, smartphone, laptop, tablet or handheld device. Almost all adults aged **25 to 34 years (97%)** have accessed **the internet "on the go"**, compared with only **39%** of those aged **65 years and over**<sup>3</sup>



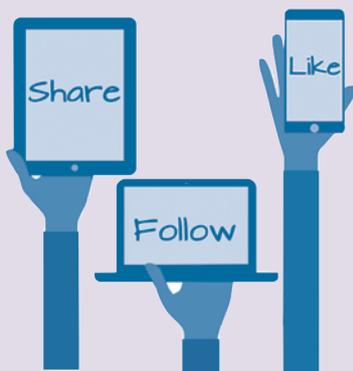
<sup>2</sup> **89%** of adults in Great Britain used the **internet** at least weekly in **2018**, up from **88%** in **2017** and **51%** in **2006**



More people in the UK now read **news** on their **PC or personal mobile** than in print, while **85%** of people get their news from **television**. **51%**<sup>4</sup> of people with online access use **social media** as a news source<sup>5</sup>



Since **2006**, the percentage of adults who use the **internet daily** has grown from **35%**, to **86%** in **2018**. Furthermore, the proportion of those who had not used the internet in the last three months has fallen from **40%** in **2006**, to **9%** in **2018**<sup>6</sup>



**Social media** use by internet users has increased by **224%** since **2007** - nearly three quarters (**72%**) of internet users now have a **social media profile**, compared to **22%** in **2007**. **81%** of this audience uses social media at least **once a day**, up from **30%** in **2007**<sup>7</sup>

<sup>1, 6 & 7</sup> GCS Government Communication Plan 2015-2016

<sup>2 & 3</sup> Office of National Statistics, Internet access - households and individuals, Great Britain: 2018

<sup>4</sup> Reuters Institute for the Study of Journalism research 2016

<sup>5</sup> GCS Government Communication Plan 2015-2016

In this changing landscape, it's essential we communicate and listen to the views of our residents to ensure we meet the communication needs and demands of our customers, members, partners and staff. At the same time, ensuring we provide value for money and efficient methods of communicating with our audiences must remain central to our efforts on behalf of the council.

As we shift towards a greater share of digital communications, we must remember that while digital communication is a cost effective way of reaching many customers quickly, not everyone is on the internet; many of our customers do not have easy access to technology or prefer traditional forms of communication. Our communication methods must be accessible to everyone.

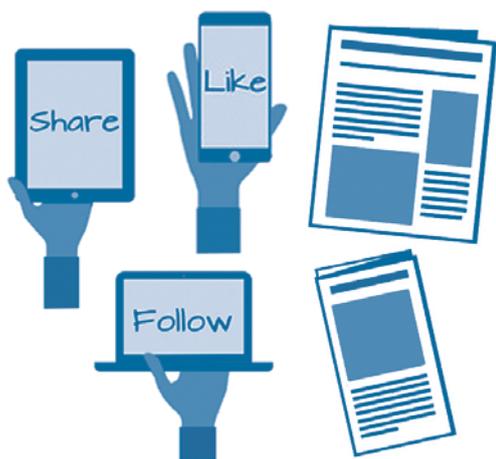
According to the Office of National Statistics data for 2018, 7% of adults in Leicester, Leicestershire and Rutland have never accessed the internet. While that number is shrinking every year, it is still significant and represents 6,160 adults in Hinckley and Bosworth.

## The three ambitions of this strategy are to:

- 1** Inform people about the services the council provides so that residents and businesses make the best possible use of council services, ensuring that our online services are both user-friendly and accessible to use.
- 2** Show that the council is providing value for money in what we do. As well as ensuring that our customers use the services provided for them as efficiently and as effectively as we can, we want to ensure that customers value the services they receive from the council.
- 3** Be accountable to local people. We will build trust by listening to the views of all our residents and representatives of local people, act upon them and tell them what action has been taken.

## Our main areas of focus for this strategy will be:

- 1** Shifting more of our communication activity online by increasing the use of e-mail marketing, e-newsletters and further developing our presence on social media.
- 2** Making our communications and promotional campaigns insight-driven - based on what we know our customers want and where we can reach them.
- 3** Providing a professional media office service to our media partners and to the authority's own service areas.
- 4** Ensuring that whatever method we use to reach our customers, our communication continues to be timely, informative, engaging, accessible and factual.



### How residents find out about and keep up to date with HBBC activities:

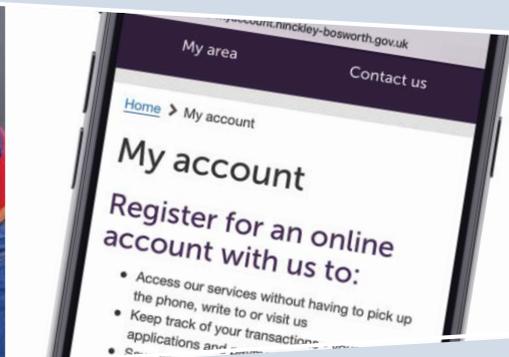
- 25%** say the **Borough Bulletin** (**4%** decrease in one year)
- 16%** say **local newspapers** (**2%** decrease in one year)
- 14%** say **social media** and the **council website** (**4%** increase in one year)
- 15%** say **leaflets** and **posters** (no change)

## What we will do:

### Focus one:

Shifting more of our communication activity online by increasing the use of e-mail marketing, e-newsletters and developing our presence on social media.

- We will grow our social media audiences, with the aim of achieving 10,700 Facebook page likes, equivalent to 10% of our resident population for the borough liking the HBBC main page by 2021 and Twitter subscribers to 6,300 by 2021.
- We will develop and enhance our social media content to increase its reach and boost engagement with our residents.
- We will continue to test paid boosts on Facebook to increase the reach of key events and messages.
- While Facebook and Twitter are currently the most used social media channels, this may change during the life of this strategy so we will continue to monitor emerging social media channels and grasp the opportunity to join in important conversations where they are happening locally.
- We will aim for digital by default – ensure online services are so easy to access and view online that it becomes the channel of choice.
- Continue to develop e-newsletters, maximising the potential of Mailchimp and My Account to enable customers to subscribe to regular email updates from services that interest them.
- We will make the best use of new and emerging technologies such as accessible animation and video to make sure we are reaching all our audiences.
- We will work with Leicestershire County Council to offer training and support to those people who do not currently access the internet but are interested in doing so.



### Focus two:

Making our communications and promotional campaigns insight-driven - based on what we know our customers want and where we can reach them

- We will monitor and evaluate the effectiveness of our public relations activity, monitoring media coverage, social media reach and, where appropriate, attendance at events to evaluate and understand who we are reaching.
- We will identify the scope and frequency of customer insight and consultation arrangements across all service areas and understand how this insight can better drive communications and promotional activities.
- We will research and identify best practice customer consultation and customer insight arrangements in 'similar' district councils to identify any further potential to use insight to drive communication improvements.

### Focus three:

Providing a professional media office service to our media partners and to the authority's own service areas

- We will continue to provide a regular flow of news releases suitable for local, regional and specialist media outlets. We will supply ready to use images and web links with each news release to help to maximise coverage in print titles and for digital audiences.
- We will maximise media coverage of council events and other key newsworthy activity by supplying ready to use copy and images as soon after the event as possible.
- We will continue to provide a reactive media service, responding to incoming media enquiries to ensure they are answered in a factual and timely fashion.
- We will proactively challenge and rebut misinformed and inaccurate news articles to ensure media coverage properly reflects facts.
- We will continue to produce four editions of the Borough Bulletin per year, enhancing and tweaking content and style to reflect the views of residents and stakeholders.
- We will ensure the Borough Bulletin continues to be a popular way to receive information about the council, as measured by the annual resident satisfaction survey.



### Focus four:

Ensuring that whatever method we use to reach our customers, our communication continues to be timely, informative, engaging, accessible and factual.

Our communication and consultation activity will continue to be guided by the following principles which were established in 2006 to ensure that what we do achieves our ambitions:

- We will ensure all communication is written in plain English so that it is clear, concise and accessible to everyone.
- We will be open and transparent
- We will be clear about what we are consulting on and tell people how their views can influence decisions.
- We will publish the results of each consultation and tell people how we have used the findings.

For more information please contact:

**The Communications Team**

**01455 255630**

**[Communications@hinckley-bosworth.gov.uk](mailto:Communications@hinckley-bosworth.gov.uk)**

**Hinckley & Bosworth  
Borough Council**



# Supporting Plan for the Communications Strategy 2019 - 2021

## Executive summary

This is the supporting plan for the council's third Communications Strategy. The supporting plan provides a detailed rationale for the Communication Strategy's areas of focus over the next three years as well as setting out the opportunities and challenges we face.

## Introduction

Good communication is essential for local authorities to engage effectively with local residents, stakeholders, partners and our own staff. Councils have the opportunity to act as community leaders, as well as delivering a high standard of services; effective communication is key to fulfilling these roles successfully.

Since the previous communications strategy was published in 2013, the communications landscape has changed dramatically. Not only has the Duty to Involve - the legal duty that compelled the council to inform, consult and involve local people in services, policies and decisions - been repealed, but also the fundamental way information is shared and received has changed; there has been a dramatic shift away from traditional news sources towards digital and social media networks, with more people than ever downloading information on demand using smart phones<sup>1</sup>.

The growth of information on demand is staggering:



**77%** of all adults in **2018** had used the **internet "on the go"** using a mobile phone, smartphone, laptop, tablet or handheld device. Almost all adults aged **25 to 34 years (97%)** have accessed **the internet "on the go"**, compared with only **39%** of those aged **65 years and over**<sup>3</sup>



<sup>2</sup> **89%** of adults in Great Britain used the **internet** at least weekly in **2018**, up from **88%** in **2017** and **51%** in **2006**



More people in the UK now read **news** on their **PC or personal mobile** than in print, while **85%** of people get their news from **television**. **51%**<sup>4</sup> of people with online access use **social media** as a news source<sup>5</sup>

<sup>2</sup> & <sup>3</sup> Office of National Statistics, Internet access - households and individuals, Great Britain: 2018

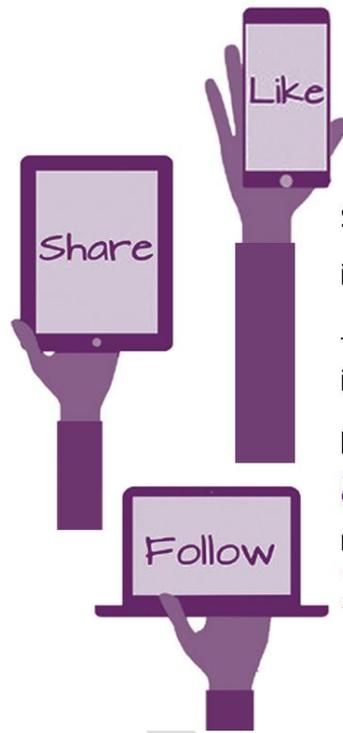
<sup>4</sup> Reuters Institute for the Study of Journalism research 2016

<sup>5</sup> GCS Government Communication Plan 2015-2016

<sup>1</sup> GCS Government Communication Plan 2015-2016



Since **2006**, the percentage of adults who use the **internet daily** has grown from **35%**, to **86%** in **2018**. Furthermore, the proportion of those who had not used the internet in the last three months has fallen from **40%** in **2006**, to **9%** in **2018**<sup>6</sup>



**Social media use** by internet users has increased by **224%** since **2007** - nearly three quarters (**72%**) of internet users now have a **social media profile**, compared to **22%** in **2007**. **81%** of this audience uses social media at least **once a day**, up from **30%** in **2007**<sup>7</sup>

<sup>6 & 7</sup> GCS Government Communication Plan 2015-2016

In this changing landscape, it's essential we communicate and listen to the views of our residents to ensure we meet the communication needs and demands of our customers, members, partners and staff. At the same time, ensuring we provide value for money and efficient methods of communicating with our audiences must remain central to our efforts on behalf of the council.

As we shift towards a greater share of digital communications, we must remember that while digital communication is a cost effective way of reaching many customers quickly, not everyone is on the internet; many of our customers do not have easy access to technology or prefer traditional forms of communication. According to the Office of National Statistics data for 2018, 7% of adults in Leicester, Leicestershire and Rutland have never accessed the internet. While that number is shrinking every year, it is still significant and represents 6,160 adults in Hinckley and Bosworth. The challenge is increased when we consider the main alternative channel of communication, local newspapers, are experiencing falling circulations, making it harder than ever for our messages to reach some of our customers.

Expectations around communication and information are also changing; social media and news on demand has influenced the way that we all consume and share news, creating a demand for the latest information that is readily available whenever anyone wants it. That's why we must be proactive about promoting our services, events and news in a timely and relevant way to ensure we exceed those expectations and enable our messages to reach as many people as possible as efficiently as we can.

## The three ambitions of this strategy are to:

- 1** Inform people about the services the council provides so that residents and businesses make the best possible use of council services, ensuring that our online services are both user-friendly and accessible to use.
- 2** Show that the council is providing value for money in what we do. As well as ensuring our customers use the services provided for them as efficiently and as effectively as we can, we want to ensure that customers value the services they receive from the council.
- 3** Be accountable to local people. We will build trust by listening to the views of all our residents and representatives of local people, act upon them and tell them what action has been taken.

## Our main areas of focus for this strategy will be:

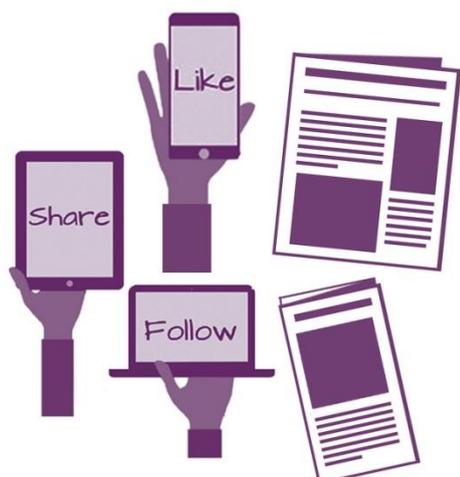
- 1.** Shifting more of our communication activity online by increasing the use of e-mail marketing, e-newsletters and further developing our presence on social media.
- 2.** Making our communications and promotional campaigns insight-driven - based on what we know our customers want and where we can reach them.
- 3.** Providing a professional media office service to our media partners and to the authority's own service areas.
- 4.** Ensuring that whatever method we use to reach our customers, our communication continues to be timely, informative, engaging, accessible and factual.

## Focus one: Shifting more of our communication activity online by increasing the use of e-mail marketing, e-newsletters and developing our presence on social media.

### Why?

1. The growth of information on demand and social media in particular has been staggering in the UK. Hinckley and Bosworth is no exception to that.
2. The most recent citizens' panel and public satisfaction survey (2018) told us that while the Borough Bulletin is still the most popular way for residents to receive information from the council, its popularity and the popularity of local newspapers is decreasing while the popularity of social media and the website is increasing:

How residents find out about and keep up to date with HBBC activities:



**25%** say the **Borough Bulletin** (**4%** decrease in one year)  
**16%** say **local newspapers** (**2%** decrease in one year)  
**14%** say **social media** and the **council website** (**4%** increase in one year)  
**15%** say **leaflets** and **posters** (no change)

3. More customers are using the website each year. One key indicator is the increase in sessions - a session is a user spending up to 30 minutes on the website. Between 2014 and 2017 the number of sessions on the council's website doubled from 350,000 to over 700,000 sessions. With over 55% of our customers accessing our website using a mobile device or tablet in May 2018, we have ensured that our website is responsive so it successfully displays services to customers on the device of their choice.
4. At the same time, the use of social media is growing. The council has several social media profiles:
  - Facebook profiles for:
    - Hinckley and Bosworth Borough Council (main council page)
    - The Atkins Building
    - Barwell Community House
    - Earl Shilton Community House
    - Gwendoline Community House
    - HBBC Jobs
    - Hinckley Market
    - Feast Hinckley
  - Twitter profiles for:
    - Hinckley and Bosworth Borough Council
    - HBBC Children (for childcare professionals)
    - The Atkins Building
  - Additionally the council has an Instagram account that was launched in 2018
- The council's social media accounts have the potential to reach significant numbers of people organically, that is, without paying for content to be shared.

There is also the option to increase the reach of a post by paying for an advertising boost. We have used this approach to boost event posts in 2018 and have seen excellent results with a spend of less than £100

- The number of people liking or following the Hinckley & Bosworth Borough Council (HBBC) social media accounts is as follows:

Social media account	No of people who like the page (Feb 2019)	Avg reach per week (Feb 2019)
Hinckley and Bosworth Borough Council	5,312	74,800
The Atkins Building	807	270
Barwell Community House	453	62
Earl Shilton Community House	427	10
Gwendoline Community House	202	22
HBBC jobs	193	68
Feast Hinckley	1,278	August 2018 month of the event – 19,630

- This compares well against the benchmark group of district councils in the UK (based on population area and demographics) where HBBC currently ranks first for both page likes and for page likes as a percentage of the population:

Rank	Council	Population	Facebook page likes February 2019	Facebook page likes as a % of the population
1	<b>Hinckley/Bosworth</b>	<b>107700</b>	<b>5312</b>	<b>4.93%</b>
2	Newark/Sherwood	114800	5297	4.61%
3	South Ribble	109057	4543	4.17%
4	Gedling	113543	4207	3.71%
5	South Staff	108131	3934	3.64%
6	North Kesteven	111000	3044	2.74%
7	Blaby	93915	2566	2.73%
8	Rushcliffe	109057	2247	2.06%
9	Amber Valley	122309	2168	1.77%
10	South Derbyshire	94611	1875	1.98%
11	Lichfield	102100	1814	1.78%
12	East Northampton	88900	1565	1.76%
13	High Peak	90892	1184	1.30%
14	Stroud	116600	996	0.85%
15	West Lancashire	111900	597	0.53%
16	Staffs Moorlands	97800	588	0.60%

- Facebook events have proven to be an effective way of promoting council events. When social media users engage with an event, Facebook will use push notifications

(pop up reminders on a mobile device) to remind the user the event is coming up and share the event with the user's friends. This boosts reach considerably with some 332,700 people having had one of 77 HBBC events <sup>2</sup>appear in their newsfeed in 2018

- In 2018 the top performing post on Facebook was seen by 45,000 people, with other popular posts regularly achieving a reach in excess of 10,000 people. One post in early 2019 reached 55,000 people.
- Facebook messenger is increasingly used by customers asking for council information or to report a problem, with the number of messages having doubled between January and June 2018 to around 100 people on average every month
- HBBC's corporate twitter account has 5,326 followers (February 2019). While it continues to grow steadily and it is a valuable means of reaching some of our customers, a sizeable proportion of the followers are businesses rather than residents. It is particularly helpful for promoting messages to businesses as well as general messages.

## What we will do:

1. Grow our social media audiences, with the aim of achieving 10,700 Facebook page likes, equivalent to 10% of our resident population for the borough liking the HBBC main page by 2021. This is an ambitious target that reflects our desire to ensure we maximise the potential of social media to reach our residents into the future. Twitter has been growing at around 5% per year, so we look to build on that with a stretched target of 20% by 2021, taking the number of subscribers to 6,300 by 2021.
2. Develop and enhance our social media content to increase its reach and boost engagement with our residents. A working group of social media editors from key council services has been established to improve HBBC's social media guidelines and to share insights. We will aim to use social media as a channel for online conversations and interactions, rather than using social media merely as a 'broadcast' tool. We will harness the influence of digital influencers, such as community and interest groups, to build trust and reach.
3. We will continue to test the efficacy of paid boosts on Facebook to increase the reach of key events and messages.
4. While Facebook and Twitter are currently the most used social media channels, this may change during the life of this strategy so we will continue to monitor emerging social media channels and grasp the opportunity to join in important conversations where they are happening locally.
5. Aim for digital by default – ensure online services are so easy to access and view online that it becomes the channel of choice.
6. Continue to develop e-newsletters, maximising the potential of Mailchimp and My Account to enable customers to subscribe to regular updates from services that interest them.
7. Make the best use of new and emerging technologies such as accessible animation and video to make sure we are reaching all our audiences. We will aim to create engaging, shareable content to encourage audiences to re-transmit our material.

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<sup>2</sup> Facebook insights data 2018

8. Work with Leicestershire County Council to offer training and support to those people who do not currently access the internet but are interested in doing so.

## Focus two: Making our communications and promotional campaigns insight-driven - based on what we know our customers want and where we can reach them

### Why?

- Understanding audiences is essential to communications. By finding out more about audiences' attitudes, habits and preferences, insight can help ensure our communications are as relevant, meaningful and effective as possible
- Analytical tools enable us to evaluate the effectiveness of our communications, identifying which groups of customers we are reaching and importantly, the customers we are not reaching. This will help us to target information and messages effectively and efficiently

### What we will do:

1. Monitor and evaluate the effectiveness of our public relations activity, monitoring media coverage, social media reach and, where appropriate, attendance at events to evaluate and understand who we are reaching.
2. Identify the scope and frequency of customer insight and consultation arrangements across all service areas and understand how this insight can better drive communications and promotional activities.
3. Research and identify best practice customer consultation and customer insight arrangements in 'similar' district councils to identify any further potential to use insight to drive communication improvements.

## Focus three: Providing a professional media office service to our media partners and to the authority's own service areas

### Why?

The main media organisations operating in the Hinckley and Bosworth area are as follows:

media	circulation 2016	circulation 2017	circulation 2018	frequency
Hinckley Times	8093	7221	6220	weekly/paid
Leicester Mercury	25,859	not known	21,130	daily/paid/online
Groby Spotlight			3,500	monthly/free
Local Rock (central Hinckley)			10,000	fortnightly/free
Local Rock (villages*)			14,500	fortnightly/free

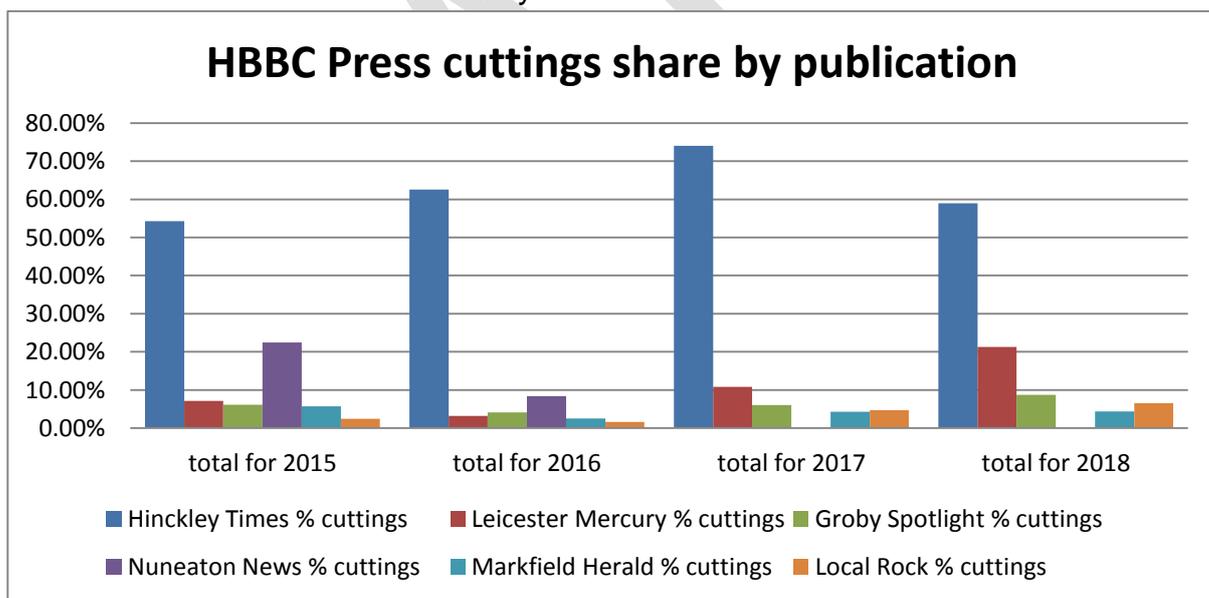
Markfield Herald			4,000	monthly/free
BBC Radio Leicester	118,000	161,000	172,000	daily broadcast
Fosse 107	26,000 per week	unknown	22,000 per week	daily broadcast
BBC East Midlands Today	unknown	unknown	unknown	daily broadcast
ITV Central	unknown	unknown	unknown	daily broadcast

**Footnote:**

Local Rock villages edition circulation goes beyond the HBBC boundary: Burbage, Wolvey, Burton Hastings, Aston Flamville, Sharnford, Sapcote, Stoney Stanton, Elmesthorpe, Earl Shilton, Peckleton, Kirkby Mallory, Dadlington, Thurlaston, Stoke Golding, areas of Barwell and Earl Shilton and the villages of Sutton Cheney and Cadeby. The Markfield Herald is distributed to Markfield, Stanton-under-Bardon, Field Head, Thornton and Bagworth.

The Leicester Mercury has a city and county wide distribution.

5. HBBC issues around 200 press releases every year which generate around 880 press cuttings. The largest majority of those cuttings (60% on average) appear in the weekly Hinckley Times followed by the Leicester Mercury, which is covering an increasing proportion of HBBC stories in recent years. Other local titles also regularly feature council business, but this can fluctuate or even cease – in 2017 the Nuneaton News took an editorial decision to cover only the Nuneaton area.



6. Traditional newspaper sales continue to decline. The latest audited circulation figures for the Hinckley Times show a circulation of 6220 copies per week in 2018, which is 14% less than the circulation in 2017 and 23% less than the circulation in 2016<sup>3</sup>. In early 2018 the Hinckley Times parent company undertook some substantial changes, shrinking the editorial team and moving online content away from the local Hinckley Times pages to the Leicestershire Live web site. Local editorial is shared between the Hinckley Times and the Leicester Mercury and supplemented with syndicated national content. In January 2019 the cover price increased by 18% to £1.30.
7. However, the local media retain a loyal audience and its influence on the public, councillors and partners still remains. Even if circulation figures for the printed edition

<sup>3</sup> ABC circulation figures 2018

continue to fall, its digital audience, particularly on social media, is significant so it is still an important and valued way of reaching our residents. According to the company that owns the Hinckley Times and the Leicester Mercury, the Leicestershire Live website (the site where Leicester Mercury and Hinckley Times stories are now published) boasts a monthly audience of 9 million users<sup>4</sup>. While this cannot be independently verified, it is a considerable audience.

## The Borough Bulletin

1. The Borough Bulletin (BB) is a tabloid newspaper published by the council four times a year and distributed to every household in the borough. The BB was launched in 1998 as a means of communicating council news and information to residents and it continues to be an important way of reaching our residents. The aim is to ensure information reaches residents living in all areas, including areas that are already served by free and paid-for newspapers and areas that have no local newspapers.
2. Every service area, all parishes and key partners including Hinckley BID and Hinckley Leisure Centre, are offered the opportunity to include content in every edition. The content is then professionally copy written and presented including images wherever possible.
3. Each edition of the BB is distributed:
  - Spring edition – early March
  - Summer edition – early June
  - Autumn edition – early September
  - Winter edition – mid November
4. The council has a strong commitment to ensuring that every household receives a copy of the BB so for some years the council has directly employed staff to deliver to every property in each electoral ward. BBs are posted to a small number of very rural and hard to access properties to ensure that every property receives one.
5. The BB is supplied in accessible formats to residents on the council's preferred formats list. This includes an audio version (produced by local charity VISTA) and a large print version. The accessible format BB's are posted for free to hundreds of residents using the Royal Mail 'articles for the blind' service. Additionally the BB is available to read online via the council's website.
6. Anecdotal feedback from BB advertisers and service areas points to the BB being an effective way of reaching residents throughout the borough. In a 2018 residents' survey, 25% of residents said the Borough Bulletin is the most popular way for residents to receive information from the council.
7. In 2017, the communications team consulted with parishes on BB content and as a result, the BB now has a stronger community and people focus, with the content of each edition having a particular theme in addition to carrying council and community news and upcoming events. Feedback from parishes and residents to these changes has been positive.

## What we will do:

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<sup>4</sup> Comscore data 2018

1. Continue to provide a regular flow of news releases suitable for local, regional and specialist media outlets. Wherever possible, we will provide ready to use images and web links with each news release to help to maximise coverage in print titles and for digital audiences.
2. We will maximise media coverage of council events and other key newsworthy activity by supplying ready to use copy and images as soon after the event as possible.
3. Continue to provide a reactive media service, responding to incoming media enquiries to ensure they are answered in a factual and timely fashion.
4. Proactively challenge and rebut misinformed and inaccurate news articles to ensure media coverage properly reflects facts. We will seek to avoid inaccurate stories by continuing to build good relationships with our media colleagues, ensuring the communications team has a sound reputation for responding to media deadlines and being clear when the authority is unable to provide a response.
5. Continue to produce four editions of The Borough Bulletin per year, enhancing and tweaking content and style to reflect the views of residents and stakeholders. We will use the power of storytelling to create an engaging, emotional connection with audiences.
6. Ensure the Borough Bulletin continues to be a popular way to receive information about the council, as measured by the annual resident satisfaction survey.

**Focus four: Ensuring that whatever method we use to reach our customers, our communication continues to be timely, informative, engaging, accessible and factual.**

Our communication and consultation activity will continue to be guided by the following principles which were established in 2006 to ensure that what we do achieves our ambitions:

1. We will ensure all communication is written in plain English so that it is clear, concise and accessible to everyone.
2. We will be open and transparent
3. We will be clear about what we are consulting on and tell people how their views can influence decisions.
4. We will publish the results of each consultation and tell people how we have used the findings.

**Hinckley & Bosworth Borough Council**

**Communication Strategy 2019-2021**

**Appendices**

**Contents**

**1.1 Consultation and the Public Sector Equality Duty**

**1.2 Principles of Consultation**

## 1.1 Consultation and the Public Sector Equality Duty

On 5 April 2011, the public sector equality duty (the equality duty) came into force. The equality duty was created under the Equality Act 2010.

The public sector equality duty has a key role to play in making sure that fairness is at the heart of public bodies' work and that public services meet the needs in different groups. The public sector which includes Local Authorities is subject to general and specific duties as set out in section 149-159 of the Equality Act 2010.

The specific duty requires that the council takes into account gender, race and disability and also extends it to cover age, marriage and civil partnership, religion or belief, sexual orientation, pregnancy and maternity and gender re-assignment.

The Equality Act 2010 puts various requirements on organisations when exercising their functions. The general duty requires all organisations to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Act
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

## 1.2 Principles of Consultation

In order to make sure that consultation complies with the requirements of the Equality Act 2010 and the Government's Consultation Principles (as revised in 2018), we have adopted the following checks to guide how, when and why we consult:

### Universal

The council is aware of demographic changes through economic migration and subsequent settlement as revealed in the 2011 census and will seek to identify and respond to emerging needs by way of communication and consultation.

### Inclusive

We will make all reasonable efforts to ensure an inclusive approach to consultation and will make reasonable arrangements for anyone affected by a proposal or proposed service change to have an opportunity to have their say. This means we will not normally settle for approaches which we know will exclude people whose views may be significant in the context of the particular proposal. We will also have reference to corporate style guidelines in preparing consultation material.

### Appropriate

We will ensure that our methodologies are appropriate to the needs and expectations of those whose views are sought, and presented in ways that are accessible and understandable (including, where necessary, making them available in other languages and formats). We will go to where people are, rather than expect them to come to us. Survey samples will be structured to include all whose views ought to be considered, and approaches will be designed to ensure that people are engaged with and involved at an appropriate level.

#### Timely

We will consult before decisions are made, rather than seek to secure approval for decisions already taken, and will allow sufficient time for people and organisations to respond.

#### Rigorous

We will ensure that our consultation work adheres to established good practice and professional disciplines, and follow recognised professional codes of practice. We will build adequate and proportionate quality checking into our processes to ensure the reliability and inclusiveness of the data we present.

#### Proportionate

Consultation will be tailored in size and complexity to the significance of the issue in question. We will not consult unnecessarily, or in ways which are excessive and disproportionate to the significance of the issue or its relevance to the respondents.

#### Usable

We will put the results of consultation in front of those who need them, helping them to respond appropriately to the issues raised and to use the data to make informed decisions. We will make sure that the key messages are communicated in clear, unambiguous ways and ensure clarity of understanding on the part of our audiences.

#### Meaningful

We will not undertake consultation purely to say we have done so. This wastes resources that could be spent securing useful information, and token approaches inevitably tarnish the perception of the council on the part of those consulted in such a manner.

#### Confidential

We will respect the confidentiality of those taking part in our survey work, and will comply with the 2018 Data Protection Act regarding the privacy and data handling of participants.

## Accountable

We will publish the results of non-confidential research in accessible ways and will feed back to respondents on the results of research in which they have taken part. We will also communicate the action we intend to take as a result of discovering respondents' views and how we have responded to these, in a variety of ways to reflect the scale and method of consultation. This will always include survey results being posted under 'Have your say' on the council's website.

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## Hinckley & Bosworth Borough Council

### FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION                      28 MARCH 2019  
COUNCIL    16 APRIL 2019

WARDS AFFECTED: ALL WARDS

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### PAY POLICY STATEMENT 2019/20

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#### Report of Director (Corporate Services)

##### 1. PURPOSE OF REPORT

1.1 To present to Members for approval the proposed HBBC Pay Policy Statement for 2019/20.

##### 2. RECOMMENDATION

2.1 That Council approve the HBBC Pay Policy Statement for 2019/20.

##### 3. BACKGROUND TO THE REPORT

3.1 The Localism Act 2011 came into force on 15 January 2012. The Act contains provisions relating to “pay accountability” in local government and section 38(1) of the Act requires local authorities to prepare pay policy statements setting out the authority’s own policies in regard to the remuneration of its staff, in particular its senior staff (or ‘chief officers’) and its lowest paid employees.

3.2 Pay policy statement must be prepared and approved by Council each financial year and following approval, published on the council’s website.

3.3 The legislation provides that the pay policy statement must set out the council’s policies for the financial year relating to:

- The remuneration of its chief officers
- The remuneration of its lowest paid employees
- The relationship between the remuneration of its chief officers and its employees who are not chief officers

Other specific aspects of chief officer's remuneration: during recruitment, increases and additions to remuneration, use of performance related pay, bonuses and termination payments

- 3.4 The council also has a statutory duty to have regard to the Government guidance 'Openness and accountability in local pay: Guidance under Section 40 of the Localism Act'. The guidance suggests that authorities consider expressing the relationship between the pay of the chief officers and others as a ratio between the higher and median salaries, known as the 'pay multiple'.
- 3.5 Local authorities are also required under the Local Government Transparency Code 2015 to publish data required under the regulations. The code requires councils to publish:
- An organisation chart covering staff in the top three levels of the organisation
  - Information about employees whose salary is above £50,000 in addition to that already required under the Accounts and Audit (England) Regulations 2015
  - The pay multiple (as defined in 3.4)

This is also set out within the pay policy statement in order to meet the requirements of the code.

- 3.6 The Pay Policy reflects the pay increase and change in pay spine following the second year implementation of the pay settlement (2018/19 and 2019/20 pay deal) as agreed by the National Employers and joint trade unions for Local Government Services.

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

- 4.1 The report to be taken in open session.

#### 5. FINANCIAL IMPLICATIONS [DW]

- 5.1 In accordance with Accounts and Audit (England) Regulations officer remuneration above £50,000 has to be disclosed as a note in the Council's Statement of Accounts.

#### 6. LEGAL IMPLICATIONS [FA]

- 6.1 These are contained within the body of the report.

#### 7. CORPORATE PLAN IMPLICATIONS

- 7.1 The publication of the Pay Policy Statement ensures transparency and accountability and is a legal requirement.

#### 8. CONSULTATION

- 8.1 All pay decisions, at national and local level, have undergone full consultation with the trade unions.

## 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:

None

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

10.1 By publishing the Pay Policy Statement will ensure greater transparency in regard to how pay is determined thus ensuring accountability to citizens within the borough. The pay policy statement also sets out how the authority, through its robust pay policy, endeavours not to discriminate against any groups of staff within the protected characteristics as contained within the Equality Act 2010.

## 11. CORPORATE IMPLICATIONS

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

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

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Background papers: None.

Contact Officer: Julie Stay, HR & Transformation Manager Ext 5688

Executive Member: Councillor C Ladkin

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# HINCKLEY AND BOSWORTH BOROUGH COUNCIL

## PAY POLICY STATEMENT 2019/20

### 1. Introduction

The council is committed to fairness, transparency and the principle of equal pay in employment.

This Pay Policy Statement sets out Hinckley and Bosworth Borough Council's policy on pay for senior managers and employees for 2019/2020 and is in accordance with the requirements of Section 38 of the Localism Act 2011.

The policy will set out the council's policies for the financial year relating to:

- The remuneration of its chief officers
- The remuneration of its lowest paid employees; and
- The relationship between the remuneration of its chief officers and its employees who are not chief officers (the pay multiple)

The policy was approved by Council on 16 April 2019 and is effective from that date.

All appointments for Chief Officers and above are subject to approval by Council.

### 2. The Local Government Transparency Code 2015

The Local Government Transparency Code 2015 requires local authorities to publish open data, including an organisation chart giving information on senior employees' salaries. The organisation chart required under the code must provide information on all staff in the top three levels of the organisation, excluding those whose salary does not exceed £50,000.

### 3. About the Council

The Council has approximately 420 staff across 3 service areas. The Chief Executive and Directors form the council's Strategic Leadership Team that lead the work that provides services across Hinckley and Bosworth. **Appendix 1** details the senior management structure across the council.

#### 4. Definition of Chief Officer

For the purposes of this pay policy statement the following definitions apply.

Chief Officers are:

- Head of Paid Service (under S.4 of the Local Government and Housing Act 1989);
- Monitoring Officer (designated under section 5(1) of that Act);
- A statutory chief officer mentioned in 2(6) of that Act;
- A non-statutory chief officer mentioned in 2(7) of that Act;
- A deputy chief officer mentioned in section 2(8) of that Act (for the purpose of this policy these are service managers that report to a Director)

#### 5. Pay Structure

The pay and grading of employees at Chief Officer-level as defined under paragraph 4, is evaluated using the Local Government Senior Manager Job Evaluation Scheme. Officers within the Strategic Leadership Team are paid a fixed salary. For officers at Head of Service level, the pay range for each grade is attached **Appendix 2**.

For all other staff below this level, the council adopted the National Joint Council Job Evaluation scheme, with pay ranges for each grade aligned to the pay structure. The pay structure was originally introduced in 2006 and all new and changed job roles are evaluated using the scheme and the grades applied as appropriate.

More recently, a national review of the pay spine has led to a revision in the council's local pay structure **Appendix 3**. The review took place to ensure that the lowest pay point in the council's pay structure meets the government's National Living Wage target of £9.00 per hour by 2020.

The council has agreed to apply market rates to specific posts to address recruitment and retention difficulties subject to strict criteria and Strategic Leadership Team approval.

#### 6. Senior Employee Pay

Details of senior management remuneration is at **Appendix 4**. Performance related pay and bonuses, including lease cars, do not form part of senior employee's pay within the council.

#### 7. Lowest Paid Employee

The first pay point on the council's pay and grading structure is Grade 1 spinal column point 1 which is £17,364 (£9.00 per hour) [2018/19 £16,394 (£8.50 per hour)] and is defined as the lowest point within the council.

However, the council has agreed to pay all staff Grade 2 spinal column point 3 which is £18,065 (**£9.36 per hour**) as a minimum [2018/19 £17,007 ( £8.82 per hour)]. This is £1.15 per hour above the National Living Wage rate which is £8.21 per hour.

## **8. Pay Multiple**

### **The pay multiple between the median and highest earner**

Median gross pay is £22,462 (2018/19 £21,693) which represents a 5.15:1 ratio to that of the Chief Executive (2018/19 5.22:1). The multiplier is monitored each year and the differential between the top earner and the median average earner has reduced; this is a positive trend.

### **The pay multiple between the lowest and highest earner**

Lowest gross pay is £18,065 (2018/19 £17,007) which represents a 6.40:1 ratio to that of the Chief Executive (2018/19 6:66:1). The multiplier is monitored each year and the differential between the top earner and the lowest earner has reduced compared to last year, which is a positive result. This is due to higher percentage pay award being awarded at the lower end of the pay scale, following a national review of the pay spine.

## **9. Starting Pay**

All employees, including senior employees, will normally be appointed to the minimum point of the grade for the job.

In certain cases it may be appropriate to appoint to a higher point of the pay grade. This may arise when, for example, the preferred candidate for the job is or has been, in receipt of a salary at a higher level than the grade minimum.

## **10. Pay Progression**

All employees, including senior employees, receive annual increments until the top of the development point is reached. The final increment, above the development point on each grade, is subject to outstanding performance.

## **11. National Pay Award**

The council's pay and grading structure is adjusted by a 'cost of living' increase agreed nationally by the three bodies that represent staff at the council, this includes The JNC for Chief Officers, JNC for Chief Executives and NJC for local government services (for all staff below that level).

## **12. Terms and Conditions**

From March 2006 all employees covered by the pay policy statement have enjoyed the same terms and conditions. The Chief Executive, Chief Officers and local

government service employees have different negotiating bodies that determine other conditions such as disciplinary procedures and pay awards.

### **13. Protection of Earnings Policy**

The Council's policy on protection of earnings applies to all employees of the council and provides protection for an employee's basic pay where it is reduced as a result of:

- Redeployment into a suitable alternative vacancy where an employee is at risk or under notice of redundancy
- Redeployment into a suitable alternative vacancy on health grounds
- The introduction of a revised pay and grading system

The period of pay protection is for a period of up to two years from the date of change to basic pay.

### **14. Termination of employment**

#### **Early retirement (Efficiency of Service)**

The Local Government Pension Scheme allows employers certain discretionary powers but the council's usual policy is not to enhance pension benefits for any employee. Therefore there are no provisions for employees to seek early retirement on the grounds of efficiency of the service.

How the council exercise various discretions are set out at Appendix 5.

#### **Redundancy**

No additional payments are made to any employee of the council, including senior employees, at the point of leaving the employment of the council, except on circumstances of redundancy. This is in accordance with the council's redundancy policy.

The Public Sector Exit Payment Regulations 2016 which were expected to come into force during 2017, restrict exit payments and will be capped at £95,000 should an employee leave their role as a result of redundancy or through voluntary exit. This will include pension capital costs to the authority. Employees earning over £80,000 will also be required to repay exit payments if they return to a public sector role within 12 months. The Government has consulted on the draft regulations however it has not kept to the proposed timetable and the implementation date is not currently known.

### **15. Re-engagement**

Employees who have been made redundant are eligible to apply for vacancies which may arise after they have left the council's employment. Any such applications will be considered together with those from other candidates and the best person appointed to the post.

Where a senior manager, as defined under paragraph 4, has left the authority on redundancy grounds, the authority will not re-employ at a later stage or re-engage as a consultant.

#### **16. Publication and Access to Information**

This statement will be published on the council's website, together with the council's pay and grading structure and information relating to senior management remuneration.

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# Senior management structure



**Chief Executive**  
(Head of Paid Service)  
**Bill Cullen**  
(E.A. Jo McLaren 01455 255737)



**Director**  
(Community Services)  
**Sharon Stacey**  
(E.A. Clare Bray 01455 255934)



**Director**  
(Environment and Planning)  
**Rob Parkinson**  
(E.A. Sonia Dee 01455 255676)



**Director**  
(Corporate Services)  
[and Monitoring Officer]  
**Julie Kenny**  
(E.A. Sonia Dee 01455 255676)

<b>Community Safety &amp; Performance Manager</b> Rachel Burgess 01455 255746	<b>Anti-Social Behaviour &amp; Tenancy Manager</b> Madeline Shellard 01455 255746	<b>Housing Repairs Investment Manager</b> Mark Tuff 01455 255673	<b>Housing Repairs Operations Manager</b> Ged Hickey 01455 255705
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<b>Environ'l Services Manager (Commercial)</b> Steve Merry 01455 255735	<b>Snr Envir'l Health Manager (Pollution)</b> Simon Smith 01455 255769	<b>Interim Head of Planning</b> Nicola Smith 01455 255970	<b>Head of Street Scene Services</b> Caroline Roffey 01455 255782
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<b>Head of Leics Revs and Bens Partnership</b> Sally O'Hanlon 01455 638150	<b>Legal Services Manager</b> Farzana Akhtar 01455 255802	<b>HR and Trans-formation Manager</b> Julie Stay 01455 255688	<b>Comms and Promotions Officer</b> Jacqueline Puffett 01455 255630
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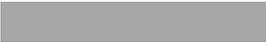
<b>Cultural Services Manager</b> Simon Jones 01455 255699	<b>Housing Options Manager</b> Jo Wykes 01455 255957	<b>Private Sector Housing Manager</b> Rosemary Leach 01455 255923	<b>Housing Assets &amp; Support Team Manager</b> Clive Taylor 01455 255890	<b>Strategic &amp; Community Planning Manager</b> Edwina Grant 01455 255629
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<b>Democratic Services Officer</b> Rebecca Owen 01455 255879	<b>Head of ICT</b> Mike Dungey 01455 255900	<b>Head of Finance [Sec 151 Officer]</b> Ashley Wilson 01455 255607	<b>Estates and Assets Manager</b> Malcolm Evans 01455 255614
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**APPENDIX 2**

HEAD OF SERVICE	SCP	GRADE 1	GRADE 2
		£	£
	1	56,480	
	2	58,019	
	3	59,560	
	4	61,100	61,100
	5	62,639	62,639
	6		64,179
	7		65,719
	8		67,777

 Developmental progression

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## HBBC PAY STRUCTURE 1 APRIL 2019

			MAXIMUM POINTS PER GRADE - JOB EVALUATION SCHEME										
Sp Pt	Annual Salary 1 April 2019	Hourly	278	337	385	431	478	520	567	639	699	762	820
			1	2	3	4	5	6	7	8	9	10	11
GRADE			1	2	3	4	5	6	7	8	9	10	11
48	54,733	28.37											
47	53,416	27.69											
46	52,113	27.01											
45	50,798	26.33											
44	49,484	25.65											
42	44,632	23.13											
41	43,662	22.63											
40	42,683	22.12											
38	40,760	21.13											
37	39,782	20.62											
36	38,813	20.12											
34	36,876	19.11											
33	35,934	18.63											
32	34,788	18.03											
30	32,878	17.04											
29	32,029	16.60											
28	31,371	16.26											
27	30,507	15.81											
25	28,785	14.92											
24	27,905	14.46											
23	26,999	13.99											
22	26,317	13.64											
20	25,295	13.11											
19	24,799	12.85											
17	23,836	12.35											
15	22,911	11.88											
14	22,462	11.64											
12	21,589	11.19											
11	21,166	10.97											
9	20,344	10.54											
8	19,945	10.34											
7	19,554	10.14											
5	18,795	9.74											
4	18,426	9.55											
3	18,065	9.36											
2	17,711	9.18											
1	17,364	9.00											

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**Appendix 4 – Senior Employee Pay**

<b>Chief Executive</b>	<b>Salary</b>	<b>FTE</b>	<b>Grade</b>
<p><b>Chief Executive</b>  <i>Responsible for the delivery of all council services to residents of the borough through the strategically direction of the councils senior management team and staff.  The council employs approx. 420 staff (370 FTE) serving a local population of 110,000.</i></p> <p><i>The Chief Executive as Head of Paid Service, along with the Section 151 Officer and Executive has overall responsibility for all council resources, amounting to a net budget requirement of circa £19.8m</i></p>	£115,588	1.0	Fixed salary
<b>Community Services</b>	<b>Salary</b>	<b>FTE</b>	<b>Grade</b>
<p><b>Director (Community Services)</b>  <i>Responsible for Housing Services including: Private Sector Housing, Council House Management and Repairs, Older Persons Services, Community Safety, and Anti-Social behaviour. The post also has responsibility for Cultural Services, Partnerships, Community Planning and the Voluntary Services.</i></p> <p><i>Net budget circa £616k (Expenditure £18.6m less Income £18m)</i></p>	£78,810	1.0	Fixed salary
<p><b>Cultural Services Manager</b>  <i>Responsible for Town Centre , Children and Young People, Sports and Arts Development, and Tourism and Events</i></p> <p><i>Net budget circa £64k</i></p>	£54,733	1.0	Grade 11 (SCP 48)
<b>Corporate Services</b>	<b>Salary</b>	<b>FTE</b>	<b>Grade</b>

<p><b>Director (Corporate Services)</b>  <i>As the council's Monitoring Officer, the post holder is responsible for the Revenues and Benefits Partnership, Finance, ICT Services and Asset and Estates Management. The post is also responsible for Corporate Services including: HR, Legal, Communications, Democratic Services, Electoral Services and Customer Services.</i></p> <p><i>Net budget circa £10.7m</i></p>	£78,810	1.0	Fixed salary
<p><b>Head of Revenues and Benefits Partnership</b>  <i>Responsible for the Leicestershire Revenues and Benefits Partnership; this post holder oversees the delivery of the Housing Benefit and Council Tax function (including NNDR) for three local authorities. Whilst the post holder has overarching operational responsibility it is the key lead for developing the commercial strategy for the partnership.</i></p> <p><i>Net budget circa £960k</i></p>	£73,071	1.0	Fixed salary
<p><b>Head of Finance</b>  <i>As the Section 151 Officer, the post holder is responsible for the management of the financial affairs of the council, directly managing the Accountancy and Audit team. The post holder also has responsibility for investment management, the councils insurance and the payments and income function.</i></p> <p><i>Net budget circa £1.2m</i></p>	£67,777	1.0	Head of Service Grade 2 (SCP 8)
<p><b>Head of ICT</b>  <i>Responsible for managing the ICT Shared Service and delivering the ICT Strategy for four local authorities. The role is responsible for managing an outsourced ICT contract with a private sector partner.</i></p> <p><i>Net budget circa £1.4m</i></p>	£61,100	1.0	Head of Service Grade 1 (SCP 4)
<p><b>Estates and Assets Manager</b></p>			

<p><i>Designated as the council's corporate property officer, the post holder is responsible for managing the authority's property assets and future property portfolio. The post holder is also responsible for facilities management.</i></p> <p><i>Net budget circa £1.3m</i></p>	£54,733	1.0	Grade 11 (SCP48)
<p><b>HR and Transformation Manager</b></p> <p><i>Responsible for the management of HR and Payroll Services and delivering the People Strategy for the authority. The role is also responsible for Customer Services, Electoral Services and corporate transformation projects.</i></p> <p><i>Net budget circa £1.1m</i></p>	£54,733	1.0	Grade 11 (SCP48)
<b>Environment and Planning</b>	<b>Salary</b>	<b>FTE</b>	<b>Grade</b>
<p><b>Director (Environment and Planning)</b></p> <p><i>Responsible for the Planning Service, including Development Control, Planning Policy, Building control and Environmental Health. Responsible for all aspects of Street Scene Services including Refuse and Recycling, Grounds Maintenance, management of green spaces.</i></p> <p><i>Net budget circa £7.9m</i></p>	£78,810	1.0	Fixed salary
<p><b>Head of Planning and Development</b></p> <p><i>The post holder is the Chief Planning Officer for the council. Responsible for overarching all planning services including Development Management, Planning Policy, Regeneration and Building Control.</i></p> <p><i>Net budget circa £1.8m</i></p>	£47,648	0.8	Head of Service Grade 1 (SCP 3) Interim post holder
<p><b>Head of Street Scene Services</b></p> <p><i>Responsible for the management of Street Scene service including Refuse and Recycling service, Grounds Maintenance operations and management of green spaces. The post holder also has responsibility for Car Parks.</i></p> <p><i>Net budget circa £5m</i></p>	£62,639	1.0	Head of Service Grade 1 (SCP 5)

<p><b>Waste and Business Development Manager</b>  <i>Responsible for the management of the Refuse and Recycling Service and Business Development.</i></p> <p><i>Net budget circa £0.2m</i></p>	£52,113	1.0	Grade 11 (SCP46)
<p><b>Environmental Health Services Manager</b>  <i>Responsible for the management of Environmental Health including Pollution, Licensing and Commercial Services</i></p> <p><i>Net budget circa £2.8m</i></p>	£53,416	1.0	Grade 11 (SCP47)

**Employer: Hinckley & Bosworth Borough Council**

**Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible employees**

**Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.**

**This statement is applicable to all employees of Hinckley & Bosworth Borough Council who are eligible to be members of the LGPS**

**There is a requirement to publish the following five policies, set out below:**

**1. LGPS Regulations - Regulation 31: Power of employer to award additional pension**

Explanation	Employer's Policy
<p>An employer may resolve to award a member additional pension of not more than £6,822 (figure as at 1 April 2018) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.</p>	<p><b>The Council will not normally agree to award an additional pension under this regulation.</b></p>

**2. LGPS Regulations 2013 - Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (shared cost):**

Explanation	Employer's Policy
<p>An active member in the main section of the scheme who is paying contributions may enter into arrangements to pay additional pension contributions (APCs) by regular contributions or a lump sum.</p> <p>Such costs may be funded in whole or in part by the member's Scheme employer.</p> <p>The employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.</p> <p>This does <b>not</b> relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer <u>MUST</u> contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013.</p>	<p><b>The Council has not adopted this discretion.</b></p>

**3. LGPS Regulations 2013 - Regulation 30 (6): Flexible Retirement**

Explanation	Employer's Policy
<p>An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Scheme employer's consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in local government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>As an employer you need to determine the conditions under which you would approve a flexible retirement taking place.</p>	<p><b>The Council has agreed to release pension where there is no cost and not to waive any reduction.</b></p> <p><b>Members must reduce their hours by a minimum of 40% and/or reduce their grade</b></p> <p><b>The Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstances supported by a business case.</b></p>

**4. LGPS Regulations 2013 - Regulation (paragraph 1(1)( c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85**

Explanation	Employer’s Policy
<p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The employer has the discretion to “switch on” the 85 year rule for such member (paragraph 1(1)( c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer.</p>	<p><b>The Council will not apply either discretion, unless there is a business case to support this as an alternative to a redundancy situation.</b></p>

**5. LGPS Regulations 2013 - Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Waiving of actuarial reduction**

Explanation	Employer's Policy
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p> <p>The cost of which would fall upon the employer.</p> <p>n.b. "Compassionate grounds" is not defined in the regulations</p>	<p><b>The Council will not apply this discretion, unless there are exceptional circumstances.</b></p> <p><b>The Strategic Leadership Board (SLB) will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial position of the Council must be considered.</b></p>

There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013, whilst there is no requirement to have a written policy. However in the interests of transparency and equal treatment, members approved a consistent approach to the discretions as detailed below:

**1. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility**

Explanation	Employer's Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<p><b>The Council has not adopted this discretion.</b></p> <p><b>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</b></p>

**2. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months**

Explanation	Employer's Policy
This discretion allows the Employer extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This has to be with the agreement of the Administering Authority	<p><b>The Council as the Administering Authority will not normally allow an extension of the 12 month limit. Extenuating circumstances may apply and this would include</b></p> <p><b>(1) Where evidence exists that an</b></p>

	<p>election was made within 12 months but his was not received by the administering authority</p> <p>(2) Where evidence exists that the member was not aware of the 12 month limit due to maladministration</p>
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3. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Employer’s Policy
<p>This discretion allows the Employer to extend the 12 month time limit a member has within which they must elect not to have deferred benefits aggregated with their new LGPS employment</p>	<p><b>The Council will not normally extend this 12 month time limit. Extenuating circumstances may apply and this would include</b></p> <p>(1) Where evidence exists that an election was made within 12 months but his was not received by the administering authority</p> <p>(2) Where evidence exists that the member was not aware of the 12 month limit due to maladministration</p>

## 4. LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Explanation	Employer's Policy
This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed.	<b>(1) Base pay on actual pay in April plus previous years overtime (3) Re-band on all <u>contractual</u> changes including hours and re-band upon a pay award as and when they occur</b>

## 5. LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay

Explanation	Employer's Policy
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any "regular lump sum payment".</p> <p>This is in cases where an employee's pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	<b>To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age.</b>

I confirm that the above policies have been approved by the Ethical Governance and Personnel Committee.

I confirm that should any of the decisions change in the future the Pensions Section will be notified immediately.

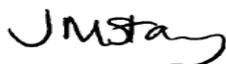
The attached statements therefore provide a summary of the policies which have been adopted and certify that they are correct on behalf of:

Employer's Name: Hinckley and Bosworth Borough Council

Print Name: Julie Stay

Position: HR and Transformation Manager

Signed:



Date: 06.02.2019

Please sign and copy. Keep one for reference and return the other to [carol.haywood@leics.gov.uk](mailto:carol.haywood@leics.gov.uk)

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**Employer: Hinckley & Bosworth Borough Council**

**Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible former members effective 14<sup>th</sup> May 2018**

Under the pertinent LGPS Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all former employees of the above named employer who are eligible to be members of the LGPS and are required following the introduction of the LGPS (Amendment) Regulations 2018 in the following areas:

**LGPS Benefits Regulations – Early payment of retirement benefits at a former member’s request.**

**Election for early payment of deferred benefits at age 55 for leavers before 1 April 1998**

Original Regulation 24(a) and 30(d)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(a)

**Election for early payment of deferred benefits from age 55 for leavers between 1 April 1998 and 31 March 2008**

Original Regulation 24(a), 30(e) and 30(f)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(b)

New para 1(1)(e) of Sch 2

New para 1(1)(f) of Sch 2

Amends para 1(2) of Sch 2 and para 2(3) of Sch 2

**Election for early payment of deferred benefits from age 55 for leavers between 1 April 2008 and 31 March 2014**

Original Regulation 24(a), 30(a), 30(c), 30(e) and 30(f)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(c)

Amends para 1(1)(a) of Sch 2

New para 1(1)(aa) of Sch 2

Amends para 1(1)(c) of Sch 2, para 1(2) of Sch 2 and para 2(3) of Sch 2

1. Affirmation of existing policy in this area required:

Explanation	Employer's Policy
<p>Where the former member elects for voluntary early retirement before their normal pension age (NPA), the deferred benefits will be reduced for early payment.</p> <p>The scheme employer may, in respect of deferred members who can under the relevant regulations (details above) voluntarily draw their benefits on or (<u>if regulations allow</u>) after age 55 and prior to NPA, choose to waive on the grounds of compassion any reduction for early payment.</p> <p>The cost of which would fall upon the employer.</p> <p>n.b. "Compassionate grounds" is not defined in the regulations</p>	<p>In relation to waiving any reduction which may apply on compassionate grounds, the policy is that:</p> <p><b>The Council will not apply this discretion, unless there are exceptional circumstances.</b></p> <p><b>The Strategic Leadership Board will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial position of the council must be considered.</b></p>

2. Additional new decision required to cover former members who left after 1 April 1998 but before 31 March 2014 regarding Switching on 'Rule of 85'

Explanation	Employer's Policy
<p>A former member who has not attained normal pension age (NPA) but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before NPA.</p> <p>The employer has the discretion to "switch on" the 85 year rule for such a member.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before NPA would have to be met by the employer.</p>	<p>In relation to early retirements with employer's consent, policy on 'Switching on Rule of 85' is that:</p> <p><b>The Council will not apply this discretion.</b></p>

I confirm that the above policies have been approved by the Ethical Governance and Personnel Committee.

I confirm that should any of the decisions change in the future the Pensions Section will be notified immediately.

The attached statements therefore provide a summary of the policies which have been adopted and certify that they are correct on behalf of:

Employer's Name: Hinckley and Bosworth Borough Council

Print Name: Julie Stay

Position: HR & Transformation Manager



Signed:

Date: 06.02.2019

Please sign and copy. Keep one for reference and return the other to [carol.haywood@leics.gov.uk](mailto:carol.haywood@leics.gov.uk)



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

# Overview and Scrutiny Work Programme 2018-2019

**MARCH 2019**

## SCRUTINY COMMISSION

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
28 March 2019	S106 contributions update	Annual update	Ensure money is being allocated and spent	Nicola Smith	All
	Update on healthcare in Hinckley	Regular update and following consultation events	Scrutiny of plans	Edwina Grant	1, 2
	Communication Strategy	Consultation prior to approval	Support for strategy	Jacqueline Puffett	All
27 June 2019	Planning appeals update	Six monthly update	Monitor performance in relation to planning decisions	Nicola Smith	3
	Economic Regeneration Strategy action plan update	Annual update	Monitor progress against action plan	Nicola Smith	3
	Parish & Community Initiative Fund	Annual report	Recommendations to SLT	Caroline Roffey	All
	Hinckley & Bosworth Heritage strategy 2018-2023 update			Nicola Smith	
	Local authority lottery	Request to review pre-implementation	Ensure processes followed	Edwina Grant	1, 3
	Asset Management Plan	Review prior to Council decision	Provide a framework for management of the Council's property assets	Malcom Evans	3
	Scrutiny review: Martinshaw Lane development	Final report of review	Recommendations to Executive	Task & Finish group	1, 2
22 August 2019	Air quality management	Annual update	Monitor air quality in the borough	Simon Smith	1, 2
17 October 2019	Community Safety Partnership	Six monthly update	Ensure effective operation of partnership	Sharon Stacey	1, 2

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
			and monitor local policing provision		
12 December 2019	Affordable housing	Annual review of delivery	Monitor provision	Nicola Smith	All

### FINANCE & PERFORMANCE SCRUTINY

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
25 March 2019	Frontline service review – Environmental Health (health & safety enforcement)	Programme of frontline service reviews	Monitor performance	Steve Merry	1, 2
	Revenue & capital outturn	Budget monitoring	Monitor performance	Ashley Wilson	All
	Performance & risk Q3	Quarterly review	Monitor performance and risk management	Julie Kenny	All
	Aged debt	Quarterly review	Monitor performance	Ashley Wilson	All
	Business rates & pooling	Quarterly review	Monitor performance	Ashley Wilson	All
	Treasury management	Quarterly review	Monitor performance	Ashley Wilson	All
24 June 2019	Overview & Scrutiny workshop				
	Frontline service review – housing	Programme of frontline service reviews	Monitor performance	Sharon Stacey	1
19 August 2019	Frontline service review – Streetscene Services	Programme of frontline service reviews	Monitor performance	Caroline Roffey	All
	Rental income	To assess impact of universal credit on the rent account	Monitor income	Sharon Stacey	1, 3

<b>Date</b>	<b>Issue</b>	<b>Reason</b>	<b>Outcomes</b>	<b>Lead Officer</b>	<b>Supports corporate aims</b>
14 October 2019	Frontline service review – Planning	Programme of frontline service reviews	Monitor performance	Nicola Smith	2
9 December 2019	Frontline service review – Housing	Programme of frontline service reviews	Monitor performance	Sharon Stacey	All
	Leisure Centre performance	Annual review	Ensure performance and value for money	Simon Jones	All

To programme

Highway adoption

Building Control service & charges (F&P)

HRA cap

Void properties (F&P)

Universal credit – impact on non-council tenants

Impact of UC on rental income (F&P).

Key to corporate aims

1 – People

2 – Places

3 – Prosperity