



Date: 17 October 2011

Hinckley & Bosworth
Borough Council

A Borough to be proud of

Dear Sir/Madam

I hereby summon you to attend a meeting of the Hinckley & Bosworth Borough Council in the Council Chamber, Council Offices, Hinckley at these offices on **TUESDAY, 25 OCTOBER 2011** at **6.30 pm**

Yours faithfully

Miss RK Owen
Democratic Services Officer

AGENDA

1. Apologies
2. To confirm the minutes of the meetings held on 30 August and 21 September 2011 (Pages 1 - 12)
3. To be advised of any additional items of business which the Mayor decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. 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. To receive such communications as the Mayor may decide to lay before the Council.
6. To receive petitions in accordance with the Council's Petitions' Scheme.
7. To deal with questions under Council Procedure Rule number 11.1.
8. To receive the Leader of the Council's Position Statement.
9. To receive for information only the minutes of the Scrutiny Commission meeting held on 8 September 2011 (Pages 13 - 16)
10. Employment arrangements for staff of the District Councils' Network (Pages 17 - 20)

11. Hinckley Hub Final Developer Incentive (Pages 21 - 22)
12. Site Allocations DPD (Pages 23 - 24)
13. Polling District, Polling Place & Polling Station Review (Pages 25 - 48)
14. Amendments to Constitution (Pages 49 - 54)
15. Scrutiny End of Term report 2007-2012 incorporating Annual report 2010/11 and Work Programme 2011/12 (Pages 55 - 84)
16. To appoint an additional representative to the Stepping Stones Partnership.
17. To consider the following motions, notice of which have been received in accordance with Council Procedure Rules 13.1 and 13.2:-

(a) From Mr MT Mullaney

"This council believes that there should be a parliamentary constituency that covers the bulk of the borough of Hinckley and Bosworth

The council accepts that a new Bosworth cannot be coterminous with the Borough as it would exceed the number of electors per constituency required by law.

This Council therefore notes with dismay the proposals by the Boundary Commission for England to create a Bosworth constituency nearly half of which comprises of wards from North West Leicestershire.

The Council believes that the proposals to move huge parts of Bosworth into a new Mid-Leicestershire and into Blaby constituency will effectively obliterate a Bosworth constituency in anything but name.

We believe the proposal to split Hinckley and Burbage is clearly nonsense as, for example, the majority of Burbage residents look towards Hinckley for its local services. We believe the same is true of proposals to split Barwell and Earl Shilton both of which have very close ties.

The Council therefore resolves to object to these proposals and calls on the chief executive to formally write to Boundary Commission to express this during the consultation process."

(b) From Mr DC Bill

"This Council, having due regard to the standing of the Post Office and Royal Mail, views with dismay the news that it is the intention of the Royal Mail to close the sorting office in Hinckley in 2013.

This Council notes that the Royal Mail management and the unions have already expressed concern about the future of the staff and we share those concerns. We are just as concerned about the effect this will have on the delivery of vital postal services to this area.

We believe that if this move is carried out it will have an adverse effect on all customers of the Royal Mail both as individuals and as public or commercial concerns.

We object, therefore, in the strongest possible terms to this proposal and seek

urgent discussions with the relevant decision-makers within the organisation to secure other viable alternatives.”

(c) From Mrs J Richards

This Council acknowledges that it has some considerable way to go to persuade the residents of Barwell and Earl Shilton of the wisdom of its plans to expand the settlements by well over four thousand dwellings along with associated employment land designations.

Given this acknowledgement and the significance of what Hinckley & Bosworth Borough Council is proposing and the undeniable immense impact of this policy upon these two communities, this Council commits to commence a full and meaningful consultation of each and every household in Barwell and Earl Shilton before proceeding any further with its SUE plans.

To: All Members of the **HINCKLEY & BOSWORTH BOROUGH COUNCIL**
(other recipients for information).

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Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

30 AUGUST 2011 AT 6.30 PM

PRESENT: MR R MAYNE - MAYOR
MR MB CARTWRIGHT - DEPUTY MAYOR

Mr R Allen, Mr JG Bannister, Mr PR Batty, Mr PS Bessant, Mr DC Bill, Mr CW Boothby, Mr SL Bray, Mrs R Camamile, Mrs T Chastney, Mr DS Cope, Mr WJ Crooks, Mr DM Gould, Mrs A Hall, Mr PAS Hall, Mr MS Hulbert, Mr DW Inman, Mr C Ladkin, Mr MR Lay, Mr KWP Lynch, Mr J Moore, Mr K Morrell, Mr T Mullaney, Mr K Nichols, Mrs J Richards, Mrs H Smith, Mrs S Sprason, Mr BE Sutton, Miss DM Taylor, Mr R Ward and Ms BM Witherford.

Officers in attendance: Mr S Atkinson, Mr D Bunker, Mr B Cullen, Mr M Evans, Miss L Horton, Mr S Kohli, Miss R Owen and Mr S Wood.

117 PRAYER

Prayer was offered by Canon David Jennings.

118 APOLOGIES

Apologies for absence were submitted on behalf of Mrs L Hodgkins and Mr LJP O'Shea.

Members sent their best wishes to Mrs Hodgkins who was in hospital after breaking her hip.

119 MINUTES (C13)

On the motion of Mr Lynch, seconded by Mr Nichols it was

RESOLVED – the minutes of the meeting held on 5 July 2011 be confirmed and signed by the Mayor.

120 ITEMS OF URGENT BUSINESS

The Mayor referred to the two items of additional business listed in the Supplementary Agenda which, by reason of special circumstances, would be taken as matters of urgency at the meeting. He agreed to take them at this point in the proceedings as follows:

- a) Appointment to vacancy on Planning Committee

On the motion of Mr Bray, seconded by Mr Bill, it was

RESOLVED – Mrs Hodgkins be appointed to the vacancy on Planning Committee.

- b) Appointment of Governor of George Elliot Hospital

On the motion of Mr Bray, seconded by Mr Bill, it was

RESOLVED – Mr Mayne be appointed as a Governor of George Elliot Hospital.

121 DECLARATIONS OF INTEREST

No interests were declared at this stage.

122 MAYOR'S COMMUNICATIONS

The Mayor referred to the recent Youth Exchange which saw young people from France, Germany and Poland visiting the Borough, staying at the George Ward Centre. Thanks were extended to the Centre and to the Cultural Services Team for their hard work to make the exchange a success.

The Mayor also reported on a visit from representatives of Hinckley's twin town in Germany, Herford.

123 PETITIONS RECEIVED IN ACCORDANCE WITH THE COUNCIL'S PETITIONS SCHEME

It was noted that a petition had been received which met the criteria for consideration by Council (minute 127 below refers).

124 QUESTIONS

- a) Question asked by Councillor DM Taylor and addressed to the Leader of the Council

"Would the Leader update the Council on the latest shop vacancy rates in Hinckley Town Centre?"

Response from Councillor SL Bray

"Thank you Councillor Taylor for your questions on vacancy rates in Hinckley Town Centre.

I can inform you that the vacancy rate in the Town Centre currently stands at 13.8% which compares favourably with the national average of 14.5%.

In the prime retail area of the Town Centre (ie Castle Street and Britannia Centre) the vacancy rate is only 3.9% - representing five units, of which three are sold but remain empty. Regent Street however continues to struggle with a vacancy rate of 24%.

The Town Centre Partnership have recently been consulting with businesses over potential improvements to Regent Street to help improve this situation. I'm pleased to inform you that the Council's three retail units on Church Walk / Castle Street are 100% let."

b) Question asked by Councillor MS Hulbert and addressed to Councillor DC Bill

"Could the Executive member for Community Safety and Partnerships tell the Council his views on why Hinckley and Bosworth hasn't suffered from the terrible riots that we have seen in other towns and cities across England?"

Response from Councillor DC Bill

"It is a credit to the citizens of the Borough and particularly our young people that there has been no experience of riots in this area such as was seen in key cities across the country and closer to home in Leicester and Birmingham.

The Police have confirmed that of the arrests that have been made (of which there have been many), 75% of people arrested resided in Leicester and 25% are from elsewhere in the county. We are not aware of anyone from the Borough. Of those arrested, the majority (254) were aged 16-18 years old and 151 were aged 19-21 years old.

One can speculate on a range of underlying reasons why people engaged and didn't engage in the riots. One thing is clear from the Police intelligence that it was not linked to gangs.

We know there is very positive work underway within the district in engaging young people through sport and physical activity and Members will be considering a report on this on tonight's Council agenda. There is also very positive work underway in our priority neighbourhoods through Neighbourhood Action Teams, and the Local Strategic Partnership has established an Employment and Skills Task Group to create better pathways to employment and training for young people within the Borough, including apprenticeships and vocational training to meet local business needs.

It was agreed by all Community Safety Partnership Chairs last week that there is a commitment to continue to engage and develop further initiatives to involve young people and ensure messages are communicated about the consequences of becoming involved in riots."

In response to a supplementary question asked by Mr Hulbert, Mr Bill outlined the excellent facilities for young people in the Borough including Hinckley Club for Young People, and new jobs and opportunities for young people.

c) Question asked by Councillor M Cartwright and addressed to Councillor SL Bray

"I know the Leader has been briefed by me on the long-standing problems about inappropriate behaviour at Groby Pool Car Park and the surrounding borough council owned land. Could he please update the Council on what is being done about it?"

Response from Councillor SL Bray

"There have been no complaints received recently by the Borough Council about this issue, but our commitment to work in partnership with the police and Groby Parish Council continues. The car park is visited regularly by the police and we have increased the presence by the Neighbourhood Warden, and you will be aware there has been a considerable increase in the maintenance of the site by the Borough Council, new paths have been built,

and this autumn there will be the annual clearance of vegetation. We are also arranging for the ditch at the front of the site to be re-dug and for mobile CCTV to be installed on an intermittent basis to act as a deterrent to inappropriate behaviour. The Borough Council remains committed to keeping this site available for legitimate users who are visiting the nearby Groby Pool. We will be further encouraging volunteers to sign up to establish a Friends of Groby Pool group through the local parish bulletins and magazines.”

As a supplementary question, Mr Cartwright asked if the paths could be cleared to enable bike controls by police. In response Mr Bray agreed to request that this be considered, but suggested that it would probably not be possible until the autumn due to the risk to nesting wildlife. He thanked Councillor Cartwright, officers of the council and police for their work on this matter.

125 LEADER’S POSITION STATEMENT

In presenting his position statement the Leader expressed his disappointment at the removal of the Leicester Mercury office from Hinckley and the resulting loss of Shirley Elsby from local journalism. He also referred to the riots around the country and thanked officers for working closely with the police and the Town centre Partnership to ensure that Hinckley was prepared should disorder occur in the Borough, but felt that the fact that there was no disturbance in Hinckley reflected well on the communities and particularly young people in the Borough.

Mr Bray also commended the co-ordinated actions of the council and other agencies in preventing threatened illegal traveller incursions in the Borough.

In responding to the Leader’s position statement, the Leader of the Conservative Group echoed his regret at the closure of the Mercury office and thanked council officers for their work to support young people in the Borough. He also asked the Leader to consider cross-party representation on the Local Strategic Partnership. In response the Leader asked Councillor Bill, as Chair of the Partnership, to ask the Partnership to consider the request.

Mr Lay expressed concern about the damage to local democracy in losing the media coverage previously afforded by the Mercury.

126 MINUTES OF THE SCRUTINY COMMISSION (C14)

The minutes of the Scrutiny Commission meeting held on 28 July 2011 were received for information. In presenting these, Mr Lay encouraged Members who were not on the Scrutiny Commission to attend in an observer capacity. It was noted that the Overview & Scrutiny Annual Report which was deferred at the previous meeting of the Council would be brought to the meeting on 25 October.

127 PETITION FROM THE RESIDENTS OF CONGERSTONE

Councillor T Chastney presented a petition with 130 signatures from the residents of Congerstone with the following title:

“We, the undersigned residents of Congerstone, call for the Barton Road field shown on the map (Ref AS510) to be designated as a protected Green Space”.

It was noted that under the Petitions Scheme this petition met the criteria for Council debate by having a number of signatures equal to or greater than 2.34% of the electorate of that parish.

RESOLVED – the petition be taken into account in the consultation on the Site Allocations DPD Submission version in Autumn 2012.

128 PRUDENTIAL INDICATORS 2011-12 (C15)

Members received a report which outlined the Council's prudential indicators for 2011/12 – 2013/14 and set out the expected treasury operations for this period in line with key legislative requirements. During discussion, the following points were made:

- That income from business rates had not been included in the calculations as this was still under consultation;
- The figures regarding the Sustainable Urban Extensions had not been incorporated as the Community Infrastructure Levy had not yet been agreed;
- Costings for Hinckley Hub had been included as per the report which had been agreed by Council in June 2010;
- The authority's policy was to maintain 10% reserves, but at the end of the next period this would be at 21% to address forecasted pressures in future years.

A Member requested a list of asset disposals in capital receipts to 2014, and it was agreed that this information would be provided to all Members.

On the motion of Mr Lynch, seconded by Mr Bray it was

RESOLVED –

- (i) the prudential indicators and limits for 2011/12 to 2013/14 be approved;
- (ii) the Minimum Revenue Provision (MRP) Statement be approved;
- (iii) the Treasury Management Strategy 2011/12 to 2013/14 and the treasury Prudential Indicators be approved;
- (iv) the investment strategy 2011/12 be approved.

129 DEDICATION OF PART OF THE ARGENTS MEAD SITE AS A QUEEN ELIZABETH II FIELD (C16)

A report seeking approval to dedicate part of Argents Mead as a Queen Elizabeth II Park was presented to Council and it was explained that if agreed, it would become part of a national network of parks under a programme run by Fields In Trust to mark the Diamond Jubilee and the 2012 Olympics and would benefit from some additional future funding.

In response to some Members' concerns it was clarified that there would be no transfer of land and the name of the area would remain as Argents Mead, but that it would be one of a group of Queen Elizabeth II Parks, and that the area concerned would be the existing green space.

Five Members requested that voting on the recommendation be recorded. The vote was taken as follows:

Mr Bannister, Mr Bill, Mr Bray, Mr Cartwright, Mr Cope, Mr Crooks, Mr Gould, Mrs Hall, Mr Hall, Mr Hulbert, Mr Inman, Mr Lynch, Mr Mayne, Mr Mullaney, Mr Nichols, Miss Taylor and Ms Witherford voted FOR the recommendation (17);

Mr Allen, Mr Batty, Mr Bessant, Mr Boothby, Mrs Camamile, Mrs Chastney, Mr Ladkin, Mr Lay, Mr Moore, Mr Morrell, Mrs Richards, Mrs Smith, Mrs Sprason, Mr Sutton and Mr Ward ABSTAINED from voting.

RESOLVED –

- (i) the dedication of part of Argents Mead (as shown in plan 1 appended to the report) as a Queen Elizabeth II park be agreed;
- (ii) authority be delegated to the Leader of the Council and the Public Space Manager to progress this dedication and make minor amendments to the boundary line should the need arise.

130 COUNTY SPORTS PARTNERSHIP – ANNUAL REVIEW 10/11 (C17)

The Leicester-shire and Rutland County Sports Partnership's Annual Review 2010/11 was presented to Council and the significant success in securing investment in sport and physical activity, as well as the value for money for residents of the Borough was highlighted. A Member sought reassurance that sporting organisations and events in the community were supported, and whilst positive confirmation was given, it was agreed that the Member be provided with more detailed information regarding support to a boxing club in Earl Shilton.

On the motion of Mr Mullaney, seconded by Mr Bray it was

RESOLVED – the report be endorsed and the valuable contribution of sport to the quality of life for residents in Hinckley and Bosworth be recognised.

131 APPOINTMENT OF PARISH REPRESENTATIVE TO THE COUNCIL'S STANDARDS COMMITTEE

It was reported that three parish councillors had put themselves forward for appointment to the vacancy for a parish representative on the authority's Standards Committee.

It was moved by Mrs Witherford and seconded by Mrs Hall that Mrs Diane Finney be appointed to the committee. It was then proposed by Mrs Camamile and seconded by Mr Allen that Mr Andrew Gough be appointed to the vacancy. The vote was taken by means of a show of hands, with Mrs Finney receiving 15 votes and Mr Gough receiving 14 votes.

RESOLVED – Mrs Diane Finney be appointed as parish representative on the Council's Standards Committee.

132 DATE OF NEXT MEETING OF COUNCIL

Members were reminded that there was an extraordinary council meeting on 21 September at 6pm to consider the statement of accounts.

133 MOTIONS RECEIVED IN ACCORDANCE WITH COUNCIL PROCEDURE RULES 13.1 AND 13.2

(a) Motion from Mr SL Bray:

“This Council notes with dismay the recent planning appeal decisions relating to Britannia Road, Burbage and Leicester Road, Hinckley. The Council asks that the Chief Executive writes to the Secretary of State to express our dissatisfaction with the decisions which seem to fly in the face of the Government’s commitment to localism.

Furthermore, that letter should confirm this Council’s belief that the Government should scrap its requirements for the five year land supply, which is forcing unwanted developments on local communities, and request that any requirement for a land supply should be based on ‘approvals’ only, not ‘completions’ over which the local council has absolutely no influence.

In addition, the Council asks that the Chief Executive approaches the District Councils’ Network and the Local Government Group for their support to this proposal.”

The motion was seconded by Mr Nichols.

RESOLVED – the motion be supported.

(b) Motion from Mr SL Bray:

“The Council notes the uniqueness of the park land in the town centre known as Argents Mead, and the high regard it is held in locally.

The Council re-states its commitment to protect and expand the green area of the site. The Council welcomes the application for the Queen Elizabeth II park status for the current park area and will seek to expand this once the Council Offices are demolished.

Furthermore, the Council will reject calls for any large-scale development on the site.”

The motion was seconded by Ms Witherford.

An amendment was circulated to the meeting, proposed by Mr Bessant and seconded by Mr Lay, to read:

“The Council notes the uniqueness of the park land in the town centre known as Argents Mead, and the high regard it is held in locally.

The Council re-states its commitment to protect the green area of the site.

Furthermore, the Council will reject calls for any inappropriate large-scale development on the site.”

Upon being put to the vote, 15 Members voted FOR the AMENDMENT and 17 voted AGAINST. The amendment was therefore declared LOST.

Mr Bray, supported by a further six Members, requested that voting be recorded on the substantive motion. The vote was taken as follows:

Mr Bannister, Mr Bill, Mr Bray, Mr Cartwright, Mr Cope, Mr Crooks, Mr Gould, Mrs Hall, Mr Hall, Mr Hulbert, Mr Inman, Mr Lynch, Mr Mayne, Mr Mullaney, Mr Nichols, Miss Taylor and Ms Witherford voted FOR the motion (17);

Mr Allen, Mr Batty, Mr Bessant, Mr Boothby, Mrs Camamile, Mrs Chastney, Mr Ladkin, Mr Lay, Mr Moore, Mr Morrell, Mrs Richards, Mrs Smith, Mrs Sprason, Mr Sutton and Mr Ward voted AGAINST the motion (15).

The original motion was therefore declared CARRIED.

RESOLVED – the original motion be supported.

134 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Mr Gould, seconded by Mr Hulbert, it was

RESOLVED - in accordance with Section 100A(4) of the Local Government Act 1972 the public be excluded from the undermentioned items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 10 of Part I of Schedule 12A of that Act.

135 THE CRESCENT (HINCKLEY BUS STATION) COMPULSARY PURCHASE ORDER, FINANCIAL ARRANGEMENT (C19)

Approval was sought for expenditure which would be reimbursed by the development partner.

It was moved by Mr Lay, seconded by Mr Gould and

RESOLVED – the recommendation contained within the report be approved.

136 EXTENSION OF MEETING IN ACCORDANCE WITH COUNCIL PROCEDURE RULE 9

Having reached 9.25pm, it was moved by Mr Crooks, seconded by Mr Bray and

RESOLVED – the meeting be allowed to continue until 9.45pm.

137 HEAD LEASE FOR THE HINCKLEY HUB AND PARTNER UPDATE (C18)

Further to the report to Council in June 2010 which approved the financial and other arrangements for the development of the site known as 'Hinckley Hub' for relocation of Council employees and facilities, Members received a report which provided an update on the final position with regard to relocation and co-location and sought agreement for the Head Lease which, it was reported, constituted a minor variation to the plans agreed originally, to enable other partners, including the County Council, to co-locate for the benefit of improved local public services at reduced cost.

At 9.45pm it was moved by Mr Bray, seconded by Mr Crooks and

RESOLVED – the meeting continue until the natural conclusion of the debate.

Following discussion on whether the project could be further delayed to allow the matter to be deferred or considered by the Scrutiny Commission before being brought back to Council, the meeting was adjourned at 10.13pm to seek advice.

Mr Boothby left the meeting at 10.15pm.

The meeting reconvened at 10.27pm.

Mr Bray, supported by seven other Members, requested that voting on the recommendation be recorded. The vote was taken as follows:

Mr Bannister, Mr Bill, Mr Bray, Mr Cartwright, Mr Cope, Mr Crooks, Mr Gould, Mrs Hall, Mr Hall, Mr Hulbert, Mr Inman, Mr Lynch, Mr Mayne, Mr Mullaney, Mr Nichols, Miss Taylor and Ms Witherford voted FOR the recommendation (17);

Mr Allen, Mr Batty, Mr Bessant, Mrs Camamile, Mrs Chastney, Mr Ladkin, Mr Moore, Mr Morrell, Mrs Richards, Mrs Smith, and Mrs Sprason voted AGAINST the recommendation (11);

Mr Lay, Mr Sutton and Mr Ward abstained from voting.

It was therefore

RESOLVED – the recommendations contained within the report be approved.

(The meeting closed at 10.30 pm)

MAYOR

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

EXTRAORDINARY MEETING

21 SEPTEMBER 2011 AT 6.00 PM

PRESENT: MR R MAYNE - MAYOR
MR MB CARTWRIGHT - DEPUTY MAYOR

Mr R Allen, Mr JG Bannister, Mr PR Batty, Mr PS Bessant, Mr DC Bill, Mr SL Bray, Mrs R Camamile, Mrs T Chastney, Mr DS Cope, Mr WJ Crooks, Mr DM Gould, Mrs A Hall, Mr PAS Hall, Mrs L Hodgkins, Mr MS Hulbert, Mr DW Inman, Mr MR Lay, Mr KWP Lynch, Mr J Moore, Mr K Morrell, Mr T Mullaney, Mr K Nichols, Mrs J Richards, Mrs H Smith, Mrs S Sprason, Mr BE Sutton and Ms BM Witherford.

Officers in attendance: Mr S Atkinson, Mr I Bham, Mr D Bunker, Mr B Cullen, Mr M Evans, Miss L Horton, Mrs J Kenny, Mr S Kohli and Miss R Owen.

170 PRAYER

Prayer was offered by Reverend Andrew Murphy.

171 APOLOGIES

Apologies for absence were submitted on behalf of Mr CW Boothby, Mr C Ladkin, Mr LJP O'Shea and Miss DM Taylor.

172 DECLARATIONS OF INTEREST

No interests were declared at this stage.

173 STATEMENT OF ACCOUNTS 2010/11 (C20)

Members received a report which presented the Statement of Accounts and Annual Governance Statement for 2010/11. In presenting the report, the Executive Member thanked officers involved in producing the information. Both Mr Lynch and Mr Kohli responded to questions from Members. It was moved by Mr Lynch, seconded by Mr Bray and unanimously

RESOLVED – the Statement of Accounts and Annual Governance Statement for 2010/11 be approved.

(The meeting closed at 6.30 pm)

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HINCKLEY & BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

8 SEPTEMBER 2011 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mr PAS Hall - Joint Vice-Chairman

Mr JG Bannister, Mr PR Batty, Mr PS Bessant, Mr DW Inman, Mr JS Moore, Mr K Morrell, Mr K Nichols and Miss DM Taylor.

Officers in attendance: Mr S Atkinson, Ms V Bunting, Mr B Cullen, Mr S Curtis, Mr M Evans, Miss R Owen, Ms C Peters, Mrs S Stacey and Mr B Whirrity.

138 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Mrs Hodgkins, Mr Ladkin and Mrs Sprason with the following substitutions authorised in accordance with Council Procedure Rule 4.3:

Mr Bannister for Mrs Hodgkins;
Mr Moore for Mrs Sprason.

139 MINUTES (SC8)

On the motion of Mr Nichols, seconded by Mrs Hall, it was

RESOLVED – the minutes of the meeting held on 28 July 2011 be confirmed and signed by the Chairman.

140 DECLARATIONS OF INTEREST

No interests were declared at this stage.

141 ENVIRONMENTAL IMPROVEMENT PROGRAMME FOR 2011/12 (SC9)

Further to a request at the previous meeting for a breakdown of funding regarding the above, Members received a presentation showing improvements carried out across the Borough.

Whilst Members endorsed the use of the funding, concern was expressed that parish councils were asked to contribute to improvements carried out within their parish, but that, where improvements were planned in the special expenses area, the same request was not made of the special expenses budget. In response it was agreed that this matter would be taken to the Hinckley Area Committee.

It was noted that a Landscape Partnership Lottery Bid for the Ashby Canal area was being developed by British Waterways in partnership with community groups and the council. If successful although funding could not be spent directly on canal bridge repairs, it could be spent on improving heritage skills such as masonry or hedge laying. Other projects which were being considered included improving sections of the footpath along the canal, the parking at Sutton Cheney Wharf, generating electricity at Help Out Mill in Shackerstone and a new footpath route at Gopsall.

In response to a question about the process for approving improvement schemes, it was explained that the proposal was measured against set criteria, then a list was drawn up which was agreed by Members.

RESOLVED –

- (i) the report be endorsed;
- (ii) the Hinckley Area Committee be RECOMMENDED to give consideration to match funding improvements within the precept area.

142 IMPLEMENTING SOCIAL HOUSING REFORM: DIRECTIONS TO THE SOCIAL HOUSING REGULATOR - CONSULTATION (SC10)

Members were provided with a report on the above consultation paper with the proposed response appended to the report. The new initiatives included in the proposed changing standards were highlighted as affordable rent, tenant panels, flexible tenancies and tenant cashback.

A Member identified the lack of information in the consultation document about the possibility of local authorities becoming registered social landlords. In response it was stated that the document referred to registered providers, which included councils, but referred to developing properties rather than taking over management of affordable housing developed as part of a Section 106 agreement. Officers supported the aspiration to purchase housing from developers for affordable housing purposes and advised that the authority may be in a position to consider this following a review of HRA funding and the stock investment plan in future.

Members expressed concern with regard to the 'tenant cashback' initiative outlined in the consultation document, suggesting that monitoring of repairs and provision of cashback would be very difficult to manage. It was reported that this scheme was being piloted in certain areas of the country and the results of these pilots, once available, would need to be understood before further comment could be made.

It was suggested that the responses to the questions should be seen as an opportunity to outline how the authority would like the system to operate. Officers agreed to look again at the responses, but felt that many of the questions did not have sufficient detail to be able to give a definite response. It was also important that Members provided input to ensure the responses were sufficiently hard hitting.

RESOLVED –

- (i) The report be endorsed, subject to the responses being 'hardened up' to suggest actions/requests from HBBC perspective;
- (ii) A further report be provided to the Commission on the possibilities for the authority with regard to engaging with developers to purchase affordable housing.

143 ATKINS AND GREENFIELDS DEVELOPMENTS – YIELD AND TENANT LOCATION (SC11)

In response to a request at the previous meeting, the Commission received a report on financial and tenant location details for Greenfields Business Park and the Atkins Building.

Members asked if another similar project could be funded. In response it was stated that the whole estate was currently being considered, including whether to improve older units or replace them.

Information on the number of new jobs created was requested and some examples of where businesses on the sites continued to improve and more jobs had been created. Examples of businesses moving to these two developments from outside of the borough were also provided.

It was noted that there were some security issues on some of the other industrial estates that didn't have as good security as Greenfields, but officers were working with police and tenants to look at options, which would be partly funded by businesses on the site. It was also stated that ways of making all of the sites more 'green' were being considered.

RESOLVED – the report be noted.

144 SHARED SERVICES – CURRENT AND MEDIUM TERM POSITION (SC12)

Members of the Scrutiny Commission were updated on existing joint working or shared services with other councils in Leicestershire and the surrounding areas and of achieved and planned outcomes. The strategic approach and strict criteria was highlighted.

It was reported that the revenues & benefits partnership had not been expected to make savings during the first year, but were now projected to save £84,000. The people involved in this were commended, but whilst Members were impressed with the savings, they asked about the affect on performance. In response it was reported that the first joint board meeting would be held on 21 September and would receive a performance report, but it appeared that performance had improved slightly overall and was anticipated to improve further.

A Member asked if investments were being made to enable future shared services, for example if the authority was to develop its DSO services, it would need a new depot. In response it was noted that, whilst investment was not generally being made to prepare specifically for sharing of more DSO services in the future, a new depot was under discussion. It was requested that a report on the options for this be brought to the next meeting of the Commission.

Concern was expressed that whilst the financial cost of sharing services could be quantified, the human cost may not have been measured in terms of, for example, stress to employees of additional travelling and learning new systems.

RESOLVED –

- (i) the effective joint working initiatives be endorsed;
- (ii) a report on options for a new depot be brought to the next meeting.

145 SCRUTINY COMMISSION WORK PROGRAMME 2011/12

Further to the Scrutiny workshop on 7 July 2011 and subsequent work to identify priority areas for consideration by the Scrutiny Commission, Members were informed of the priorities and how this work would be managed by the Commission. Members were reminded of the process for scrutiny reviews and in particular interviewing witnesses.

146 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (SC13)

Members received the Forward Plan of Executive and Council decisions. It was requested that the following reports be brought before the Commission before a decision being made:

- Protocol for Section 106 contributions including affordable housing;
- Argents Mead (both reports due for decision in December 2011 and June 2012).

RESOLVED – the Forward Plan be noted and the abovementioned items be brought to the Commission.

147 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

On the motion of Mr Nichols, seconded by Mr Bannister, it was

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

148 ARGENTS MEAD (SC14)

Further to a request of the Commission, a report on the options for enhancement of the site on which the council offices currently stood was considered, along with the financial implications of the various options.

RESOLVED –

- (i) should further public consultation be undertaken for this site, all residents of the borough be included;
- (ii) any future consultation on this matter should include the costs, impact and benefits of each of the options;
- (iii) further information on the costs for demolition of the council offices be provided;
- (iv) further information on the costs to the council of each of the options be provided, for example, should the required capital receipt not be achieved;
- (v) the original objective as recommended by the Finance & Audit Services Select Committee of maximising the capital receipt be reinforced.

(The meeting closed at 9.36 pm)

COUNCIL - 25 OCTOBER 2011

REPORT OF CHIEF EXECUTIVE RE EMPLOYMENT ARRANGEMENTS FOR STAFF OF DISTRICT COUNCILS' NETWORK

1. PURPOSE OF REPORT

To seek Council agreement to accepting the responsibility for the employment of two permanent staff on behalf of the District Councils' Network (DCN), with the DCN having now confirmed that all the financial implications (present and future) will be met by the funds available to the DCN.

2. RECOMMENDATIONS

That the Council:

1. accepts the responsibility for the employment of the permanent employees of the District Councils' Network - DCN Manager and DCN Support Officer - with the funding for all the employment liability being met by the DCN.
2. agrees a supplementary annual budget of £65,000, pro rata for 2011/12 (from 1 September 2011) £38,000.

3. BACKGROUND

- 3.1 The District Councils' Network was formed in November 2009, adopting more formal arrangements than previously used by the District Leaders' Sounding Board, which had existed for around five years prior to that date.
- 3.2 The DCN is a Special Interest Group (SIG) of the Local Government Group (formerly the Local Government Association - LGA), which acts as a single voice for Districts to Central Government and other national organisations. It currently represents over 180 of the 201 English District Councils. The County Councils' Network (CCN) performs the same function for County (and some Unitary) Councils and has five staff, employed on its behalf by Lancashire County Council.
- 3.3 Since mid-2010, the DCN has been serviced by a full-time Policy Officer (now DCN Manager) and in September 2011 appointed a DCN Support Officer for fifteen hours per week. The employment position for both posts now needs to be regularised, with effect from 1 September 2011.
- 3.4 Having been supported initially purely via member authority subscriptions (at £150 per year), the DCN recently secured funding of £217,000 per year for the next ten years from funds now released from the former Association of District Councils. An annual budget totalling £250,000 has been agreed by the DCN Executive (a Member Group), which allows for funding of both these posts, with a contingency for any associated employment costs. Both postholders have no previous reckonable service.

3.5 The Leader has agreed, in principle, that Hinckley and Bosworth Borough Council becomes the employer for these posts, as the DCN is not a corporate body in its own right. That 'in principle' agreement was subject to the DCN agreeing to indemnify this Council from DCN Funds against any employment liability arising from the employment of these two posts.

3.6 At the DCN Executive meeting on 12 September 2011, the following resolution was agreed:

'That the Executive ... indemnify Hinckley and Bosworth Borough Council (as the employing Authority), from its own funds, against any employment liability arising from the employment of the DCN Manager and Support Officer'.

3.7 On the basis of that resolution, Members are asked to agree the recommendation at the head of this report. For 2011/12, the posts are directly managed by the Chief Executive of this Council, as the District Councils' Chief Executives' Network Chairman until June 2012.

4. **FINANCIAL IMPLICATIONS [DB]**

The Borough Council will be responsible for the employment and related costs of the two posts. In a full year this will be £65,000. For 2011/12, as the arrangements began on 1 September 2011, this will be £38,000. The Council will need to agree supplementary budgets for these amounts in the years in question and beyond. All of the employment costs are to be made by the DCN to the council. The Council will, however, need to keep the position under review, particularly approaching the end of the ten years' funding period.

5. **LEGAL IMPLICATIONS [LH]**

The two individuals will be employed on HBBC terms and conditions on a fixed point salary. As this is not using the Job Evaluation Scheme, there is a small risk of equal pay issues arising. It is accepted that this is an extremely small risk.

With regard to the agreement to indemnify HBBC for the salary costs and future redundancy payments in respect of the posts, a separate legal agreement will be agreed, incorporating the agreement reached with the DCN.

6. **CORPORATE PLAN IMPLICATIONS**

The DCN acts on behalf of all District Councils, including HBBC, to support the furtherance and promotion of collective objectives, incorporating those of this Council.

7. **KNOWING YOUR COMMUNITY - EQUALITY AND RURAL IMPLICATIONS**

None.

8. **RISK IMPLICATIONS**

No significant risks.

9. **CORPORATE IMPLICATIONS**

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

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

Background papers: None
Contact officer: Steve Atkinson, ext 5606
Lead Member: Cllr Bron Witherford

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COUNCIL – 25 OCTOBER 2011

REPORT OF DEPUTY CHIEF EXECUTIVE (CORPORATE DIRECTION) RE: HINCKLEY HUB FINAL DEVELOPER INCENTIVE

1. PURPOSE OF REPORT

- 1.1 Members note previously agreed reports on the relocation of the Council Offices to the Hinckley Hub development including the co-location of partners to provide a public service hub.
- 1.2 To seek Members approval for the council to commit to the revised head lease term of 35yrs in return for which the freehold of the development (building and land) will transfer to Hinckley & Bosworth Borough Council on completion of the extended term.

2. RECOMMENDATIONS

- 2.1 That Members note the previously agreed reports.
- 2.2 That Members approve the revised head lease term of 35yrs in return for which the freehold of the development to transfer to Hinckley & Bosworth Borough Council on completion of the extended term.

3. BACKGROUND

- 3.1 Positive progress has been made over the past 6 months in bringing forward the Hinckley Hub project and the initiative to co-locate with other public partners to the proposed new Masterplan development.
- 3.2 June 2010 – Members were provided with an options appraisal report to consider the future location for the Council Offices. This report effectively gave the Members the choice of development options providing a solution for relocating the council offices along with the associated risks and likely timescales for delivery. It was agreed that the Deputy Chief Executive (Corporate Direction) and the Estates and Asset Manager be given delegated responsibility for agreeing with MRP Developments Ltd the office development specification and BREEAM rating and contractual terms of the lease in conjunction with the Chief Officer for Corporate Resources.
- 3.3 April 2011 - Executive Members agreed with the concept of co-location with other public partners to the Hinckley Hub whilst acknowledging the associated risks and mitigating developer incentives. At this time Executive Members also confirmed support for signing of the head lease of the Hinckley Hub building allowing the project to be developed within the agreed timescales.
- 3.4 August 2011 – Report to update Council on the final position with regard to partner organisations co-locating their services within the Hinckley Hub development on the corner of Hawley Road and Rugby Road in Hinckley. It was agreed at this time for the Council to enter into the Head Lease for 41,042 sq/ft.

4. ADDITIONAL FINANCIAL INCENTIVE PROPOSED BY THE DEVELOPER

- 4.1 Recent negotiations with MRP Developments Ltd and change in funding provider for the project have lead to an additional developer incentive over and above those already agreed at Full Council. In return for extending the 30 year lease term for the Hinckley Hub development to 35 years it has been offered that the freehold of the development can be transferred to Hinckley and Bosworth Borough Council for the

consideration of £1.00 on completion of the extended lease term. The freehold will include the Hinckley Hub building and the land on which it is developed as identified in the agreed contract documentation.

5. FINANCIAL IMPLICATIONS (IB)

- 5.1 Since this report seeks a revision to the head lease term and a change in title to the development there are no additional financial implications other than those already as reported to Council in August 2011.

6. LEGAL IMPLICATIONS (AB)

- 6.1 The freehold transfer will be dealt with by insertion in the lease of options in favour of both the Council and the Landlord to require to the other party to either transfer or accept the transfer of the property as the case may be. As stated above the consideration for the transfer will be one pound

7. CORPORATE PLAN IMPLICATIONS

None identified arising directly from the report.

8. CONSULTATION

- 8.1 Consultation with all partner organisations and the Council staff will need to be undertaken and has begun and will continue to be undertaken throughout the life of the project.

9. RISK IMPLICATIONS

- 9.1 Risks have been considered and stated within the project management of this development.

10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

- 10.1 Equality and rural implications with all partner organisations and the Council staff will need to be undertaken and has begun and will continue to be undertaken throughout the life of the project.

Contact Officer: Sanjiv Kohli Deputy Chief Executive (Corporate Direction) Ext. 5607
Malcolm Evans, Estates and Asset Manager Ext. 5614
Executive Member: Councillor Keith Lynch

COUNCIL – 25 OCTOBER 2011

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

RE: SITE ALLOCATIONS DPD

1. PURPOSE OF REPORT

To advise Members of the progress of the Site Allocations Development Plan Document.

2. RECOMMENDATION

2.1 That the Council agrees to formally withdraw all Gypsy and Traveller proposed allocations.

2.2 That Council agrees that any future plans to allocate sites will be informed by the Gypsy and Traveller Needs Assessment which is currently being procured

3. BACKGROUND TO THE REPORT

3.1 Members will be aware that the Consultation Report to the Site Allocations Development Plan Document has now been published. Given the scale of objections, particularly in respect of Gypsies and Travellers it is suggested that all such allocations be formally withdrawn, in order that the issues raised by communities can be fully assessed from a fresh perspective, uncluttered by draft allocations, based on an earlier assessment undertaken nearly five years ago and subsequently the subject of some challenge.

3.2 It is the intention to progress the Housing Site Allocations Document independently of the Gypsy and Traveller Site Allocation Document, pending the outcome of the review and recent consultation exercise by the Coalition Government of the Circulars advising on policy relating to provision of sites for Gypsies and Travellers. The revised advice will enable us to take a view as to timetabling an allocation document for Gypsy and Traveller sites and the form that will need to take.

3.3 It should be noted that the lack of a Gypsy and Traveller Site Allocation Document in the current national policy climate may result in unacceptable sites being brought forward; hence the need to complete this work as a matter of priority

3.4 Members should also note that as a result of a legal undertaking recently signed by the landowner, the allocation THO10, a gypsy and traveller allocation in Thornton, has been formally withdrawn by the landowner. This is the basis for the recommendation for its removal by the Council from its own proposed allocation and the catalyst for the proposal that all the sites proposed in 2009 be similarly withdrawn.

4. FINANCIAL IMPLICATIONS (CB)

None arising directly from this report.

5. LEGAL IMPLICATIONS (AB)

Members should be aware that the withdrawal of the Gypsy and Traveller allocations currently within the Site Allocations Development Plan Document will result in all sites in the borough being considered equally in respect of applications for traveler

sites. No application site shall be considered preferable to any other until such time that the new Gypsy and Traveller Site Allocation Document is brought forward.

6. CORPORATE PLAN IMPLICATIONS

This would contribute towards all the aims of the Corporate Plan

7. CONSULTATION

None

8. RISK IMPLICATIONS

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
The lack of a Site Allocation DPD would hamper the authority in providing a 5 year housing supply and result in development coming forward in an ad-hoc basis.	Adopt a Housing Site Allocations DPD	Simon Wood/ Sally Smith
The lack of a Gypsy and Traveller Site Allocation Document in the current national policy climate may result in unacceptable sites being brought forward	Determine applications having regard to the development plan and all other material planning considerations.	Simon Wood/ Tracy Miller

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

The Site Allocations DPD will allocate sites and formulate development control policies within rural areas.

10. CORPORATE IMPLICATIONS

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

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

Background papers: Draft Site Allocations Document

Contact Officer: Simon Wood extn 5692

Executive Member: Councillor Stuart Bray

COUNCIL – 25 OCTOBER 2011

REPORT OF CHIEF OFFICER (CORPORATE & CUSTOMER RESOURCES, SCRUTINY & ETHICAL STANDARDS) RE: POLLING DISTRICT, POLLING PLACE & POLLING STATION REVIEW 2011

1. PURPOSE OF REPORT

To introduce and seek Council approval of the 2011 Polling District and Polling Place Review so that it may be published.

2. RECOMMENDATION

Council approves the Polling District and Polling Place Review

3. BACKGROUND TO THE REPORT

3.1 Under the Representation of the People Act 1983, the Council has a duty to divide the borough into polling districts and to designate a polling place for each district. It also is required to keep these arrangements under review.

3.2 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the 1983 Act in respect of the way reviews must be undertaken.

3.3 The most important change is that the Council must conduct a full review within 4 years of the last full review which took place in 2007

3.4 The attached report gives details of the review undertaken in 2011 and has been produced following an extensive consultation period, whereby Members, Political Parties, Parish Clerks, members of the public, stakeholders, disability groups, Presiding Officers and Returning Officers have had opportunity to comment on current arrangements and future proposals. The final report brings together these representations and proposes arrangements for the future.

3.5 A working party, constituting one senior member from each political party, has considered the options available and its comments have also been incorporated into the final document.

3.6 Council is requested to confirm and agree the Final Report at this meeting, in order to ensure that the Review is completed and can be published within the four year timescale and ahead of 1 December publication of the Electoral Register.

4. FINANCIAL IMPLICATIONS (AB)

Failure to approve the report prior to the publication of the Register will lead to a cost implication associated with re-publishing the Register after 1 December 2011, because there is a potential for changes being made to the register due to this review. There are no other financial implications.

5. LEGAL IMPLICATIONS (LH)

The review must be completed which requires Council to approve the Polling District and Polling Place Review within 4 years of the date on which the full review was last agreed (30 October 2007)

6. CORPORATE PLAN IMPLICATIONS

The review contributes to the Corporate Aim of strong & distinctive communities by allowing consultation of stakeholders the opportunity for a robust and thorough review of current arrangements

7. CONSULTATION

Borough Councillors, Acting Returning Officer for the Bosworth constituency, Acting Returning Officer for the Charnwood constituency, Political Parties, Presiding Officers, Public, Parish Clerks, Disability Groups and other stakeholders

8. RISK IMPLICATIONS

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Failure to carry out and publish review within 4 years of the previous review in 2007	Approval by Council and subsequent publication	Louisa Horton

9. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

Rural polling districts and places have been considered within the review together with regard to equal access.

10. CORPORATE IMPLICATIONS

Health and Safety and Human Resource implications have been considered.

Background papers: Polling District, Polling Place & Polling Station Review – Council Proposals 2011

Contact Officer: Louisa Horton x5859 Yvonne Hughes x5835

Executive Member: Councillor B M Witherford



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Polling District, Polling Place & Polling Station Review 2011

Council Proposals
October 2011

Introduction

This report considers each polling district and polling station under the current arrangements and takes into account representations made during the consultation period including both Returning Officers' comments (Bosworth & Charnwood)

The Council is proposing to keep the existing polling arrangements and to make changes only where it is thought to be necessary. The intention is not to make changes for change's sake.

Definitions

- Polling Place
A polling place is the building or area in which polling station(s) will be selected by the (Acting) Returning Officer. It is proposed that the polling place for each polling station will be designated as the building name together with the street name to enable voters to easily identify it's location.

Guidelines

The following considerations have been taken into account when drawing up these proposals. The first two are required by electoral law; the others are guidelines, not strict rules.

- The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled
- Ideally, the polling place should be in its own polling district
- Ideally, there should be no more than 2500 electors per polling district. This falls in line with the recent recommendations of the Electoral Commission

- No polling place should be shared by two wards
- Polling places should be “logical”; that is, electors should not have to pass another polling place to get to their own place
- Schools should be used only where there is no other reasonable option due to the disruption which can be caused to students
- Portakabins should only be used where there is no other reasonable option as these are costly to operate

The Tables

This report deals with each ward separately. The tables show:

- The polling district
- The number of electors as at 1st December 2010
- The proposed designated polling place and polling station
- Indication of whether or not a change of polling station is proposed and the reason(s) for the proposal made
- Additional proposals regarding the reallocation of some properties in Garner Close, Barwell, and the delegation of polling place change decisions, which may be necessary at short notice, are included at the end of this report

**Constituency: Bosworth
Ward: Ambien**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
AAA	1417	STOKE GOLDING METHODIST CHURCH HALL MAIN STREET, STOKE GOLDING	STOKE GOLDING METHODIST CHURCH HALL	No	No issues. Venue satisfactory
AAB	593	HIGHAM ON THE HILL METHODIST CHURCH HALL MAIN STREET, HIGHAM ON THE HILL	HIGHAM ON THE HILL METHODIST CHURCH HALL	No	No issues. Venue satisfactory
AAC AAD	319	DADLINGTON VILLAGE HALL THE GREEN, DADLINGTON	DADLINGTON VILLAGE HALL	No	No issues. Venue satisfactory
AAE	119	SUTTON CHENEY VILLAGE HALL MAIN STREET, SUTTON CHENEY	SUTTON CHENEY VILLAGE HALL	No	No issues. Venue satisfactory
AAF AAG AAH	310	SIBSON VILLAGE HALL SHEEPY ROAD, SIBSON	SIBSON VILLAGE HALL	No	No issues. Venue satisfactory
Additional Notes					
Council is satisfied that no changes are necessary					

Constituency: Bosworth
Ward: Barlestone, Nailstone & Osbaston

Council Proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
HCA HCB	2227	BARLESTONE C OF E PRIMARY SCHOOL BARTON ROAD, BARLESTONE	BARLESTONE C OF E PRIMARY SCHOOL	Yes	See Additional notes below regarding previous venue
HCC	424	DOVE BANK PRIMARY SCHOOL BAGWORTH ROAD, NAILSTONE	DOVE BANK PRIMARY SCHOOL	No	No issues. Venue satisfactory
Additional Notes					
<u>HCA/HCB</u> The problems previously identified at Barlestone C of E Primary School, which prompted the trial of The Pavillion in May 2011, have now been resolved. The Council considers this venue (the school) to be more centrally located and, therefore, more convenient for voters in this area. The Council proposes, therefore, that the school is designated again as the polling station for this area.					

**Constituency: Bosworth
Ward: Barwell**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
BAA BAB01	1696	ST CHRISTOPHERS CHURCH HALL MOORE ROAD, BARWELL	ST CHRISTOPHERS CHURCH HALL MOORE ROAD, BARWELL	No	No issues. Venue satisfactory Information received indicates that this venue may be demolished and rebuilt at some point in the future, but the Council understands that this is not imminent
BAB02	3014	BARWELL INDOOR BOWLING CLUB KIRKBY ROAD, BARWELL	BARWELL INDOOR BOWLING CLUB KIRKBY ROAD, BARWELL	Yes	See Additional notes below
BAC	2409	BARWELL VILLAGE HALL HIGH STREET, BARWELL	BARWELL VILLAGE HALL HIGH STREET, BARWELL	No	No issues. Venue satisfactory

Additional Notes

BAB02

Issues were identified regarding the use of Barwell County Primary School in Townend Road, particularly in regard to limited parking facilities. As a result, the George Ward Centre has been trialed at the elections in May 2011 and also at a parish by-election in September 2011. The Council is not happy that this polling station sits outside of the polling district and is some distance from the furthest point of BAB02. A mix of feedback has been received from voters, some positive, some very negative.

Various alternative venues have been considered as follows:

- Outdoor Bowls Club, Kirkby Road: Although the room was of sufficient size, entry is currently only possible via 2 high steps up into the building and there is insufficient space available for a ramp.
- Scout Hut, Byron Street: This venue is a suitable site for a polling station, but is not located within the polling district and no nearer to some voters than George Ward Centre. However, it would be a suitable alternative, if St Christopher's Church Hall were to become unavailable at some time in the future.

- Community Centre, Bradgate Road: This sits within BAB02 polling district, but is too small for use as a polling station
 - Indoor Bowling Club, Kirkby Road: This building is situated centrally within the polling district. Parking facilities are very good and there is lighting along the entrance road. It is situated a little way off the road, but the Council considers that the distance to walk is significantly less than that required to walk to George Ward Centre.
- The Council proposes, therefore, that Barwell Indoor Bowling Club is designated as the polling station for BAB02 due to its central location, parking facilities and disabled access.

DRAFT

Constituency: Bosworth
Ward: Burbage St Catherines & Lash Hill

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
CAA	1738	BURBAGE METHODIST CHURCH WINDSOR STREET, BURBAGE	BURBAGE METHODIST CHURCH WINDSOR STREET, BURBAGE	No	No issues. Venue satisfactory Information received indicates that this venue may be demolished and rebuilt at some point in the future, but Council understands that this is not imminent
CAE	2908	HIGHAM WAY BAPTIST CHURCH HALL HIGHAM WAY, BURBAGE	HIGHAM WAY BAPTIST CHURCH HALL HIGHAM WAY, BURBAGE	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

**Constituency: Bosworth
Ward: Burbage Sketchley & Stretton**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
CAB	2673	BURBAGE MILLENNIUM HALL BRITANNIA ROAD, BURBAGE	BURBAGE MILLENNIUM HALL BRITANNIA ROAD, BURBAGE	No	No issues. Venue satisfactory.
CAC	2107	SKETCHLEY GRANGE HOTEL – Bosworth suite SKETCHLEY GRANGE HOTEL, SKETCHLEY LANE, BURBAGE	SKETCHLEY GRANGE HOTEL – Bosworth suite SKETCHLEY GRANGE HOTEL, SKETCHLEY LANE, BURBAGE	No	No issues. Venue satisfactory.
CAD	2458	PENTECOSTAL CHURCH TILTON ROAD, BURBAGE	PENTECOSTAL CHURCH TILTON ROAD, BURBAGE	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

Constituency: Bosworth

Ward: Cadeby, Carlton & Market Bosworth with Shackerstone

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
JAA JAB	269	BARTON IN THE BEANS FORMER COUNTY PRIMARY SCHOOL MAIN STREET BARTON IN THE BEANS	BARTON IN THE BEANS FORMER COUNTY PRIMARY SCHOOL	No	No issues. Venue satisfactory.
JAC JAD	322	CONGERSTONE CHURCH HALL MAIN STREET, CONGERSTONE	CONGERSTONE CHURCH HALL	No	No issues. Venue satisfactory.
JAE	124	SHACKERSTONE VILLAGE HALL CHURCH ROAD, SHACKERSTONE	SHACKERSTONE VILLAGE HALL	No	No issues. Venue satisfactory.
JAF	149	ALL SAINTS CHURCH CHURCH LANE, CADEBY	ALL SAINTS CHURCH	Yes	See additional notes below
JAG	257	ST ANDREW'S CHURCH MAIN STREET, CARLTON	ST ANDREW'S CHURCH	Yes	See additional notes below
JAH	1796	MARKET BOSWORTH PARISH HALL PARK STREET, MARKET BOSWORTH	MARKET BOSWORTH PARISH HALL	No	No issues. Venue satisfactory.

Additional Notes

JAF
The future of Cadeby Church Room is uncertain as the premises are currently for sale. Therefore, the Council is unable to designate this as the polling station for Cadeby. The Church (All Saints) has been assessed and the Council proposes that this venue is

designated instead. Permission has been obtained from the vicar of the Church. The Council considers that this will be a more convenient option for the voters of Cadeby than the alternative of having a polling station located outside the village.

JAG

A portakabin has been used in Carlton for some years, but is a costly way of providing a polling station. St Andrew's Church in Carlton was successfully trialed in May 2011. The Council proposes, therefore, to designate St Andrew's Church as a polling station, as it is more central to the village as well as being a more cost effective solution.

DRAFT

**Constituency: Bosworth
Ward: Earl Shilton**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
FAA	1223	EARL SHILTON BAPTIST CHURCH MILL LANE, EARL SHILTON	EARL SHILTON BAPTIST CHURCH	No	No issues. Venue satisfactory.
FAB	2263	ST SIMONS & ST JUDES CHURCH HALL HIGH STREET, EARL SHILTON	ST SIMONS & ST JUDES CHURCH HALL	No	No issues. Venue satisfactory.
FAC	2039	EARL SHILTON METHODIST CHURCH WOOD STREET, EARL SHILTON	EARL SHILTON METHODIST CHURCH	No	No issues. Venue satisfactory.
FAD	2129	HEATHFIELD HIGH SCHOOL BELLE VUE ROAD, EARL SHILTON	HEATHFIELD HIGH SCHOOL	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

**Constituency: Bosworth
Ward: Hinckley Castle**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
DAA DAB	1343 1131	BAPTIST CHAPEL SCHOOL ROOM MOUNT ROAD, HINCKLEY	BAPTIST CHAPEL SCHOOL ROOM	Yes	See additional notes below
DAC DAD	2314	TRINITY CENTRE – HOLY TRINITY CHURCH TRINITY VICARAGE ROAD, HINCKLEY	TRINITY CENTRE – HOLY TRINITY CHURCH	No	No issues. Venue satisfactory.

Additional Notes

DAA

The Baptist Chapel School room has been the polling station for this district for some time and therefore there is no change for this district.

DAB

Historically, this polling district has voted at St Peter's Roman Catholic Church Hall (now known as The Mary Forryan Centre). In 2010, the Church Hall was unavailable due to being rebuilt and voters in the DAB polling district voted at the Baptist Chapel School Room. DAB returned to vote at the Mary Forryan Centre in 2011.

The Council considers that the Baptist Chapel School room would be more convenient for voters of DAB and that this venue worked well in 2010.

Council proposes, therefore, that the Baptist Chapel School Room becomes the designated polling station for DAB.

**Constituency: Bosworth
Ward: Hinckley Clarendon**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
EAA	576	THE WESTFIELD ANNEX COMMUNITY CENTRE ROSEMARY WAY, HINCKLEY	THE WESTFIELD ANNEX COMMUNITY CENTRE	No	No issues. Venue satisfactory.
EAB	1919	HOPE COMMUNITY CHURCH DEVERON WAY, HINCKLEY	HOPE COMMUNITY CHURCH	No	No issues. Venue satisfactory.
EAC EAD	4213 (EAC:2285) (EAD:1928)	ST JOHNS CHURCH CENTRE 351 COVENTRY ROAD, HINCKLEY	ST JOHNS CHURCH CENTRE	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

**Constituency: Bosworth
Ward: Hinckley De Montfort**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
ABA	3078	ST FRANCIS COMMUNITY CENTRE TUDOR ROAD, HINCKLEY	ST FRANCIS COMMUNITY CENTRE	No	No issues. Venue satisfactory.
ABB	704	THE MARY FORRYAN CENTRE LEICESTER ROAD, HINCKLEY	THE MARY FORRYAN CENTRE	Yes	See additional notes below
ABC	3918	THE MARY FORRYAN CENTRE LEICESTER ROAD, HINCKLEY	THE MARY FORRYAN CENTRE	No	No issues. Venue satisfactory.

Additional Notes

ABB
Historically this polling station has been located at Holliers Walk Primary School. A request was received in 2011 prior to the May elections requesting that, if possible, an alternative venue should be found. Various alternative venues have been considered as follows:

- Atkins, Lower Bond Street: available room is downstairs and involves a descent down a spiral staircase. Signage would be difficult as access is also available at the rear of the building.
- Hinckley Methodist Church Hall, Holliers Walk: only room available is upstairs with a disabled lift, which is not designed for general use.
- Hinckley Baptist Church, Baptist Walk: room available is adjacent to a larger hall which is used for other activities. The cost of use of the room is dependant upon whether or not sole use is required. Council are concerned that, if it becomes apparent that sole use is necessary, this would be a particularly costly option
- The Mary Forryan Centre: this venue has already been successfully used as a polling station in May 2011. There is sufficient space to house another polling station at this venue and it is considered to be a suitable alternative to the existing location.

The Council proposes to designate the Mary Forryan Centre as polling station for ABB as it considers that it will not be inconvenient for voters and there are good parking & disabled facilities. Although it is not located in the ABB polling district, this district covers a small area and the furthestmost point of it is not considered to be an unreasonable distance for voters to travel.

**Constituency: Bosworth
Ward: Hinckley Trinity**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
ACA ACB	1796	ST FRANCIS COMMUNITY CENTRE TUDOR ROAD, HINCKLEY	ST FRANCIS COMMUNITY CENTRE	No	No issues. Venue satisfactory.
ACC	3212	REDMOOR HIGH SCHOOL (THE GYM) WYKIN ROAD, HINCKLEY, LE10 0EP	REDMOOR HIGH SCHOOL (THE GYM)	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

Constituency: Bosworth
Ward: Markfield, Stanton & Field Head

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
HAA	3447	MARKFIELD COMMUNITY AND SPORTS CENTRE MAYFLOWER CLOSE, MARKFIELD	MARKFIELD COMMUNITY AND SPORTS CENTRE	No	No issues. Venue satisfactory.
HAB	269	SHAW LANE BATTLEFLAT MINERS WELFARE CLUB BILLA BARRA LANE, MARKFIELD	SHAW LANE BATTLEFLAT MINERS WELFARE CLUB	No	No issues. Venue satisfactory.
HAC	510	STANTON UNDER BARDON YOUTH CENTRE MAIN STREET, STANTON UNDER BARDON	STANTON UNDER BARDON YOUTH CENTRE	No	No issues. Venue satisfactory.
HAD	458	MARKFIELD COMMUNITY AND SPORTS CENTRE MAYFLOWER CLOSE, MARKFIELD	MARKFIELD COMMUNITY AND SPORTS CENTRE	No	No issues. Venue satisfactory. See additional notes below

Additional Notes

HAD

The Council notes that no suitable venue has been found to be available within the HAD polling district and, therefore, this will remain designated to Markfield Community & Sports Centre

Constituency: Bosworth**Ward: Newbold Verdon with Desford & Peckleton**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
IAA	426	BOTCHESTON VILLAGE HALL MAIN STREET, BOTCHESTON	BOTCHESTON VILLAGE HALL	No	No issues. Venue satisfactory.
IAB	2778	ST MARTINS CHURCH CENTRE MAIN STREET, DESFORD	ST MARTINS CHURCH CENTRE	No	No issues. Venue satisfactory.
IAC	334	THE OLD SCHOOL KIRKBY MALLORY CHURCH ROAD, KIRKBY MALLORY	THE OLD SCHOOL KIRKBY MALLORY	No	No issues. Venue satisfactory.
IAD	220	PECKLETON VILLAGE HALL MAIN STREET, PECKLETON	PECKLETON VILLAGE HALL	No	No issues. Venue satisfactory.
IAE	374	STAPLETON VILLAGE HALL SCHOOL LANE, STAPLETON	STAPLETON VILLAGE HALL	No	No issues. Venue satisfactory.
IAF	2469	NEWBOLD VERDON COUNTY PRIMARY SCHOOL COMMUNITY LOUNGE, DRAGON LANE, NEWBOLD VERDON	NEWBOLD VERDON COUNTY PRIMARY SCHOOL	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

**Constituency: Bosworth
Ward: Ratby, Bagworth & Thornton**

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
HBA	1092	BAGWORTH COMMUNITY CENTRE BAGWORTH	BAGWORTH COMMUNITY CENTRE	No	No issues. Venue satisfactory.
HBB	862	THORNTON COMMUNITY CENTRE, SPORTS HALL MAIN STREET, THORNTON	THORNTON COMMUNITY CENTRE, SPORTS HALL	No	No issues. Venue satisfactory.
HBC	3387	RATBY CHURCH ROOMS CHURCH LANE, RATBY	RATBY CHURCH ROOMS	No	No issues. Venue satisfactory.
Additional Notes					
The Council is satisfied that no changes are necessary					

Constituency: Bosworth
Ward: Twycross & Witherley with Sheepy

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
JBA	662	SHEEPY MAGNA CHURCH MAIN STREET, SHEEPY MAGNA	SHEEPY MAGNA CHURCH	No	No issues. Venue satisfactory.
JBB	223	NORTON JUXTA TWYCROSS VILLAGE HALL SHELFORD LANE, NORTON- JUXTA-TWYCROSS	NORTON JUXTA TWYCROSS VILLAGE HALL	No	No issues. Venue satisfactory.
JBC JBD	429	TWYCROSS VILLAGE HALL BURTON ROAD, TWYCROSS	TWYCROSS VILLAGE HALL	No	No issues. Venue satisfactory.
JBE JBF	459	ST MICHAEL & ALL ANGELS C OF E PARISH CHURCH CHURCH LANE, FENNY DRAYTON	ST MICHAEL & ALL ANGELS C OF E PARISH CHURCH	No	No issues. Venue satisfactory.
JBG	155	ALL SAINTS C OF E PARISH CHURCH CHURCH LANE, RATCLIFFE CULEY	ALL SAINTS C OF E PARISH CHURCH	No	No issues. Venue satisfactory.
JBH	609	WITHERLEY PARISH ROOM CHAPEL LANE, WITHERLEY	WITHERLEY PARISH ROOM	No	No issues. Venue satisfactory.
Additional Notes					
The Council are is satisfied that no changes are necessary					

Constituency: Charnwood

Ward: Groby

Council proposals					
PD	Electorate 1 Dec 2010	Designated Polling Place	Building	Change of Venue?	Reasons for decision
GAA	3061	GROBY VILLAGE HALL LEICESTER ROAD, GROBY	GROBY VILLAGE HALL (MAIN HALL)	No	No issues. Venue satisfactory.
GAB	2501	GROBY VILLAGE HALL LEICESTER ROAD, GROBY	GROBY VILLAGE HALL (BACK HALL)	No	See additional notes below

Additional Notes

GAB
Historically voters of GAB have alternated between Lady Jane Grey School and Elizabeth Woodville School, to minimize disruption to both schools. Prior to the elections held in May 2011, the Headteacher of Elizabeth Woodville requested that an alternative venue be found. The back hall at Groby Village Hall was designated and successfully used for those elections.
The Council proposes, therefore, that this venue continues to be designated for voters of GAB polling district

Additional Proposals

Other Council proposals

- **Garner Close (BAB02/BAC)**

An anomaly has been identified in Garner Close, Barwell, where three properties (nos 9, 11 & 15) are in polling district BAB02, whilst the remaining properties are in BAC. The Council agrees that the current boundary between BAC & BAB02 no longer follows the natural boundary of this road and proposes, therefore, that these properties are re-allocated to polling district BAC

- **Delegation of decision to change polling places at short notice**

The Council proposes that its Constitution be amended to allow the delegation of the decision to change a polling station at short notice to Group Leaders in consultation with the relevant Ward members. This will enable changes to be made without the need to convene Full Council, if circumstances prior to an election require a speedy decision to be made e.g. where a polling station suddenly becomes unavailable at short notice

COUNCIL - 25 OCTOBER 2011

REPORT OF CHIEF OFFICER CORPORATE AND CUSTOMER RESOURCES, SCRUTINY AND ETHICAL STANDARDS

RE: CONSTITUTION

1. PURPOSE OF REPORT

To seek approval to proposed changes to the Constitution as detailed in the report below.

2. RECOMMENDATION

That Council agree the changes to the Constitution as set out below.

3 BACKGROUND TO THE REPORT

3.1 Council is requested to consider and agree a number of suggested amendments to the current version of its Constitution.

3.2 The provisions in the current version which Council is asked to consider are summarised as follows;

- The LDF process and responsibilities for that function; (Para 3.3)
- Paragraph 13 on Page 50 of the Constitution; (Agricultural Buildings, Para 3.4)
- Paragraph 6 on Page 50 of the Constitution; (Dwellings in rural areas, Para 3.5)
- Paragraphs 8&9 on Page 50 of the Constitution; (Classes D and C2 of Use Classes Order, Para 3.6)
- Delegations to Head of Planning through Deputy Chief Executive (Community Direction); (Para 3.7)
- Delegation of decision to Group Leaders, in consultation with their relevant ward members, to enable change of polling places at short notice (para 3.8).

3.3 LDF Process

3.3.1 The current position is set out on Page 43 of the Constitution. Under the heading `Responsibility for Council Functions` at item 4, the Constitution provides that there shall be no delegation at all of the function of adopting the Borough Local Plan or various deposit drafts and the `emergency` [should read `emerging`] local development framework.

3.3.2 It is a legal requirement that plans and alterations which together comprise the Development Plan are not to be the sole responsibility of a Councils executive.

3.3.3 It is important to prevent delay that the adoption process of the LDF is as streamlined as it can be. This seeks to refine the process whilst ensuring that the Council remains the decision making body. Legislation still requires

adoption of policy documents to be by full Council therefore this will remain. It is necessary for the plans and strategies of the LDF to be approved by Full Council prior to consultation, prior to submission and at final submission. Scrutiny would maintain the ability to call matters before it at the appropriate time.

It is proposed that the process be as follows:

- New policy documents within the LDF are first presented to Executive and Senior Members Group and then for adoption to Full Council
- Amendments to the application of LDF policy documents will be considered by Planning Committee with the power to move consideration up to Full Council if considered necessary.
- Responses to consultation documents will be produced in liaison with a cross-party working group for approval by that group and the Senior Members Group.
- Evidence bases for LDF policy documents are be approved by Executive and the Senior Members Group. These groups will have the ability to move approval of these documents up to Full Council if considered necessary.

3.4 Agricultural Buildings

3.4.1 There are two processes for getting consent for agricultural buildings. The first is through the determination process under Part 6 of the General Permitted Development Order 1995 and the second is through a full planning application of the proposed building does not meet the criteria for the determination process. All determinations for agricultural buildings, which have to be determined within 28 days, are currently dealt with under delegated powers.

3.4.2 The constitution provides at Para 13 on Page 50 that committee will determine applications for agricultural buildings on holdings of 10 hectares or less.

3.4.3 It is not clear why this area has been stipulated as it seems to have no link to the Permitted Development (PD) provisions of Part 6 of the General Permitted Development Order 1995 which refer to two types of holding (i.e. ones with more than 5 hectares and ones with less than 5 hectares.)

3.4.4 Para 17 on page 53 of the Constitution delegates to officers the determination of matters which fall within the PD provisions in Part 6 of the Order.

It is suggested that the wording of Para 13 be removed as it is `out of synch` with the statutory provisions relating to agricultural buildings. Any applications would still be covered by the catch-all of more than 5 letters of representation being received or being called in by a Member.

3.5 Dwellings in Rural Areas

3.5.1 Applications for the conversion of dwellings are matters that are delegated to officers to determine. The exception is found at Para 6 on Page 50 of the Constitution which reserves to Planning Committee the determination of any

application for new dwellings in rural areas resulting from the conversion of redundant buildings `on architectural merit`.

- 3.5.2 It is recommended that the provision be deleted as definition of this is vague and open to interpretation. Any applications would still be covered by the catch-all of more than 5 letters of representation being received or being called in by a Member.

3.6 Classes D and C2 of Use Classes Order – Institutional buildings

- 3.6.1 Paragraphs 8&9 of Page 50 of the Constitution currently require all applications for uses within Classes D and C2 (institutional, recreation and leisure use) of the Use Classes Order to be determined by Committee. This is inconsistent with other general provisions which allow delegation up to a certain level subject to the normal referral caveats. It is considered that only where the proposed use has a floor area of more than 500 m² or the proposed area is 0.5ha or more should it then go to planning committee. It is proposed to amend the paragraphs to reflect that in line with the requirements elsewhere.

3.7 Delegation to Head of Planning, Development Control Manager and Principal Planning Officers

It is necessary to bring together the operational arrangements which currently exist whereby the Deputy Chief Executive (Community Direction) has authorised delegation to the Head of Planning, the Development Control Manager and the Principal Planning Officers (Development Control). This needs to be placed within the Constitution to update the arrangements currently found at pages 49-60.

3.8 Delegation to Group Leaders of polling place changes required at short notice

- 3.8.1 When a polling place becomes unavailable at short notice prior to an election, under current conditions there is a requirement to convene a meeting of the full Council to agree a suitable alternative provision. As there may be occasions where there is insufficient time to convene Council, it is recommended that the Constitution be amended to enable such decisions to be delegated to the Group Leaders in consultation with the relevant ward members

4. FINANCIAL IMPLICATIONS [CB]

None arising directly from the report

5. LEGAL IMPLICATIONS (AB)

In order to amend the constitution this report will require approval of two thirds of those members in attendance of a meeting of the Council

6. CORPORATE PLAN IMPLICATIONS

None

7. **CONSULTATION**

None

8. **RISK IMPLICATIONS**

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

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

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

Management of significant (Net Red) Risks		
Risk Description	Mitigating actions	Owner
Continued limitations on ability of officers to concentrate on their function efficiently	Amend Constitution to allow proper delegation of appropriate functions	Louisa Horton
Continued limitations on ability to convene Council at short notice to agree polling place changes, thus causing potential logistical problems for the election process	Amend Constitution to allow proper delegation of agreement of polling place changes at short notice	Louisa Horton

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

Identify the possible implications that the decision will have on our community, for example:

Any polling place change will take into account equal access.

10. **CORPORATE IMPLICATIONS**

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

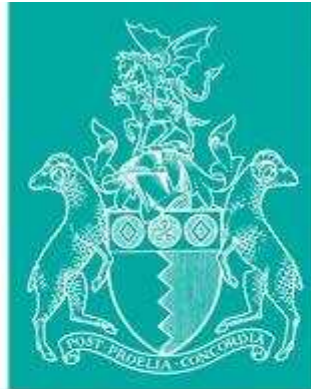
- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Human Resources implications
- Planning Implications
- Voluntary Sector

Background papers: Constitution

Contact Officer: Michael Rice extn 5831. Simon Wood extn 5692 (Planning items)
Yvonne Hughes 5835 (Polling Place Delegation)

Executive Member: Councillor Stuart Bray / Councillor Bron Witherford

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Hinckley & Bosworth
Borough Council

A Borough to be proud of

Overview and Scrutiny

END OF TERM REPORT

2007 – 2011

Incorporating Annual report

May 2010 – April 2011

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FOREWORD by the Scrutiny Chairman and Vice-Chairmen



Councillor M Lay
Chairman of Scrutiny Commission



Councillor Mrs R Camamile
Vice Chairman of Scrutiny
Commission and Chairman of
Council Services Select
Committee



Councillor P Hall
Vice Chairman of Scrutiny
Commission and Chairman of
Finance and Audit Services Select
Committee

Welcome to Hinckley and Bosworth Borough Council's end of term report which encompasses the seventh Overview and Scrutiny Annual Report covering the municipal year 2010-2011. We hope that our report will:

- raise the profile of scrutiny among councillors, officers and the public;
- provide a greater understanding of the role and benefit of scrutiny;
- provide awareness of the role of scrutiny in developing policy and improving performance;
- provide evidence of effective scrutiny of external organisations;
- allow for more effective scrutiny of Executive decisions.

We have an effective overview and scrutiny function that contributes towards the work of the council and its vision. We manage and prioritise the work of overview and scrutiny function through the use of an annual work programme, this also allows the effective 'tracking' of previous decisions. We have received the Forward Plan at each meeting of the Scrutiny Commission, which has assisted us with monitoring the work of the Executive and in many cases has enabled us to be proactive during the policy development stage.

The scrutiny commission continues cross-party working and applies a 'critical friend' approach to scrutiny. An opposition member is chair and has been highly commended by the Centre for Public Scrutiny for his innovative and creative approach to chairing the commission. The Commission has named officer support a dedicated research budget.

We would like to take this opportunity to thank fellow Scrutiny Councillors and Executive members for their support and commitment over the last four years. We would also like to thank officers for their support and hard work. We look forward to building further on our success in the coming year.

Councillor Matthew Lay

Chairman of Scrutiny Commission

Councillor Ruth Camamile

Vice Chairman of Scrutiny Commission and Chairman of Council Services Select Committee

Councillor Peter Hall

Vice Chairman of Scrutiny Commission and Chairman of Finance and Audit Services Select Committee

INTRODUCTION TO THE ROLE OF OVERVIEW AND SCRUTINY

The Role of Overview and Scrutiny

The objectives of the Council's Overview and Scrutiny function are to:

- provide 'critical friend' challenge to the Executive as well as external authorities and agencies;
- reflect the voice and concerns of our public and our communities;
- lead and own the scrutiny process on behalf of the public; and
- make an impact on the delivery of public services.

The above objectives are the "Successful Scrutiny Criteria" adopted as best practice by the Centre for Public Scrutiny and is used to report achievement in this report.

Further details of the role of scrutiny and the terms of reference for the Scrutiny Commission and the Select Committees are contained in Part 2 Article 6 of the Council's Constitution.

The Structure of Overview and Scrutiny

During the last four years, the length of the current Council, the Council appointed a Scrutiny Commission, of 15 non-executive councillors from all political groups.

The Scrutiny Commission was supported in its role by two permanent select committees:

- Council Services; and
- Finance and Audit Services.

The Scrutiny Commission and Select Committees were also supported by working groups/task groups, during the past four years these have included:

- ICT Panel;
- Scrutiny Environment Group;
- Barwell and Earl Shilton Scrutiny Group;
- LDS Scrutiny Group;
- Civic Facilities Scrutiny Group;
- Rural Areas Review group;
- Scrutiny Transport working group;
- Constitution working group;
- Affordable housing working group;
- Housing task group.

OVERVIEW AND SCRUTINY WORK 2010 - 2011

In November 2005, the Scrutiny Commission reviewed progress of the Overview and Scrutiny Function and in line with best practice, the council's effective scrutiny criteria was refined in line with the principles of Centre for Public Scrutiny's effective scrutiny criteria. We continue to review and improve the scrutiny function to ensure outcomes are achieved and both internal and external scrutiny is effective, a number of workshops have been held during the last four years to offer this challenge.

The following highlights our achievements under each principle across the overview and scrutiny function including the Commission, Select Committees, working groups and panels over the last year.

1. PROVIDE 'CRITICAL FRIEND' CHALLENGE TO THE EXECUTIVE AS WELL AS EXTERNAL AUTHORITIES AND AGENCIES

Our work this year included:

- Monitoring annual and monthly **capital and revenue outturn** reports, the Statement of Accounts and Medium Term Financial Strategy;
- Considering the **General Fund Budget Strategy**, ensuring the Council maintains a strong financial position;
- Reviewing the **Housing Revenue Account Subsidy** and making recommendations
- Monitoring the progress of the **Barwell and Earl Shilton Sustainable Urban Extension**
- Completing the review of the service provided by **Registered Social Landlords**
- Making recommendations regarding the future **ICT arrangements** for councillors
- Reviewing the position of the **Special Expenses Area** and related accounting arrangements
- Reviewing the progress and financial accountability of major projects including the **Atkins development, Hinckley Club for Young People, Greenfields, Bus Station redevelopment and Council Offices**
- Approving reports of the **Internal and External Auditors** and recommended action arising

2. REFLECT THE VOICE AND CONCERNS OF OUR PUBLIC AND OUR COMMUNITIES

Our work this year included:

- Monitoring the **Borough Wide Anti Poverty Strategy**
- Monitoring the development of a **Credit Union** for Hinckley & Bosworth
- Concluding a review of **Registered Social Landlords**

- Leading to the reduction in waiting times for **disabled adaptations**
- Continuing as a consultee in **health matters** affecting the residents of the borough as part of PCT consultation processes
- Reviewing the impact of the closure of the cash office and restructuring of **payment options** for payments to the council
- Considering the condition and siting of the **Hansom cab** as a local historic attraction
- Having an input into the **Town Centre Masterplan**
- Considering the implications of the **Localism Bill** on the community.

3. LEAD AND OWN THE SCRUTINY PROCESS ON BEHALF OF THE PUBLIC

Our work this year included:

- Actively managing the Overview and Scrutiny Function **Work Programme**
- Utilising the **research and development** fund of the overview and scrutiny function
- Carrying out a **Rural Areas Review** and setting up a working group to consider requirements in rural areas in light of planning guidelines
- Continuing to act as formal consultee in the **Community Healthcare Review**
- Making recommendations with regard to the implementation of a new **Petitions Scheme**
- Continuing to monitor the performance of the **Community Safety Partnership**
- Reviewing public and green transport in light of the **Local Transport Plan (LTP3)**
- Considering the implications of the **Comprehensive Spending Review**

4. MAKE AN IMPACT ON THE DELIVERY OF PUBLIC SERVICES

Our work this year included:

- Undertaking a focussed and detailed performance **scrutiny of key front line service areas**, including: street cleansing; planning; leisure centre; Environmental Health; planning and enforcement appeals
- Continuing to monitor progress with the development of people management policies and strategies as the Council moves to **Flexible Working**
- Monitoring **sickness absence** leading to a reduction in working days lost through sickness
- Reviewing **Performance against our stated objectives** in the Corporate Performance Plan and against our key Performance Indicators
- Reviewing the process of **developer contributions** to maximise the impact on improving public facilities
- Reviewing the **disabled adaptations** service.

ACHIEVEMENTS OF THE SCRUTINY COMMISSION **2007 – 2011**

Over the past four years during this term of office, the Scrutiny Commission has undertaken several reviews. These included reviews of the Hinckley & Bosworth Community Safety Partnership, Poverty in the Borough, the Local Strategic Partnership, East Midlands Ambulance Service, Concessionary Travel, Out of Hours Healthcare, Registered Social Landlords, Affordable Housing, Winter Gritting and the impact of the LDF in rural areas. In addition to these reviews there have been many examples of pre-decision scrutiny and recommendations arising from scrutiny topics which have been adopted and implemented by the relevant decision making body.

Below are some examples of reviews and recommendations which resulted in tangible outcomes and benefits for the community, and show the success of the Overview & Scrutiny function of Hinckley & Bosworth Borough Council.

Community Safety Partnership

The first review concluded by the Scrutiny Commission in 2007/08 was a review of the Community Safety Partnership following concern regarding the effectiveness and accountability of the partnership. As a result of the review, which led to a change in structure of the Community Safety Partnership, the Partnership developed priority action plans and became one of the best performing partnerships in the county. The Scrutiny Commission continues to monitor the performance of the partnership and makes recommendations where relevant to ensure the safety of residents of the borough and that work towards reducing crime and disorder continues.

East Midlands Ambulance Service (EMAS)

In 2007/08 the Scrutiny Commission expressed concern about the plans of the East Midlands Ambulance Service to reduce the number of ambulances operating in the area. Representatives of EMAS were invited to the Commission as witnesses to discuss these plans.

As a result of these discussions, a closer working relationship between the authority and EMAS ensued, resulting in the reinstatement of one of the ambulances and improved healthcare for the residents in Hinckley & Bosworth.

Creation of an Anti Poverty Strategy for Hinckley & Bosworth

During 2007/08 a review into income poverty in the Borough was commissioned following identification of the possibility that whilst the Borough as a whole was not a 'deprived' area, there were particular pockets of deprivation. The Commission's objective for the review was to improve the quality of life of people living in poverty in the area. An initial report was produced which identified areas and types of deprivation within the Borough.

Following this initial report a stakeholder group was created and over several months and Anti-Poverty Strategy and Action Plan was created. Wider stakeholders were

consulted and had an input into the action plan and the Scrutiny Commission monitored its development and implementation in 2009/10.

The review into income poverty and subsequent creation of the Anti Poverty Strategy is a strong example of how the overview and scrutiny function of the authority has brought about improvements for the community. By identifying pockets of deprivation and causes of poverty and bringing together all sectors to agree the multi-agency strategy and actions, the quality of life of residents of the borough has been improved. In undertaking this work, the Scrutiny Commission has left a lasting legacy which will continue to support the community and address poverty issues, which remains a primary concern in the current economic climate.

Development of a Credit Union for Hinckley & Bosworth

As part of the production of the Anti-Poverty Strategy in 2009/10, the Scrutiny Commission identified the need for financial advice and assistance for those on low incomes, particularly due to the concern that many people were victims of 'loan sharks'. Following research and consideration by the Commission, the authority entered into a partnership with Clockwise Credit Union to provide financial advice and services to residents including bank accounts and low cost, safe loans. Clockwise Credit Union was launched on 23 March 2010.

Clockwise now operates part-time from two locations in the borough – one in Earl Shilton and another in Hinckley, providing a valuable service to the community, based within the communities it serves.

Disabled Adaptations

Following referral from the Council Services Select Committee, in January 2010 the Scrutiny Commission received a report on demand and waiting times for disabled adaptations. In some cases the wait was up to 12 months. The Commission recommended that work and spending be prioritised in order to reduce the waiting list to three months in order to provide a more acceptable service to the public. The recommendations were implemented and partly as a direct result of these recommendations the waiting list for disabled adaptations was reduced entirely within just a few months.

Parish & Community Initiative Fund

Each year the Scrutiny Commission has received information on recommended allocations of the Parish and Community Initiative fund before a decision being made by the Strategic Leadership Board. In 2009/10 the scheme, despite receiving applications for more than the amount of funding available, delivered an underspend. The Commission recommended that the underspend be carried over to 2010/11 as the over-subscription had demonstrated increasing take-up of the funding. This recommendation was subsequently agreed and as a result communities within Hinckley & Bosworth will benefit from the opportunity to bid for more funding for community projects.

SELECT COMMITTEES AND PANELS

COUNCIL SERVICES SELECT COMMITTEE

Over the last four years the Council Services Select Committee has delivered its planned work programme, which has enabled us to successfully follow up our recommendations and track improvements in performance.

We are keen to ensure that the Council's key services, which affect the quality of life of the Borough's residents, are continuing to improve and that an appropriate balance is struck between quality and cost.

Our Achievements over the last four years include:

- Monitoring sickness absence and reviewing the attendance management framework, resulting in a dramatic reduction in the number of days per employee to 6.49 days
- Proactively monitoring and scrutinising the Performance Management Framework
- Receiving front line reports from Streetscene services, Grounds Maintenance, Neighbourhood Wardens, Environmental Health, Housing, Planning, Leisure Centre and Revenues and Benefits
- Actively monitoring performance against the Corporate Objectives contained in the Corporate Plan with regard to Housing
- Reviewing the impact of void council housing and commercial properties;
- Undertaking an annual review of the Children and Young People's Strategy;
- Considering and making recommendations for alternative methods of making payments to the council;
- Referring debate on the waiting lists for disabled adaptations to the Scrutiny Commission, resulting in prioritisation of budgets and reduction in waiting times.

FINANCE AND AUDIT SERVICES SELECT COMMITTEE

Finance and Audit Services Select Committee aims to constructively challenge and investigate the financial stability, probity in corporate governance and full consideration of risks, so that the Council is better placed to face future challenges.

During the last four years the Finance & Audit Services Select Committee has considered and reviewed a number of matters relating to the financial affairs of the Council.

As in previous years the Select Committee has provided “back-bench” input into the major financial processes of the Council considering the following matters:

- Statement of Accounts
- Review of Revenue and Capital Outturn
- Capital Programme
- Revenue Budget
- Council Tax proposals
- External Auditors ISA 260 letter
- Annual Audit and Inspection Letter
- Quarterly Budget Monitoring
- Prudential Indicators and Treasury Management Policy
- Investment Returns
- Internal Audit plan and reports
- Data Quality Assessments
- Risk Management Framework
- Corporate Governance Statement
- Budget adjustments
- Medium Term Financial Strategy

The Select Committee also received copies of all Internal Audit reports and reviewed the level of Internal Control Assurance that could be derived from each area under audit and monitored the recommendations.

FUTURE CHALLENGES FOR OVERVIEW AND SCRUTINY

Changing times

With the move towards community-led scrutiny of local decisions there is a need for public scrutiny to evolve. Engagement with stakeholders, including residents, will be essential in order to ensure accountability for the use of public resources. Whilst the Hinckley & Bosworth Scrutiny Commission has been proactive in undertaking external scrutiny and in consulting communities and other stakeholders in internal scrutiny, actions to engage the public and promote democracy will be key to achieving public accountability.

The Business of Overview and Scrutiny

There are a number of ways through which Overview and Scrutiny can carry out its business, which can be constantly developed and utilised, these include:

- conducting research and other consultation to assist with the analysis of possible options;
- encouraging and enhancing community participation in the development of Council policy; and
- liaising with other organisations operating in the area, to ensure that the interests of local people are enhanced by collaborative working.

Scrutiny is not restricted in the way it carries out the above tasks, it may:

- hold inquiries;
- appoint advisers and assessors;
- make site visits;
- conduct public surveys;
- hold public meetings; and
- commission research.

Call-in

The Council's Executive Portfolio Holders and Chief Officers are required to take decisions based on principles set out in Article 13 of the Council's Constitution. Scrutiny has a role monitoring these decisions and should a scrutiny body or an individual Councillor believe that these principles have not been followed then they have 7 working days from the publication of the decision to "call-in" that decision for further discussion by Scrutiny.

Scrutiny can review the decision, the advice given and the process used for making the decision, e.g. consultation, procedure etc. and if it believes that errors were made in the decision making process it can request that Executive reconsiders the decision or that the decision is considered by full Council.

Councillor Call For Action

This new initiative will enable the Commission to take on individual Ward issues to improve things for the public influencing the Executive and Partners to push solutions.

Overview and Scrutiny and Community Leadership

“Overview and Scrutiny is a key mechanism by which a Council can give life to its Community Leadership role and develop imaginative approaches to the use of the well-being power” (ODPM Development of Overview and Scrutiny in Local Government, September 2002). Scrutiny can engage partners and citizens in the work of the Council and find imaginative ways of researching and consulting.

In addition, Scrutiny is able to use these techniques to monitor and evaluate issues of local concern that fall outside the Council’s powers. There are wide ranging provisions to engage with other public bodies, especially relating to health and public safety but also with the voluntary and private sectors. This power gives scrutiny a unique position in terms of being able to inform policy decisions and co-ordinate partnership working on projects, which are important to the Borough as a whole but responsibility for them falls to a wide range of organisations.

Engaging with the Public

The Overview and Scrutiny function needs to improve its dialogue with the public to ensure that future scrutiny is focussed on the needs and views of the public and that communities feel that they have an input into the scrutiny process.

CONTACTS

Scrutiny Commission, its Panels and Select Committees are directly supported by the Corporate & Customer Resources, Scrutiny & Ethical Standards service, which has responsibility for Scrutiny planning, improvement and research support as well as member development and committee support.

For more information concerning Scrutiny please contact

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A Borough to be proud of

Hinckley & Bosworth
Borough Council

Overview and Scrutiny Work Programme 2011/2012

ISSUE 2011/01: SEPTEMBER 2011

Welcome to Hinckley and Bosworth Borough Council's Overview and Scrutiny Work Programme, which sets out the work to be carried out by the Council's Overview & Scrutiny function during 2011/2012.

A structured, focussed and supported scrutiny process, which dovetails into the Council's wider democratic, performance and financial management processes, provides for an evidence based approach to challenging and developing the Council's long term vision and priorities and ensuring that the needs of the Borough's Citizens are met.

This is the seventh year that we have managed the work of scrutiny through a work programme. Following a review of progress in November 2005, it was proposed that future work programmes be configured into the following categories to better represent all the roles and responsibilities of the Overview and Scrutiny Function:

- **Scrutiny Topics** – This includes items of particular interest to overview and scrutiny that can be classified as 'scrutiny topics' to investigate in particular detail.
- **Performance Management Information** – Information provided by the council identifying current performance levels against performance indicators, progress with implementation of business delivery plans, best value reviews and service improvement projects. This is in accordance with the Council's Performance Management Framework.
- **Participation in Policy Development Issues** – These are issues being revised or introduced by the Council or other external organisations. The Overview and Scrutiny Function should be engaged in the development of such matters so that the decision-making body (Executive, Council or external organisation) are informed of all possible views before taking a decision / agreeing a new policy.
- **Tracking of implementation with previous recommendations** – The scrutiny commission will review progress with the implementation of previously agreed recommendations.
- **Committee Management Issues** – These include the minutes of previous meetings, progress reports on actions, overview and scrutiny work programmes and development issues for the overview and scrutiny function.

The Work Programme ensures that Scrutiny's work is:

- outcome focussed;
- prioritised accordingly;
- resourced properly; and
- project planned properly.

The Work Programme has been designed to ensure it is a living document and it will be reviewed at each meeting of the Scrutiny Commission, and the Finance, Audit & Performance Committee will also review its section at each of its meetings, to ensure it remains focussed and relevant.

*Councillor Matthew Lay
Chairman of Scrutiny Commission*

SCRUTINY COMMISSION WORK PROGRAMME 2011/2012

1. Performance Improvement

- How the Council proactively manages performance to ensure that issues are addressed in a timely fashion and that there is continuous improvement; and
- Monitor the quarterly Performance Reports to Executive and the decisions they take.
- Risk Management.

2. Implementation of Rural Areas Review

- Annual progress report on implementation of outcomes.

3. Community Safety Partnership

- Six-monthly report on progress of Partnership

4. Planning methodology

- Review the methodology used in planning regarding travellers sites;
- Review planning methodology in order to protect the countryside and consider the impact of development on green wedge.

5. New Homes Bonus

- Understand the process and implications regarding the New Homes Bonus.

6. Sales of cars on the roadside

- Analysis of the problem, implications and possible solutions.

7. Health care

- Care for the elderly
- Specific focus on Alzheimer's support
- 3rd sector role
- GP services.

8. Reviewing performance (frontline services)

- Housing repairs

9. Fuel Poverty

- Internally focussed review
- Numbers in fuel poverty
- How local authorities can help
- Private sector housing – advice and support provision

10. Youth provision

- What do / can parishes do?
- Look at support for volunteers / community groups;
- How can we support & increase the number of volunteers.

SCRUTINY COMMISSION

TIMETABLE

Scrutiny Commission - Thursday 8 September 2011						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Environmental Improvement Programme	Request of previous meeting to receive information on breakdown of funding	Ensure value for money and support for Programme	Strong & distinctive communities	Head of Planning / Executive Member	
Performance Management Information	Atkins & Greenfields yield & tenant locations	Request of previous meeting	Satisfaction with income levels	Thriving economy	Deputy Chief Executive (Corporate Direction)	
	Shared Services – current & medium term position	Request of Members	Ensure savings are being met and raise awareness of planned sharing	All Corporate Aims	Chief Executive	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Relevant Chief Officer & Executive Member	
	Implementing Social Housing Reform	Consideration before Executive decision	To consider proposed consultation response and make comments to the Executive	Decent, well managed & affordable housing	Chief Officer & Executive Member	

	Argents Mead	Request of previous meeting	To consider and make recommendations to the Executive in order to ensure income generation	All Corporate Aims	Deputy Chief Executive (Corporate Direction)	
Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 27 October 2011

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Fuel Poverty Review: Scoping of Review	Internally focussed review to support residents experiencing fuel poverty	Agreement of timescales, information required and witnesses to call	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Director of Community & Planning Services	
	Sale of cars on the highway	Request of Members	Recommendation to resolve issues	Cleaner & Greener neighbourhoods	Chief officer for Environmental Health	
Performance Management Information	Housing repairs	Update & progress review	Ensure value for money and high level of service for the public	Decent, well managed & affordable housing	Relevant Chief Officer & Executive Member	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6 monthly update	Reduction in crime and improved partnership working	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	

	Developer Contributions update	Update progress since previous report	Monitoring of section 106 contributions	Strong and distinctive communities	Executive Member for Planning / Director of Community and Planning Services	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 8 December 2011

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Fuel Poverty Review: interview of witnesses / review of information	Internally focussed review to support residents experiencing fuel poverty	Sufficient information to be able to make recommendations	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Health Review: care for the elderly (focus on Alzheimer's): scoping of review	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
	New Homes Bonus	To advise Members	Increased awareness of NHB	All Corporate Aims	Deputy Chief Executive (Community Direction)	
Performance Management Information	Review of Member Development	Scrutiny of activities	Ensure value for money training and development and assess progress towards achieving Member Development Charter	All Corporate Aims	Head of Corporate & Scrutiny Services / Member Development Champion	
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	

	Planning methodology – travellers sites	Request of Members				
Tracking of implementation with previous recommendations						
Committee Management issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 19 January 20112

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Fuel Poverty review: discuss evidence & consider recommendations	Internally focussed review to support residents experiencing fuel poverty	Final report and recommendations	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Youth provision: scoping of review	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): interview of witnesses(1)	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
	Planning methodology – green wedge	Request of Members				

Tracking of implementation with previous recommendations						
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 1 March 2012

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Youth provision: interview of witnesses	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): interview of witnesses(2)	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Community Safety Partnership Review	6-monthly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety Deputy Chief Executive	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 19 April 2012

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Planning Appeal Decisions	6-monthly review	Ensure high performance of Planning Committee		Director of Community & Planning Services	
	Youth provision: interview of witnesses if necessary / discussion on recommendations	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): discussion on possible recommendations	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
	Parish & Community Initiative Fund	Consider proposed distribution of funding	Recommendations to Executive	Strong & Distinctive Communities	Executive Member for Rural Areas / Deputy Chief Executive	

Tracking of implementation with previous recommendations	Rural areas review	Review progress against previous recommendations		Strong and distinctive communities	Executive Member for Rural Affairs	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

Scrutiny Commission - Thursday 24 May 2012

Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Youth provision: Final report	Support and increase voluntary provision of youth activities	Ensure volunteers are supported and further volunteering is encouraged	Strong & Distinctive Communities	Chief officer for Scrutiny	Voluntary providers of youth activities
	Health Review: care for the elderly (focus on Alzheimer's): final report	Externally focussed review	To recommend improvements to healthcare	Safer & Healthier Borough	Chief Officer for Scrutiny	County Council, GPs, PCT
Performance Management Information						
Participation in Policy Development Issues	Review of Forward Plan to identify items	Scrutiny of Executive decisions	Identification of reports for review ahead of decision making	All Corporate Aims	Executive member for Corporate Services/ Head of Corporate & Scrutiny Services	
Tracking of implementation with previous recommendations	Rural areas review	Review progress against previous recommendations		Strong and distinctive communities	Executive Member for Rural Affairs	
Committee Management Issues	Work Programme	Review work load for the year	Agreed forward work programme	All Corporate Aims		

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