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Chief Executive

Date: 11 January 2012



Hinckley & Bosworth
Borough Council

A Borough to be proud of

To: Members of the Scrutiny Commission

Mr MR Lay (Chairman)	Mrs L Hodgkins
Mr PAS Hall (Vice-Chairman)	Mr DW Inman
Mr C Ladkin (Vice-Chairman)	Mr K Morrell
Mr PR Batty	Mr K Nichols
Mr Bessant	Mrs S Sprason
Mrs WA Hall	Miss DM Taylor

Copy to all other Members of the Council

(other recipients for information)

Dear Councillor,

There will be a meeting of the **SCRUTINY COMMISSION** in the Council Chamber on **THURSDAY, 19 JANUARY 2012 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Members of the Scrutiny Commission are requested to attend a pre-meeting at 6.00pm in Committee Room 2 to agree questions to witnesses.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Officer

SCRUTINY COMMISSION - 19 JANUARY 2012

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES (Pages 1 - 4)
To confirm the minutes of the meeting held on 8 December 2011.
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS
To hear any questions in accordance with Council Procedure Rule 10.
6. SCRUTINY REVIEW: CARE OF PEOPLE WITH DEMENTIA (Pages 5 - 12)
A report is attached which gives a background and baseline information to assist with the Commission's review. The suggested timetable for the review is also attached, which includes a list of the witnesses who have agreed to attend.

A representative of the Alzheimer's Society Leicestershire will be in attendance to give Members an overview. Members will then consider questions to put to witnesses at the following meeting.
7. SCRUTINY REVIEW: FUEL POVERTY (Pages 13 - 14)
To progress the Scrutiny Review, including an update on the local position. A timetable for the review is attached. A representative of the Rural Community Council will be in attendance to outline the support they provide.
8. ECONOMIC REGENERATION STRATEGY ACTION PLAN UPDATE (Pages 15 - 26)
Report of the Deputy Chief Executive (Community Direction) attached.
9. ANNUAL REVIEW OF MEMBER DEVELOPMENT ACTIVITY (Pages 27 - 30)
To review member development activities undertaken since the last update, and to inform Members of planned activities.
10. SCRUTINY COMMISSION WORK PROGRAMME 2011-12 (Pages 31 - 38)
Work programme attached.
11. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (Pages 39 - 44)
Copy of the Forward Plan for January to April 2012 attached.
12. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

Agenda Item 2

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

8 DECEMBER 2011 AT 6.30 PM

PRESENT: Mr MR Lay - Chairman
Mr PAS Hall and Mr C Ladkin – Vice-Chairman

Mr RG Allen (In place of Mr K Morrell), Mr PR Batty, Mrs WA Hall, Mrs L Hodgkins, Mr DW Inman, Mr JS Moore (In place of Mrs S Sprason), Mr K Nichols and Miss DM Taylor

Officers in attendance: Steve Atkinson, Valerie Bunting, Bill Cullen, Rachel Dexter, Edwina Grant, Louisa Horton, Alison Ker, Sanjiv Kohli, Sally Smith, Sharon Stacey and Simon Wood

260 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were received from Mr K Morrell and Mrs S Sprason, with the substitution of Mr Allen for Mr Morrell and Mr Moore for Mrs Sprason authorised in accordance with Council Procedure Rule 4.1.

261 MINUTES

On the motion of Mr Moore, seconded by Mr Hall it was

RESOLVED – the minutes of the meeting held on 27 October be confirmed and signed by the Chairman.

262 MINUTES OF THE COUNCIL SERVICES SELECT COMMITTEE

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

RESOLVED – the minutes of the Council Services Select Committee meeting on 28 April 2011 be confirmed and signed by the Chairman of the Scrutiny Commission.

263 ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES

Members were informed that the extraordinary meeting of the Commission scheduled for 15 December had been cancelled due to the developers not being ready to provide the presentation. It was expected that the presentation would be ready in January. Discussion ensued regarding the Barwell & Earl Shilton Scrutiny Group, and it was agreed that this would also be discussed in January.

264 DECLARATIONS OF INTEREST

No interests were declared at this stage.

265 GREEN WEDGE REVIEW

Members received a report which sought initial views on the Green Wedge Review before being considered by Council. An addendum was circulated following comments by the Executive and individual members.

Concern was expressed that planning policy comments on the Green Wedge were used in a recent planning appeal before the Review had been considered by Members, and that they had been used negatively by Developers. In addition Members also raised concern that the report did not contain detail on Burbage Common. In response it was noted that Burbage Common was included in the Hinckley / Barwell / Earl Shilton / Burbage designated Green Wedge. With regard to other potential sites for inclusion as Green Wedge designation this would be the subject of a separate report. Members wished to reiterate that the Burbage area of green wedge was a priority for the Hinckley & Burbage area and should be protected. It was requested that this be included in the document.

A Member asked why the methodology for reviewing the green wedge had been prepared in 2009 but had only just been put before Members. In response it was agreed that the Member would receive an answer outside of the meeting, and if not satisfied with the response the matter would be put on the agenda for the next meeting of the Commission.

RESOLVED –

- (i) Burbage Common be highlighted as being included in the document;
- (ii) the study be endorsed and RECOMMENDED to Council for approval.

266 AFFORDABLE HOUSING DELIVERY OPTIONS

The Commission received a report which informed Members of the alternative ways of increasing the supply of affordable housing in the Borough and potential opportunities for the Local Authority to increase its stock. This information had been requested at a previous meeting.

During discussion, points were raised regarding targeting empty homes and the possibility of an empty homes programme; the use of commuted sums in increasing affordable housing; the problem of developers agreeing to provide 40% affordable housing and then applying for a variation of the Section 106 Agreement on grounds of viability; and the need to use new terminology to promote affordable housing, ie 'Starter Homes'.

Members expressed the desire to negotiate with developers for the Authority to take ownership of a percentage of property.

A proposal to develop an Implementation Strategy for alternative approaches to delivering affordable homes was supported.

267 FUEL POVERTY REVIEW

In order to progress the Scrutiny Commission's review of Fuel Poverty, they received a report which provided information on the national and local position regarding fuel poverty and the obligations on energy suppliers to reduce fuel poverty, along with a suggested timetable for the review. The complexity of tariffs was highlighted as a problem and it was noted that energy providers provided special tariffs or discounts for those in fuel poverty.

It was reported that Hi4EM had been requested to undertake some research into fuel poverty specifically in Hinckley & Bosworth, and this report should soon be ready. In addition, Mosaic was being used to map areas of poverty. This data would then make it

possible to target those likely to be in fuel poverty and to run campaigns to educate them and raise awareness of help available from third parties. It was RECOMMENDED that officers also use this data to target households.

It was agreed that six energy companies would be invited to the Commission to discuss how we could work together to tackle fuel poverty. Questions to the companies, should they agree to attend, would be around assessing customers' needs; factoring in the 'Green deal' scheme; the number of pre-payment meters in use; the reason for the complexity of tariffs; and the number of customers who have had energy cut off due to non-payment.

RESOLVED –

- (i) the timetable for the review be agreed and energy providers be invited to the next meeting of the Commission;
- (ii) Officers be requested to use the Hi4em and Mosaic data to target households in fuel poverty.

268 SCRUTINY REVIEW: CARE FOR PEOPLE SUFFERING FROM DEMENTIA

In order to commence the second Scrutiny Review of the year, Members received a proposed timetable for the review into care for people suffering from dementia. It was reported that the meeting on 19 January would provide information to assist Members in understanding the definition of dementia. The increasing number of people under 50 suffering from dementia was raised.

RESOLVED – the timetable be agreed.

269 RSL RECOMMENDATIONS UPDATE

Following the Scrutiny review of Registered Social Landlords which had concluded the previous year, the Commission was presented with a report which provided a progress update. In particular it was reported that communications with the RSLs had improved and that Orbit had been very proactive in supporting the Neighbourhood Action Teams, the Community Houses and the Credit Union. It was also noted that the partnership board with Orbit Housing was proving successful.

Members raised concerns that communication between the RSLs and themselves was still no better, and it was agreed that this would be taken up with RSLs again. Officers also suggested that RSLs should be asked about their contribution to alleviate fuel poverty.

Mr Batty left the meeting at this juncture.

270 PROGRESS REPORT FOLLOWING VOLUNTARY AND COMMUNITY SECTOR INFRASTRUCTURE SUPPORT SERVICES REVIEW

Following a presentation by Voluntary Action Leicestershire (VAL) at the previous meeting, Members were provided with an update on the progress and impact of the delivery of voluntary and community sector infrastructure support services following the revision of arrangements for Hinckley and Bosworth in April 2011.

It was reported that VAL was working increasingly with the authority and actions had been agreed, including that VAL officers develop a greater presence in the community, in both rural and urban areas. Other actions which would be more difficult to achieve were noted, including reaching groups of which we were not currently aware.

Members looked forward to receiving further progress updates when available.

271 NEW HOMES BONUS

Members received a report which detailed the results of the consultation exercise in relation to the New Homes Bonus (NHB) and the allocation of funds. Whilst Members generally accepted the information in the report, they had concerns regarding the mechanism. It was also noted that the funding received by the Council under this scheme, before further distribution, would be significantly less than the previous central government funding streams, which would no longer be available.

272 CREDIT UNION UPDATE

Members received a progress report regarding the local credit union provision since its creation in March 2010. It was reported that more volunteers and Member Champions were needed, and Members agreed that they would welcome another session on this.

Members wished to thank all volunteers for their hard work.

273 SCRUTINY COMMISSION WORK PROGRAMME 2011-12

RESOLVED – the work programme be noted.

274 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

RESOLVED – the Forward Plan be noted.

275 MATTERS FROM WHICH THE PUBLIC MAY BE EXCLUDED

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

RESOLVED – in accordance with Section 100A of the Local Government Act 1972 the public be excluded from the remaining 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.

276 ALTERNATIVE DEPOT OPTIONS

Members received a report which advised them of the options available for relocation of the depot.

At this juncture, having reached 9.30pm, it was moved by Mr Lay, seconded by Mr Nichols and

RESOLVED – the meeting be permitted to continue in order to consider the remaining business.

It was reported that whilst the new site would be smaller, it would make more efficient and effective use of space. The report would be presented for approval to Council on 20 December 2011

RESOLVED – the recommendations contained within the report be supported.

(The Meeting closed at 9.32 pm)

SCRUTINY COMMISSION – 19 JANUARY 2012

REPORT OF THE OLDER PERSONS SERVICES MANAGER

CARE OF PEOPLE WITH DEMENTIA

1. PURPOSE OF REPORT

To provide members with an overview of the work being undertaken across the county and within the borough to deal with predicted increased numbers of older people suffering from dementia.

2. RECOMMENDATION

Members note the content of this report.

3. BACKGROUND TO THE REPORT

National Context

The 2007 ‘*Dementia UK*’ report by the Alzheimer’s Society estimated that some 560,000 people in England had dementia, and estimated that that figure would increase nearly 40 percent over a 15 year period. Subsequent reports such as ‘*Living Well With Dementia: A National Dementia Strategy (NDS)*’ published in February 2009, estimated that the prevalence of dementia was over 700,000 and anticipated that this figure would increase to 1.4 million over the next 30 years.

A key finding of both reports suggest that many sufferers of dementia, an estimated two thirds of people, do not receive any form of formal diagnosis, at any point during their care or progression of their condition. When considering the many definitions of the condition it is perhaps easier to understand why so many sufferers have their condition undiagnosed.

‘a syndrome which may be caused by a number of illnesses in which there is progressive decline in multiple areas of function, including decline in memory, reasoning, communication skills and the ability to carry out daily activities. Alongside this decline, individuals may develop behavioural and psychological symptoms such as depression, psychosis, aggression and wandering, which cause problems in themselves, which complicate care, and which can occur at any stage of the illness.’
‘Living Well With Dementia: A National Dementia Strategy’

It is widely accepted that early diagnosis and treatment can dramatically improve the quality of life for people with dementia and increase their independence as their condition progresses.

As well as providing awareness of the growing number of people suffering from dementia, the NDS also set out to transform dementia services and identified 17 key objectives, with the specific aims of raising awareness of the condition, earlier diagnosis, and achieving higher quality treatment at whatever stage of the illness.

Responding to the NDS and the predicted increases in dementia sufferers across Leicestershire, the following strategic partners, Leicestershire County Council, Leicester City Council, Rutland County Council, NHS Leicester City and NHS Leicestershire County and Rutland, formed the Dementia Joint Commissioning Group (DJCG), which subsequently went on to develop the ‘*Joint Dementia Commissioning Strategy 2011 – 2014*’, to meet the key objectives contained within the NDS, and improve outcomes for dementia sufferers.

To develop the strategy further, the key objectives, were grouped into four strategic themes, each led by a task group, with responsibility for the creation and implementation of action plans against their objectives.

- Increased awareness, early diagnosis and access to care and support services;
- Improved experience of general hospital care and the management of physical health needs of people living with dementia;
- Improved quality of care in residential/nursing homes;
- Personalisation of care and living well with dementia in the community.

Ongoing monitoring of the actions and implementation of the action plans will be carried out by the DJCG, who will subsequently report back to their respective organisations.

Local Context

In line with the national aged population increases, the numbers of people aged over 65 in Leicestershire County and Rutland is expected to rise significantly over the next 20 years (Table 1).

Table 1: Leicestershire County and Rutland population aged 65 and over, projected to 2025.

	2008	2010	2015	2020	2025
People aged 65-69	32,900	36,300	45,000	40,900	43,700
People aged 70-74	28,000	29,300	34,300	42,700	39,000
People aged 75-79	23,300	23,600	26,600	31,400	39,300
People aged 80-84	16,600	17,500	19,700	22,900	27,200
People aged 85 and over	14,600	15,800	18,800	22,900	28,700
Total population 65 and over	115,400	122,500	144,400	160,800	177,900

* Source: www.poppi.org.uk

By 2025 the number of people over the age of 65 who will suffer from dementia across Leicestershire and Rutland is estimated to be 12,728. This increase will have a significant impact on the projected number of people with dementia within the County and locally within the Hinckley & Bosworth Borough.

Table 2 shows in more detail the predicted numbers of dementia sufferers living in the Hinckley and Bosworth local authority area by 2025, whilst Table 3 shows how those figures compare with other local authorities across the county.

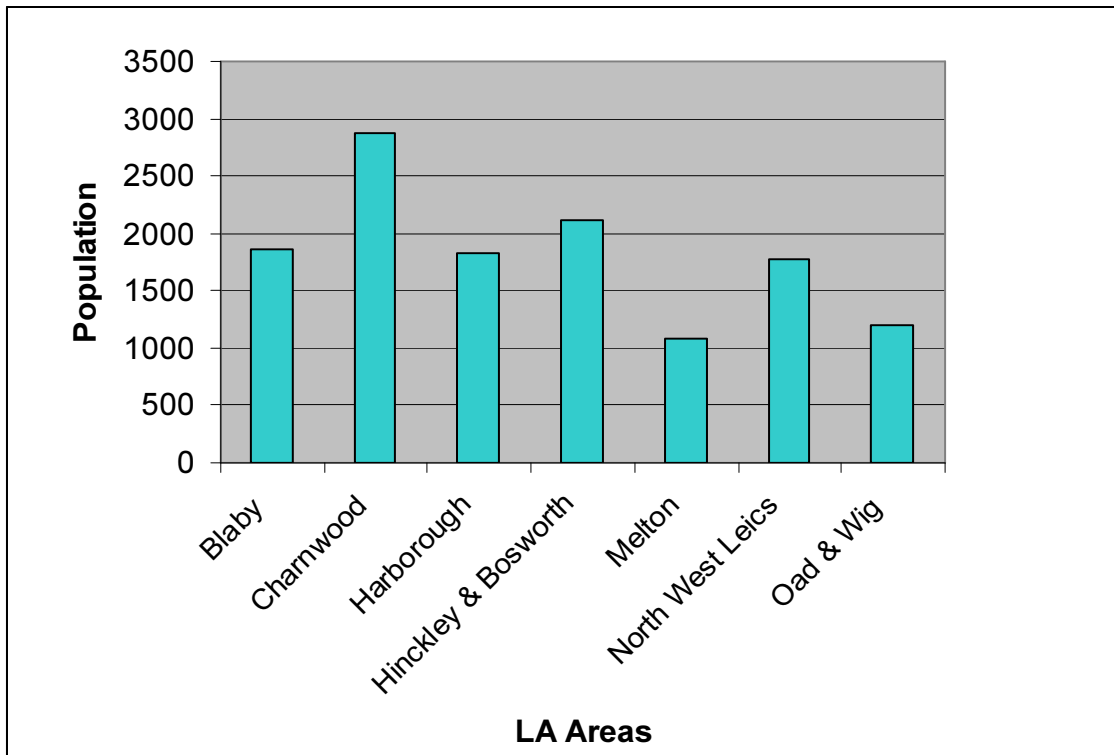
Table 2: People aged 65 and over living in Hinckley and Bosworth, predicted to have dementia by 2025.

Number of people predicted to have dementia	2008	2010	2015	2020	2025
Males aged 65-69	39	44	57	51	53
Males aged 70-74	68	71	84	109	99
Males aged 75-79	87	87	102	122	163
Males aged 80-84	112	122	133	173	204
Males aged 85	138	158	197	256	335
Total males aged 65+	444	482	572	711	854
Females aged 65-69	27	30	39	35	36
Females aged 70-74	53	55	70	89	79

Females aged 75-79	130	130	143	169	221
Females aged 80-84	200	213	226	253	319
Females aged 85 and over	378	403	454	504	605
Total females aged 65+	787	831	931	1,050	1,260
Total population aged 65+	1,231	1,313	1,504	1,761	2,114

* Source -Leicestershire Dementia Profile 2009 – East Midlands Public Health Observatory

Table 3: People aged 65 and over, predicted to have dementia by 2025, according to Leicestershire Local Authority area.



* Source -Leicestershire Dementia Profile 2009 – East Midlands Public Health Observatory

It is clear to see from the data that Charnwood Borough and Hinckley & Bosworth Borough will see the most significant rises over the next 10 – 15 years.

4. MEETING THE NEEDS IN HINCKLEY & BOSWORTH

Hinckley & Bosworth BC has an important part to play in ensuring that residents who currently, and who may suffer from dementia in the future, and their carers, have good, easy access to quality dementia care and support services.

However is important to recognise some of the services already available and delivered by our partners in our local area, which include:

- Day Services;
- Home Care Services;
- GP Services;
- Community Mental Health Teams for Older People;
- Memory Assessment Service
- Reablement Services;
- Hospital and In Patient Services;
- Carer Support Services;

- Residential and Nursing Care Homes.

and the work and services provided by Hinckley & Bosworth BC, which contribute to and provide positive outcomes for older people living in the borough.

- Corporate Plan 2010-2015 with specific aims that will contribute to better services and access to services for older people. (identified in section 9)
- Development of the '*Vision for Older People Living in Hinckley & Bosworth 2011 – 2015*' with actions to:
 - Increase older peoples health by encouraging physical activity.
 - Ensuring easier access to services by promoting services such as the *First Contact Leicestershire Scheme*
 - Participating in and facilitating forums for older people which enable them to access information, as well as provide feedback and share experiences of local services, i.e. OPEN (Older Persons Engagement Network).
- Development of Housing Strategy 2010-2013 with the following commitments:
 - to work with partners to develop an extra care scheme within the borough.
 - Participate in the county wide review of control centres.
 - Maximise the use of aids and adaptations t allow people to remain in their own home.
 - Working wit Supporting People to identify needs of specific groups and initiatives to meet those needs.
- Contributing to the LCC '*Strategy for Ageing Well in Leicestershire*'
- Providing Housing Related Support Services which include:
 - Sheltered Housing
 - Community Alarms/Lifeline services
 - 24 hour Control Centre and Response Service

And continuing to work with Leicestershire County Council with future re-tendering of Housing Related Support Services.

- Ensuing that Sheltered Housing staff receive regular dementia awareness training, and are able to provide sign posting services to dementia sufferers and their carers.
- Support the Older Voices 'Over 50's' Day, which aims to promote health and well being, by organising an annual event open to older people across the borough. Activities have included information stalls by statutory and voluntary organisations, health therapy taster sessions, art and craft classes, computer workshops, health screening and dance/exercise events.

It is clear that there are significant challenges for all Local Authorities and partners across Leicestershire in meeting the need of dementia sufferers both now and in the future. We look forward to the outcomes of the Joint Dementia Commissioning Strategy, and will ensure that we contribute wherever possible to help achieve its strategic objectives.

7. **LEGAL IMPLICATIONS**

None at this time, as the report is for information and noting only

8. **FINANCIAL IMPLICATIONS**

None at this time, as the report is for information and noting only

9. **CORPORATE PLAN IMPLICATIONS**

Corporate Priority	Aim
<ul style="list-style-type: none">• Safer & Healthier Borough	<ul style="list-style-type: none">• Vulnerable people are safeguarded• Ensure people have a healthier lifestyle
<ul style="list-style-type: none">• Strong & distinctive communities	<ul style="list-style-type: none">• Improve customer access to services• Ensure that our services meet customers' needs• Support residents to help them to remain in their homes• Older people have improved access to advice and information to support their decision making
<ul style="list-style-type: none">• Decent, well managed and affordable homes	<ul style="list-style-type: none">• Improve the quality of residents' homes.

10. **RISK IMPLICATIONS**

None at this time, as the report is for information and noting only

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

None at this time, as the report is for information and noting only.

13. **CORPORATE IMPLICATIONS**

None at this time, as the report is for information and noting only.

Background papers:

Leicester, Leicestershire and Rutland Joint Dementia Commissioning Strategy 2011 – 2014-
<http://politics.leics.gov.uk/documents/s64785/E%20-%20Appendix%20A%20-%20Joint%20Dementia%20Commissioning%20Strategy.pdf>

LCC Cabinet Report – 15th November 2011 – Report of the Director of Adults and Communities - Leicester, Leicestershire and Rutland Joint Dementia Commissioning Strategy 2011 – 2014 - <http://politics.leics.gov.uk/documents/s64784/E%20-%20Joint%20Dementia%20Commissioning%20Strategy%202011-14%20Covering%20Report.pdf>

LCC Extra Care Housing Strategy for Older People 2010 – 2015 - [http://politics.leics.gov.uk/Published/C00000135/M00002688/AI00023882/\\$FExtraCareHousinginLeicestershireAppendixA.doc.pdf](http://politics.leics.gov.uk/Published/C00000135/M00002688/AI00023882/$FExtraCareHousinginLeicestershireAppendixA.doc.pdf)

Living well with Dementia - National Dementia Strategy - http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094058

Leicestershire Dementia Profile 2009 -

<http://www.empho.org.uk/Download/Public/11780/1/Leicestershire%20%20Dementia%20Profile.pdf>

LCC – Strategy for Ageing Well in Leicestershire Refresh 2010 – 2011-
http://www.leics.gov.uk/ageing_well_strategy_refresh.pdf

LCC - Housing Related Support Strategy 2010 - 2015
http://www.leics.gov.uk/housing_related_support_strategy.pdf

Hinckley & Bosworth Borough Council Housing Strategy 2010 – 2013 –
http://www.hinckley-bosworth.gov.uk/downloads/file/1535/housing_strategy_2010-2013

Hinckley & Bosworth Borough Corporate Plan 2010 – 2015 -
http://www.hinckley-bosworth.gov.uk/downloads/file/163/corporate_plan_2010-2015

Contact Officer: Clive Taylor – Older Persons Services Manager
01455 255890

Scrutiny Commission – Care for people suffering from Dementia
Scope and Timetable

Date of Scrutiny Meeting	Areas of the review to be covered	Witnesses/Officers involved	Councillor/ Commission role	Recommendations or further work arising
8 December 2011	Scoping areas of the review		Identify key areas for the review under the prescribed headings	Identified the need to understand the local context and the role of the Borough Council.
19 January 2012	Understanding Dementia and Alzheimer's The local context Support in the 3 rd sector	Clive Taylor – Older Persons Manager HBBC Diane Smith Locality Manager. The Alzheimer's Society Leicestershire confirmed	Note report and identify questions Prepared questions – attendance at 6pm	
1 March 2012	Care for those suffering from dementia County Perspective Continuing Health Care	Leicestershire County Council adults and Communities confirmed Mark Goddin – lead Officer on Dementia Sandy McMillan – Strategy and Commissioning	Prepared questions – attendance at 6pm	

	Care homes	Awaiting confirmation from the PCT Cindy Nicholls – Tudor Care Home confirmed		
19 April 2012	Care for those suffering from dementia – at home	GP witness - TBC A small group of carers - TBC	Prepared questions – attendance at 6pm	
24 May 2012	Final report – recommendations	Clive Taylor		

Scrutiny Commission - Fuel Poverty Review
Scope and Timetable

Date of Scrutiny Meeting	Areas of the review to be covered	Witnesses/Officers involved	Councillor/ Commission role	Recommendations or further work arising
8 December 2011	The national and local position <ul style="list-style-type: none"> • The Hill Report • The H4EM report • Gvt involvement in pricing 	Alison Ker Geoff Davenport	Read the reports and prepare any questions	How can the H4EM work be taken forward.
19 January 2012	Energy Best Deals Energy Companies Update of local position addressing Fuel Poverty	Diane Cook - RCC confirmed Energy Company reps - TBC Alison Ker Geoff Davenport – Private Sector Housing HBBC	Ensure that questions are identified prior to the meeting and identify recommendations	
1 March 2012	Witness interviewing - What schemes are available? Update of local position addressing Fuel Poverty.	Denise Marston - Energy Saving Trust confirmed Alison Ker Geoff Davenport	Ensure that questions are identified prior to the meeting and identify recommendations	

19 April 2012	Receive final report identifying recommendations, achievements and what Members can do to promote initiatives.	Alison Ker Geoff Davenport		
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SCRUTINY COMMISSION - 19 JANUARY 2012

REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)

RE: ECONOMIC REGENERATION STRATEGY ACTION PLAN UPDATE

1. PURPOSE OF REPORT

To provide Members with an update on work undertaken over the last 12 months, including ongoing initiatives, in order to fulfill the aims of the Action Plan of the Economic Regeneration Strategy 2009 – 2014

2. RECOMMENDATION

That the Scrutiny Commission:

- (i) notes and endorses the economic regeneration work undertaken
- (ii) endorses the ongoing programme of work

3. ACTION PLAN UPDATE

- 3.1 The following table highlights the main areas of work undertaken and the relationship with the aspirations identified in the Economic Regeneration Strategy's Action Plan, mainly through the work of the Regeneration team in partnership but also via other departments within the Council

Economic Regeneration Strategy 2009 – 2014 Action Plan Update December 2011

Key:

S – Short term = 1 year; **M** – Medium term = 3 years; **L** – Long term = 3 – 5 years

Hinckley & Bosworth BC role:

Ld – Lead; **P** - Partner

Strategic Objective 1

Develop a targeted approach to supporting businesses, which have the potential to establish, expand and relocate within the borough

Action	Latest Progress
Provide dedicated business support to growth businesses within the Atkins Factory M/L Ld	The intention has been to nurture the newly established businesses by working with Business Link, Federation of Small Businesses (FSB) etc. Work is ongoing with FSB in respect of all small businesses in the borough. However with the demise of Business Link as a 'face to face' service and now only giving assistance via a website other avenues are being explored. In particular we are now working with Business Builder, a new business support service for Leicestershire, a joint venture between the commercial arm of the Chamber of Commerce and De Montfort University Key Outcome: Established a partnership with the Business Builder Business Support Service in December 2011
Develop a local 'call and care' programme targeted towards strategic local	Worked over the year with MIRA on its successful bids for Enterprise Zone status and Regional Growth funding (RGF). Now that planning permission has been granted for the High Technology Park ongoing work is progressing with MIRA in order to implement

<p>businesses S/M Ld</p>	<p>the proposals for the site through the preparation of a Local Development Order (LDO).</p> <p>Key Outcomes: MIRA Enterprise Zone status granted 17 August 2011 MIRA granted RGF2 funding of £19.4million in October 2011 On 15 November 2011 Planning Committee resolved to be minded to grant permission for the MIRA development subject to the Secretary of State not wishing to be involved (subsequently the SOS has stated they are happy for the decision to be made at the local level)</p>
<p>Work with business forums and associations S Ld</p>	<p>The Council's Regeneration Officer regularly attends meetings/events of the Hinckley Town Centre Partnership, the Hinckley Business Association, the Earl Shilton Business Forum. and the Barwell Business Association.</p> <p>The Economic Initiatives budget has paid a sponsorship towards the Hinckley BID Business Centre and has supported the BID initiative to improve signage to town centre car parks A shopping guide for Earl Shilton has been produced by the Earl Shilton Business Forum with the help of funding from the Economic Initiatives budget for both its original content and updated material.</p> <p>Key Outcome: Business forums and associations supported both through attendance at meetings and through financial assistance for projects</p>
<p>Establish what are the needs of local businesses S Ld</p>	<p>The Council held a business breakfast meeting at Atkins to officially launch the Cross-border Delivery Partnership (CBDP) on 14 January 2011, a partnership to help promote economic regeneration projects that will benefit the Boroughs of Hinckley & Bosworth, North Warwickshire and Nuneaton and Bedworth that are cohesive economic areas along the A5. A draft Action Plan has been produced for this partnership, which will be presented to a business breakfast meeting in the Spring. The CBDP is working with Board members from MIRA who sit on both the Leicester & Leicestershire Local Enterprise Partnership (LLEP) and the Coventry & Warwickshire CBDP in order to further promote projects in this cross-border area.</p> <p>Key Outcome: Establishment of the Cross-border Delivery Partnership working on economic projects to benefit these three local authorities abutting the A5 and in particular: working with MIRA throughout 2011 on funding for its proposed High Technology Park; and with the three Councils Employment & Skills partnerships in order to establish one over-arching partnership</p> <p>Work has taken place with the LLEP on the production of a Leicester & Leicestershire Economic Assessment and a Business Survey</p> <p>BE Group has undertaken an employment land and premises study for the Borough. This involved wide consultation with businesses to establish the needs of businesses and the study was completed in May 2010. A study by King Sturge in respect of Barwell and Earl Shilton has provided more detailed knowledge for the Sustainable Urban Extensions</p>

<p>Develop a targeted approach to supporting businesses which have the potential to establish, expand and relocate within the borough S/M P</p>	<p>During the year regular meetings were held with the Business Link Business Start-up Service to jointly support new businesses through the Leicestershire Local Authority Business Support Forum. The Hinckley Investor Prospectus (see below), will help achieve this aim.</p>
<p>Develop Creative Hinckley and strengthen the offer they make to local creative businesses and individuals S P</p>	<p>In the development of the Atkins site, and in particular the conversion of the Goddard building into a creative innovation centre, the Council has worked with Creative Hinckley to establish the needs of businesses interested in locating here. The Atkins creative business space is now fully let and has a waiting list. The Economic Initiatives budget contributes to the membership of Creative Leicestershire. Work is currently being done on a potential bid for European INTEREGG funding for secondary towns to potentially include a project to help develop cross national trade in the creative industries sector. This could help towards economic aspirations with our town twinning arrangements. It is likely to involve other districts in the UK, Southern Ireland and Belgium.</p>
<p>Support the development of an inward investment strategy and marketing plan which supports local priorities M P</p>	<p>The Hinckley Investor Prospectus, targeted at potential new developers and businesses thinking of investing in Hinckley, was launched at a meeting on 24 March 2011 at Atkins with Penny Mallory, the racing driver and television presenter, as the guest speaker. Subsequently this document has been sent out to developers and agents and several enquiries and meetings have followed. Key Outcome: Hinckley Investor Prospectus launched on 24 March 2011, which has resulted in regular enquiries from agents and development companies</p>
<p>Assist businesses during the current economic downturn S P</p>	<p>In March 2009 the Council established a new fast payment pledge to local businesses. Local businesses who supply goods and services to the Council will receive payment within 10 days. Key Outcome The target set for 2011/12 is 80% and between April and October 2011 the figure achieved was 85.17% Help with Business Rate bills - The Council has issued press releases to encourage businesses to apply for Small Business Rate Relief, defining the criteria required. The Business Rates Team is responsible for the process rather than businesses having to pay independent rating advisers for the service. It should be noted that Small Business Rate Relief recipients have steadily increased. Currently, there are 2,865 business ratepayers, of which: 1,043 were in receipt of Small Business Rate Relief at 1st April 2009 1,060 recipients at 1st April 2010 1,094 recipients at 1st April 2011 1,149 recipients of Small Business Rate Relief at 30th November 2011 The 23rd March 2011 Budget announced that the Government would continue with the more generous level of Small Business Rate Relief for a further year, until 30th September 2012. Eligible ratepayers will continue to receive relief at 100 per cent on properties with rateable values of not more than £6,000 with a tapered relief of between 100 per cent and zero per cent for properties with rateable values between £6,001 and £12,000 for that period. The 22nd June 2011 Budget confirmed the above announcement. No other adjustments were made to the scheme</p>

	and the eligibility criteria remained the same. Officers have worked with the Hinckley Business Association that has arranged speakers with subjects appropriate to working in difficult economic times.
Encourage appropriate farm diversification projects S/M P	A member of the County Council's Inspire programme implementation group which has given grants to farm diversification projects

Strategic Objective 2

Develop an effective portfolio of sites and premises to meet the demands of business

Action	Latest Progress
The development of sites and premises allocations DPD S Ld	Key Outcome: The Site Allocations and Generic Development Control Policies DPD Consultation Report was adopted by Executive on 12 October 2011 The date for the pre-submission consultation document is programmed for August/September 2012.
Develop an Area Action Plan for Hinckley Town Centre S Ld	Key Outcome: Following the successful examination of the document by the Inspector, the Hinckley Town Centre Area Action Plan was formally adopted by the council on 21 March 2011.
Use property intelligence to procure development partners M Ld	The Town Centre Regeneration Support Project (2008-2011) worked to build up partnerships and delivery mechanisms for town centre masterplan sites – (see information following, provided for specific sites).
Deliver Town Centre projects identified in AAP M/L Ld	Town Centre Regeneration Support Project, which ceased at the end of March 2011, and over-achieved on all its objectives, worked towards bringing forward these sites and work is still ongoing– (see information following, provided for specific sites).
Deliver Hinckley Town Centre Public Realm strategy S/M Ld	Upper Castle Street scheme was completed in 2008 (£250k investment).
Secure Development Agency support for Hinckley Town Centre and borough wide projects S Ld	EMDA funding of £215,000 for bringing forward the Town Centre Masterplan Sites secured and spent on bringing forward the masterplan sites. Key Outcomes from this project together with ongoing work include: Atkins - completed and the adjacent new facility for North Warwickshire & Hinckley College opened in September 2011 . Officers were involved with the college launch event on 7 September 2011 which included a business breakfast at Atkins, a further opportunity to promote Atkins and its relationship with the college. The Crescent (Bus Station site) - The Tin Hat Regeneration Partnership have now obtained planning consent for this £80m mixed-use scheme. The Compulsory Purchase Order public inquiry took place in late November , and works are programmed to start on site in the summer of 2012. The two major pre-lets to Sainsbury's and Cineworld have been secured by Tin Hat. Rugby Road/Hawley Road – MRP Ltd were granted planning consent in April 2010 for a £12m residential and office scheme, comprising 56 residential units and 5,670 sq. m. of commercial accommodation. Construction of the affordable housing is underway. The Council have agreed the lease for 'The Hinckley

	<p>Hub' office element, and are due to move in (from Argents Mead) in March/April 2013. Key partners for sharing this new civic hub facility have also been signed up.</p> <p>Civic Offices Site – The Council is now commencing an initial formal 'OJEU' process to seek expressions of interest, and then initial outline development proposals just for the site of the present Civic Offices. No commitment to any specific development of the site at this stage has been made. The existing park is to be protected and expanded as part of the Council's development brief. Key Outcome to date: Official Journal of the European Union (OJEU) notice published 19 December 2011 and the closing date for submissions of the Pre-qualification Questionnaires is 31 January 2012</p> <p>Railway Station Site - Council officers are now to commence working with Tescos and Network Rail to develop a draft Regeneration Masterplan for the Railway Station, Tescos store, former Richard Roberts's factory site and adjoining areas.</p> <p>Stockwell Head - Informal private discussions between the Council, key property owners and potential development partners have been ongoing for the mixed-use development of this mixed-ownership site.</p> <p>Britannia Centre – The Council has been in discussions with the centre's owners to promote the extension/refurbishment of the centre, and the increase in usage of its prime customer car park.</p> <p>Regent Street - Initial feasibility design options for the re-introduction of traffic scheme completed by consultants White, Young, Green. Town Centre Partnership and town centre businesses consulted. Further county council design work as well as exploring funding options now in hand. Further public consultations programmed.</p> <p>Key Outcome: Town Centre Regeneration Support Project, 2008 - 2011 over-achieved on all its agreed objectives</p>
<p>Make strategic property investments i.e. Atkins Factory Site S Ld</p>	<p>The Atkins creative innovation centre and high spec offices, gallery, meeting spaces and café opened on 28 September 2010 with wide Press coverage and 500 visitors.</p>
<p>Establish a commercial property database S P</p>	<p>Officers are working with LLEP and Locations for Business who are creating a database for sites including those in Hinckley & Bosworth.</p> <p>The Hinckley Town Centre Partnership created a business directory in August 2010 listing all the BID members</p>
<p>Support an employment land study across the HMA S P</p>	<p>Completed in October 2009 by Pacec</p>
<p>Support the development of key strategic development sites across the borough including MIRA, Mallory Park, Twycross, Nailstone Colliery, Timkins etc M P</p>	<p>Working closely with MIRA as described above</p> <p>The Tourism Partnership works closely with Twycross Zoo, Mallory Park, the National Forest.</p>

Ensure suitable grow-on/move on premises L P	Earl Shilton and Barwell Employment Land Assessment was undertaken by King Sturge in November 2010, to assess the level and type of employment land that can be developed to support the proposed Sustainable Urban Extensions. Further work is being done through Barwell Business Association to look at grow on/move on space requirements.
Provide for a balanced supply of sites to suit small, medium and large businesses M P	BE Group's Employment Land and Premises study looked at the needs of small, medium and large businesses in the Borough - consultation work in respect of site and premise requirements was part of this study.

Strategic Objective 3

To increase the vitality and viability of the network of centres across the borough

Action	Latest Progress
Explore the feasibility of a Community access point for Earl Shilton M Ld	Peggs Close opened in August 2008
Support and inform the allocation of local employment sites across the borough with the sites and allocations DPD M Ld	Key Outcome: The Site Allocations and Generic Development Control Policies DPD Consultation Report was adopted by Executive on 12 October 2011 The date for the pre-submission consultation document is programmed for August/September 2012.
Support the delivery of Hinckley Town Centre Partnership Business Plan S P	The Senior Economic Regeneration officer works with the BID and Town Centre Managers and the County Council, meeting every two weeks at the BID offices to progress projects and attends Town Centre Partnership meetings. Key Outcome: Key Priorities have been established for April 2011 – March 2012
Develop a Masterplan for the Sustainable Urban Extensions and associated physical improvements for Earl Shilton & Barwell S/M P	The Project Plan is now in place which will deliver the plan in the form of an Area Action Plan to be adopted in 2012
Support the work of parish councils and the RCC in the design and delivery of Parish Plans S/M P	The majority of parishes have Parish Plans in place. The way forward would now be to consider Neighbourhood Development Plans. A project is underway with Market Bosworth Parish Council to develop a Neighbourhood Plan.
Support the work of Neighbourhood Action Teams S P	Action Plans in place for Barwell, Earl Shilton and Bagworth & Thornton
Support village shops, POs & community hubs S P	Member of the Steering Group for the LCC Vibrant Villages Project that enabled grants for these facilities – the project ended in March 2011 Key Outcome: Total funding in Hinckley & Bosworth was £31,140 in respect to 4 shops and 2 community spaces
Encourage small traders M P	As part of the BID Hinckley Town Centre Partnership is encouraging people to shop locally through projects including: 'A well supported loyalty card reward scheme

	<p align="center">Events held including the Second Annual Soap Box Derby and the town centre Twycross Educational Day (July and August respectively) and the Classic Motorshow (September)</p> <p align="center">Free car parking in selected long stay car parks on Saturdays during December 2011</p>
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Strategic Objective 4

To ensure the benefits of economic growth are shared by all communities across the borough

Action	Latest Progress
To develop the initiatives outlined in the Borough's Anti-Poverty Strategy M Ld	.An Action Plan has been devised and a Credit Union Clockwise established.
Promote Priority Neighbourhoods S/M P	Work ongoing through NATs HBBC Anti-Poverty Strategy

Strategic Objective 5

To raise the level of skills and knowledge within the borough's business and resident populations

Action	Latest Progress
Develop relationships with key employers to establish programmes of training to support the development of the local labour market i.e. Train to Gain S Ld	Currently looking at skills required by local companies at the proposed Crescent development by working with developers Key Outcome: The newly established Employment & Skills Partnership , with a membership from both the borough and county councils, local businesses and North Warwickshire & Hinckley College, has established a list of issues and challenges and the area of focus that it will concentrate upon
Secure the re-investment by North Warwickshire & Hinckley College at the Atkins Factory Site S/M Ld	College opened in September 2011
Increase demand for better skilled labour through attraction and retention of companies offering quality job opportunities L P	Working with companies such as MIRA that has set up a number of apprenticeship schemes with North Warwickshire & Hinckley College
Support and work pro-actively with local learning forums and bodies S/M P	In respect of the Atkins site the Council is working closely with North Warwickshire & Hinckley College in respect of the close relationship between the creative and art based subjects being taught in the new college and the creative business centre.
Support the development of initiative aimed at linking those excluded from the labour market with opportunities M P	Meetings with Job Centre+, Connexions, Working Links etc

Encourage apprenticeship Schemes M P	Currently looking at apprentice scheme provision offer by working with North Warwickshire & Hinckley College, promotion to business associations and a plan to have a CBDP meeting in February on this topic
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Strategic Objective 6

To widely promote the economic, social and environmental opportunities and assets available in the borough

Action	Latest Progress
Promote Hinckley and Bosworth as a place to Invest, develop tourism opportunities S Ld	An updated version of the Hinckley & Bosworth Visitor Guide was launched in October 2011 by Hinckley & Bosworth Tourism Partnership A website has been established – September 2010
Develop a promotional website which promotes the economic development of the borough S Ld	Ongoing work on the HBBC website pages
Develop a suite of marketing materials M Ld	Key Outcome: The Hinckley Investor Prospectus launched March 2011
Promote farmers markets across the Borough S/M Ld	A number of successful markets now operate in the Borough e.g. Hinckley, Market Bosworth
Support the development of small-scale tourism facilities e.g. Ashby canal corridor M P	Ongoing work with British Waterways to look at cross-border projects for possible Heritage Lottery Fund support

4 **FUTURE WORK PROGRAMME**

4.1 The future work programme to fulfill the aims and objectives of the Action Plan of the Economic Regeneration Strategy 2009 – 2014 include the ongoing work as described in the Action Plan table outlined above, together with new initiatives, and in particular:

Hinckley Sites

Southern Gateway

- Negotiations with key land owning partners.
- Highway capacity studies and plan.
- Negotiations with Network Rail in respect of station improvements and transport interchange proposals

Regent Street:

- Pursue the planning and delivery of this emerging experimental traffic scheme.
- Public consultations exercise

Civic Offices Site

- Progress the Stage 1 'Expressions of Interest', Stage 2a 'Initial Schemes', and (if approved) final Stage 2b 'Competitive Dialogue' developer procurement processes.

- Undertake further public consultations
- Analysis of emerging schemes.
- Negotiate bids and related contractual arrangements with successful developer parties

Britannia Centre:

- Work with owners (and their agents) on un-locking possible extension/refurbishment proposals.

Stockwell Head:

- Promote and respond to any landowner or developer initiatives.

Castle Street

- Pursue possible options for unlocking a retail scheme

Cultural Quarter

- Produce a masterplan for the 'Cultural Quarter' including sites at the junction of Hollycroft, Trinity Lane and Upper and Lower Bond Street and in particular the former cinema site, the Hollybush PH, the Police Station and sites and buildings owned by Leicestershire County Council.

MIRA Enterprise Zone

Progression and delivery of the Council's Local Development Order project.
Help progress the RGF funded project work.

Cross Border Delivery Partnership

- On going work to ensure the cross-border area benefits from economic projects and links with the proposals that come from both Local Enterprise Partnerships
- To further develop the CBDP Action Plan
- To organise business breakfasts for cross-border businesses

Working with Local Business Associations, Partnerships and Forums

- Hinckley Town Centre Partnership and BID
- Hinckley Business Association
- Earl Shilton Business Forum
- Barwell Business Association

Employment & Skills Development

- Working with partners and in particular North Warwickshire & Hinckley College and local companies to match skills and requirements of local businesses

Inward Investment

- Establish new links and relationships with potential developers and inward investors.

Funding Opportunities

- To pursue funding possibilities as and when they arise and particularly to look at the potential of a European INTERREG bid

Websites

- To reconsider how the HBBC Regeneration website pages 'sit' and connect with other departments, and maximise information and useful links available particularly in light of the demise locally of Business Link-the main supporter for new start businesses.
- Locations for Business website-part of the wider marketing campaign of Hinckley. This site will complement the Hinckley Inward Investment brochure.

5. **FINANCIAL IMPLICATIONS (CB)**

None arising directly from this report, however any future individual initiatives as stated in paragraph 4 of this report (future work programme) may have financial implications and these will need to be reported at the appropriate time in line with the Council's financial regulations.

6. **LEGAL IMPLICATIONS (AB)**

None raised directly by the report, legal implications for individual projects will be considered as they progress.

7. **CORPORATE PLAN IMPLICATIONS**

The report takes particular reference to the Corporate Plan's aim of 'achieving a thriving economy'

8. **CONSULTATION**

Individual initiatives have been consulted upon as described in the body of the report. Further consultations on specific projects will take place at the appropriate time in project development.

9. **RISK IMPLICATIONS**

Risks associated with the projects described in this update report are assessed on a project by project basis and dealt with accordingly.

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

Where appropriate, projects described in this report have been subject to a community consultation process and projects such as the Vibrant Villages project have specifically benefitted rural communities in the borough.

11. **CORPORATE IMPLICATIONS**

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

Community Safety implications: No corporate implications as a direct consequence of this report

Environmental implications: Many of the physical projects outlined in this report will greatly help to improve the local environment

ICT implications: No corporate implications as a direct consequence of this report

Asset Management implications: There are some asset management implications for certain projects mentioned in this report and appropriate officers are engaged with these matters

Human Resources implications: No corporate implications as a direct consequence of this report

Planning Implications: Planning matters relate to various projects outlined in this report and are dealt with on a case by case basis at the appropriate time

Voluntary Sector: No corporate implications as a direct consequence of this report

Background papers: None

Contact Officer: Judith Sturley, Senior Economic Regeneration Officer, ext. 5855

Executive Member: Councillor Stuart Bray

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SCRUTINY COMMISSION – 19 JANUARY 2012

ANNUAL REVIEW OF MEMBER DEVELOPMENT ACTIVITY REPORT OF DEPUTY CHIEF EXECUTIVE (COMMUNITY DIRECTION)



Hinckley & Bosworth
Borough Council

A Borough to be proud of

WARDS AFFECTED: ALL WARDS

1. PURPOSE OF REPORT

To inform the Scrutiny Commission of Member Development activities over the past 12 months and to outline planned development opportunities.

2. RECOMMENDATION

- (i) The report be noted and activities undertaken and planned be endorsed;
- (ii) The intention to achieve the East Midlands Councillor Development Charter during 2012 be endorsed.

3. BACKGROUND TO THE REPORT

Supporting members by providing them with the tools to support their communities and the knowledge to make informed and effective decisions on behalf of the authority is of great importance. The purpose of this report is to provide information, raise awareness of activities and is necessary to meet requirements under the East Midlands Councillor Development Charter.

Over the past year, work on member development has focused on providing events and information for prospective councillors and preparing for and running the induction programme for the new Council.

Two Prospective Councillor events were held - the first in October 2010, which had the purpose of encourage people to stand for election, and the second in January 2011 was aimed at those who were seriously considering standing. Both events, whilst not achieving a large number of attendees, were well received and had positive feedback.

Following the nomination process, information packs were sent out to all candidates. These packs contained the calendar of meetings, a draft induction programme and details of mandatory, advisable and optional training sessions. This was in order to make candidates aware of the time commitment involved in being a councillor, and also to enable them to diarise necessary training dates.

The induction programme following the 2011 borough elections started with an open evening on 12 May. This was a 'Freshers Fair' style event, where Members could find information on many different services, meet officers, collect and/or sign necessary forms and pick up their Handbook. This event was extremely well attended and received excellent feedback.

The induction programme which followed contained those training sessions such as Planning and Licensing, which are mandatory under the Constitution, along with some sessions that Members were advised to attend, such as Charing skills and Knowing your Community, and other optional sessions, some of which had been funded by the East Midlands Improvement and Efficiency Partnership (EM IEP). Those sessions held at HBBC were all well attended, but attendance figures were

understandably much lower for those held outside of the borough, however sessions run in partnership received good feedback due to the opportunity for networking.

In order to plan for and develop a programme of future training, the Member Development Steering Group agreed to proceed with Development Needs Assessments for all Members. In the past these have been undertaken by officers and very occasionally an external specialist. At the meeting of the Steering Group on 14 December, it was agreed that the next Needs Assessments would be carried out by Members - either Group Leaders, Deputy Leaders, or Whips, with the support of officers. This shows an excellent commitment to member development and is a positive step. The Needs Assessments will be arranged in early 2012.

The outcomes of the Development Needs Assessments will inform a training programme for 2012/13 which will consist of training to meet identified needs in relation to supporting the community, the authority, and the individual member.

Hinckley and Bosworth Borough Council, along with the other districts in Leicestershire, signed up to achieving the East Midlands Councillor Development Charter in 2006. The Charter assesses all aspects of councillor development within the authority, and particularly the requirement that member development is member-led. Since signing up to the Charter work has progressed steadily, however the Member Development Steering Group has now expressed its intention to achieve the Charter during 2012, and have given their commitment to supporting work, gathering evidence and leading the process in order to achieve the target.

4. FINANCIAL IMPLICATIONS (DB)

There are none arising directly from this report. All proposed expenditure can be met from existing resources.

5. LEGAL IMPLICATIONS LH

There are no legal implications arising from this report.

6. CORPORATE PLAN IMPLICATIONS

The recommendations in this report support all corporate aims in providing Members with the support and training in order to meet the needs of the community and the authority.

7. CONSULTATION

The information contained within this report has been discussed with the Member Development Steering Group previously, and this report is now presented to the Scrutiny Commission in its capacity as consultee in order to scrutinise progress against the requirements of the Councillor Development Charter.

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
Lack of take-up of member training	Ensure support of group leaders to encourage or enforce attendance	R Owen
Failure to achieve Councillor Development Charter	Ensure process is member-led and all participants are fully briefed	R Owen / L Horton

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

Whilst this report does not have direct impact on any particular communities or groups, the benefits of an effective training programme will improve awareness of the needs of all communities, vulnerable and minority groups.

Invitation to some development activities can be extended to parish councillors and will be of benefit to the parish councils and their parishioners.

Some training sessions are particularly tailored to support rural communities and provision of services in rural areas. Similarly, training is often provided on environmental issues with the aim of understanding and reducing environmental impact.

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: Previous Member Development update reports.

Contact Officer: Rebecca Owen, Democratic Services Officer, telephone 01455255879
 Executive Member: Councillor Ms BM Witherford

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A Borough to be proud of

Hinckley & Bosworth
Borough Council

**Overview and Scrutiny
Work Programme
2011/2012**

ISSUE 2011/04: JANUARY 2012

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 19 January 2012						
Function	Activity/ Objective	Reason	Desired Outcome	Vision, Values and Aims	Responsible (member/officer)	External Involvement
Scrutiny Topics	Fuel Poverty review: interview of witnesses	Internally focussed review to support those experiencing fuel poverty	Receive information on projects and schemes in order to progress review	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Health Review: care of people with dementia: 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	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	
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	Fuel Poverty review: interview of witnesses	Internally focussed review to support residents experiencing fuel poverty	Sufficient information to formulate recommendations and agree final report	All Corporate Aims	Chief Officers for Scrutiny & Housing	
	Health Review: care of people with dementia: 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	Housing Repairs	Update on progress of arrangements	Ensure value for money and improved service provision	Decent, well managed and affordable housing	Chief Officer Business, Contract & Street Scene Services	
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						
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	
	Fuel Poverty review: interview of witnesses	Internally focussed review to support those experiencing fuel poverty	Final report and recommendations	All Corporate Aims	Chief Officers for Scrutiny & Housing	Fuel Poverty review: interview of witnesses
	Health Review: care of people with dementia: interview of witnesses (3)	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	
	Community Safety Partnership Review	6-monthly update	Reduction in crime	Safer and Healthier Borough	Executive member for Community safety	
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	Health Review: care of people with dementia: 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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**Hinckley & Bosworth
Borough Council**

A Borough to be proud of

**FORWARD PLAN OF EXECUTIVE AND
COUNCIL DECISIONS**

JANUARY 2012 TO APRIL 2012

**Hinckley & Bosworth Borough Council
Council Offices, Argents Mead
Hinckley, LE10 1BZ**

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INFORMATION ABOUT THE FORWARD PLAN

WHAT IS THE FORWARD PLAN?

The Forward Plan contains decisions which are due to be taken by Council, Executive or under delegated powers to individual Executive members or senior officers. Each plan covers a four month period and is updated monthly. The plan includes all decisions to be taken both “key decisions” (definition opposite) and non-key decisions.

WHAT INFORMATION IS CONTAINED IN THE FORWARD PLAN?

The Forward Plan details:

- The nature of the decision to be made and whether it is a key decision (definition opposite);
- The committee or individual who will take the decision;
- The date or period when the decision is to be taken;
- The stages which will be undertaken prior to the decision, both consultation and presentation to committees;
- The documents which will be presented to the decision maker(s);
- The author of the report.

You can view copies of the current Forward Plan on our web site (www.hinckley-bosworth.gov.uk) or alternatively at:

The Main Reception, Council Offices, Argents Mead, Hinckley

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

- involves expenditure (of reduction of income) of over £20,000 on any particular scheme/project;
- adopts a policy or strategy (which the Executive has the power to adopt);
- involves the adoption or amendment of the Scale of Fees and Charges;
- is one that affects the whole of the Borough and is one which the residents of Hinckley & Bosworth would normally expect to be notified or consulted; or
- involves a recommendation by the Executive to a Partnership organisation which will take the ultimate decision.

Decisions by the regulatory committees (ie Planning, Regulatory, Licensing and Standards) and Personnel Committee are never key decisions.

A copy of this Forward Plan can be downloaded from our website (www.hinckley-bosworth.gov.uk) or can be obtained by telephoning 01455 255879, sending a fax to 01455 635692 or emailing democraticsupport@hinckley-bosworth.gov.uk

RESPONSIBILITY FOR DECISIONS

Part 3 of the Council’s Constitution sets out which committee/individual has responsibility for taking decisions.

FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

1 JANUARY 2012 TO 30 APRIL 2012

Item	Service / portfolio	Decision maker	Reporting pathway	Consultation	Documents submitted (author)
Carbon Management Plan 2011-14	Environmental Health	Executive 1 Feb 2012	Executive 7 Dec 2011	Internal & external	None. <i>(Rob Parkinson)</i>
Sustainability appraisal scoping report	Planning	Executive 1 Feb 2012			None. <i>(Sally Smith)</i>
Value for money report	Business, Contract & Street Scene Services	Executive 1 Feb 2012	19 Jan 2012		None. <i>(Michael Brymer)</i>
Single Equality Policy	Corporate Services	Council 23 Feb 2012		Report to Scrutiny Scrutiny Commission, 19 January 2012	None. <i>(Louisa Horton)</i>
Green Space Delivery Plan	Business, Contract & Street Scene Services	Executive 28 Mar 2012		Committee Report	None. <i>(Caroline Roffey)</i>
Leicestershire Waste Partnership Strategy	Business, Contract & Street Scene Services	Executive 28 Mar 2012			None. <i>(Michael Brymer)</i>
HRA Subsidy Reform	Housing	Executive 28 Mar 2012	Executive 28 Mar 2012	Report to Scrutiny Scrutiny Commission	None. <i>(Sharon Stacey)</i>
Tenant consultation feedback	Housing	Executive 28 Mar 2012		Consultation with scrutiny Scrutiny Commission	None. <i>(Sharon Stacey)</i>

DETAILS OF COUNCIL DECISION MAKERS

The table below details the Council's Service Areas and the Executive Member responsible for each with the Council Official responsible for service management.

AREA OF RESPONSIBILITY / SERVICE AREA	EXECUTIVE MEMBERS AND CHIEF OFFICERS	HEAD OF SERVICE CONTACT DETAILS
Strategic Leadership	Councillor SL Bray (Leader) Mr S Atkinson (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: steve.atkinson@hinckley-bosworth.gov.uk
Community Direction (including Housing, Community Safety, Partnerships, Environmental Health, Planning & Cultural Services)	Councillor D Bill (Deputy Leader) (Community Safety) Councillor SL Bray (Leader) (Planning) Councillor DS Cope (Housing & Environmental Health) Councillor MT Mullaney (Culture, Leisure, Parks & open spaces) Mr B Cullen (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk
Corporate Direction (including Corporate & Customer Resources, Scrutiny, Ethical Standards, Finance, ICT, Estates & Asset Management)	Councillor KWP Lynch (Finance, ICT & Asset Management) Councillor Ms BM Witherford (Corporate Services, Equalities) Mr S Kohli (Deputy Chief Executive, Corporate Direction)	Tel: 01455 255607 Fax: 01455 251172 Email: sanjiv.kohli@hinckley-bosworth.gov.uk
Business, contract & Streetscene Services (including Refuse Collection, Street Cleansing, Car Park Management, Housing repairs, Neighbourhood Wardens)	Councillor SL Bray (Leader) (Car Parks) Councillor DS Cope (Housing Repairs) Councillor WJ Crooks (Refuse and Recycling, Street Cleansing) Councillor MT Mullaney (Green Spaces, Grounds Maintenance) Mr M Brymer (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: michael.brymer@hinckley-bosworth.gov.uk
Rural Issues (across all portfolios and including Village Centres)	Councillor WJ Crooks Mr B Cullen (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk

Further clarification and representations about any item included in the Forward Plan can be made to the appropriate Executive Member and Head of Service either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Council Offices, Argents Mead, Hinckley, Leicestershire, LE10 1BZ. Representations should be made before noon on the working day before the date on which the decision is to be taken.

DECISION MAKING ARRANGEMENTS

The views of local people are at the heart of decision making at Hinckley & Bosworth Borough Council, because major decisions are made by Councillors who are elected every four years by local people. Councillors work with the communities that they represent to ensure that local priorities are reflected in the work that the Council does.

The Council is made up of 34 Councillors representing 16 wards. If you want to know which Councillor(s) represents your area or you would like to contact your Councillor(s) concerning an issue, you will find contact details on our website (www.hinckley-bosworth.gov.uk) or alternatively you can contact the Council on 01455 238141.

The Council is committed to the principle of open government and everyone is welcome to attend meetings (except for confidential business) and to receive details of non-confidential items. Below are further details of the Council's democratic decision making arrangements.

The Council

The Council is responsible for setting the budget and the policy framework. Each year there is an Annual Meeting, which selects the Mayor and Deputy Mayor (who are the Chairman and Vice-Chairman of the Council) and decides the membership of the Scrutiny Commission and Regulatory Committees. There are six ordinary meetings of the Council per year, which make strategic, policy and major budget decisions. This Forward Plan details decisions to be taken by the Council over the next four months.

Executive Functions

Many day to day policy and operational decisions are taken by Executive, a group of seven Councillors comprising of the Leader, Deputy Leader and five Executive Members each responsible for an area of Council policy and activity. The Executive members and their responsibilities are detailed in the previous table.

Overview and Scrutiny Functions

Decisions of the Executive are subject to scrutiny by the Scrutiny Commission and the Finance, Audit & Performance Committee. The Scrutiny Commission and Finance, Audit & Performance Committee also have a role in Policy development. In addition, Scrutiny Panels are established to oversee ad-hoc projects. The Scrutiny Commission publishes an Annual Report and a Work Programme; this is available on the Council's website and from the Council on request.

Regulatory Functions

In addition the Council has established committees to deal with regulatory issues, these committees are Planning Committee, Licensing Committee, Regulatory Committee and the Standards Committee.

Further information about the Council's Decision Making Arrangements can be obtained from Democratic Services on 01455 255879.

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