

# Public Document Pack

**Steve Atkinson** MA(Oxon) MBA FIoD FRSA  
Chief Executive

Date: 22 February 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, 1 MARCH 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. Please prepare some questions to bring with you.**

Yours sincerely

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

Rebecca Owen  
Democratic Services Officer

## SCRUTINY COMMISSION - 1 MARCH 2012

### A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES (Pages 1 - 10)  
To confirm the minutes of the meetings held on 5, 19 & 30 January 2012.
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: FUEL POVERTY - INTERVIEW OF WITNESSES  
A representative of the Energy Saving Trust will be in attendance.
7. SCRUTINY REVIEW: CARE OF PEOPLE WITH DEMENTIA - INTERVIEW OF WITNESSES  
The following witnesses will be in attendance for this meeting:  
  
Mark Goddin (Leicestershire County Council) – Personalisation and Care Homes  
Ruth Johnson (NHS Leicestershire County and Rutland) – Continuing Care  
Sandy McMillan (Leicestershire County Council) – Continuing Care  
Cindy Nicholls (Tudor Care Home) – Long term and respite care.
8. BUSINESS, CONTRACT & STREET SCENE SERVICES - VALUE FOR MONEY REPORT (Pages 11 - 18)  
To receive an annual report on performance of Business, Contract & Street Scene Services in terms of value for money.
9. SCRUTINY COMMISSION WORK PROGRAMME 2011-12 (Pages 19 - 24)  
Work programme attached.
10. FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS (Pages 25 - 32)  
Copy of the Forward Plan March to June attached.
11. MINUTES OF MEETING MONDAY, 31 OCTOBER 2011 OF FINANCE, AUDIT & PERFORMANCE COMMITTEE (Pages 33 - 34)  
For information only.
12. MINUTES OF MEETING MONDAY, 12 DECEMBER 2011 OF FINANCE, AUDIT & PERFORMANCE COMMITTEE (Pages 35 - 38)

For information only.

13. MINUTES OF MEETING MONDAY, 30 JANUARY 2012 OF FINANCE, AUDIT & PERFORMANCE COMMITTEE (Pages 39 - 40)

For information only.

14. MINUTES OF MEETING WEDNESDAY, 8 FEBRUARY 2012 OF BARWELL & EARL SHILTON SCRUTINY GROUP (Pages 41 - 42)

For information only.

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

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# Agenda Item 2

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### SCRUTINY COMMISSION

5 JANUARY 2012 AT 6.30 PM

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

Mr PR Batty, Mr Bessant, Mrs L Hodgkins, Mr MS Hulbert (In place of Mrs WA Hall), Mr DW Inman, Mr K Morrell, Mr K Nichols, Mrs S Sprason and Miss DM Taylor

Also in attendance: Councillor JG Bannister, Councillor DC Bill MBE, Councillor DM Gould, Councillor JS Moore, Councillor Mrs J Richards, Councillor Mrs H Smith, Councillor BE Sutton and Councillor Ms BM Witherford

The following representatives were in attendance on behalf of the Developers: Mr J Alwyn (Taylor Wimpey); Mr B Bailey (Barton Wilmore); Mr J Brookes (Ainscough Strategic Land); Mr J Gibbins (Barwood); Mr G Hulman (Hal Planning); Mr P Martin (Ainscough Strategic Land) and Ms J Nally (Lexington Communications).

Officers in attendance: Steve Atkinson, Cathy Horton, Louisa Horton, Steven Merry, Aaron Vogel and Simon Wood

#### 309 APOLOGIES AND SUBSTITUTIONS

Apologies for absence were received from Mrs A Hall with the substitution of Mr Hulbert for Mrs Hall authorised in accordance with Council Procedure Rule 4.1.

#### 310 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 311 PRESENTATION ON EMERGENCY PLANNING

Members received a presentation on the Local Resilience Forum, the role of the Emergency Planning Officer and the Emergency Plan. The role of Members in relation to emergency planning was also outlined: including identifying risks, being aware of the Emergency Planning Framework, presenting the public face of the authority and supporting communities following an emergency.

Following the presentation, discussion ensued during which the following points were raised:

- Parish councils did not have a statutory responsibility with regard to emergency planning. Advice and guidance about reporting mechanisms for parish councils was requested.
- The emergency plans were exercised regularly with both senior officers and also in multi-agency exercises.
- There were communications plans in place and communication during an emergency would be managed by the borough council.
- Specific plans were in place for high risk areas, for example calor gas. The County Council had its own specific plans and companies with high risk products also had their own emergency plans.

312 BARWELL SUSTAINABLE URBAN EXTENSION (SUE)

Members received a presentation from all developers for the land west of Barwell, being informed that Ainscough Strategic Land, Barwood Development Securities and Taylor Wimpey had formed a consortium of three developers who were fully committed to the development and could deliver 95% of the Area Action Plan.

It was stated that the Area Action Plan, which went to Council in April 2011 and had been consulted upon, had developed plans for Barwell and Earl Shilton, and that the policy was to encourage sustainable growth to benefit existing and new development in order to enhance the settlement. Joint planning was encouraged and as such comprehensive applications would come forward.

The following benefits of the arrangements were highlighted:

- Delivery of affordable housing either on-site or via commuted sums;
- Delivery of 105 acres of open space;
- Recognition of natural features to maximise ecological benefits including green infrastructure links and wetlands;
- A community hub including a new primary school and community facility (to be informed by consultation and audit exercises);
- Extension of public transport and connections for walking and cycling;
- Creation of new jobs (an estimated 220 in construction, the employment zone and spending power and 800 anticipated once developed).

It was reported that a Barwell Centre fund would be established through Section 106 contributions, which would bring benefits to the existing village centre, including improving the external appearance of businesses, new car parking provision and new spending power, and that the Primary Care Trust was aspiring to improving healthcare facilities in the locality. Other improvements reported included landscaping, lighting and environmental improvements.

The masterplan was outlined and the importance of ensuring close links to the current community, sticking to the AAP as much as possible and challenging the plans to check they were robust was highlighted.

The developers outlined the next steps, stating that there would be a public exhibition at the George Ward Centre on 13 & 14 January, and that Members had been invited to a preview on 12 January. A range of consultants would be available at the exhibition, for example specialists in ecology and drainage. The intention to establish a working group to help secure improvements to the centre was also stated by the developers.

In concluding the presentation it was stated that;

- the development would be high quality and sensitively designed and aimed to achieve new benchmarks for development;
- A third of the space would be new public open space accessible to all;
- Detailed consideration would be given to how to use the Barwell Centre Fund to provide tangible support to the village;
- 1000 new jobs would be created, many of which could be for local people.

Following the presentation Members had the opportunity to ask questions of the developers. The following points were made in response to Members' questions:

- A traffic assessment process had been commenced to identify the problem areas and create solutions including improvements to transport routes.

- Highways modelling was ongoing, funded by the development, and would be used in conjunction with the transport assessment. Officers hoped that this would be submitted with the planning application.
- It was unlikely that a dual carriageway would form part of the plans. However, both the Highways Agency and Leicestershire County Council as Highways Authority continued to be involved in developing the plans.
- With regard to affordable housing and the concern that increasing the number of flats was not viable, the housing service would be instrumental in providing information on housing needs in order that property developed was as required.
- Leicestershire County Council had submitted a housing needs survey which would inform the detailed requirements of the scheme to ensure the ageing population and resulting mixture of property types required would be met.
- New properties would meet the Code Level 3 for Sustainable Homes, but the cost/benefit ratio of anything higher would need to be taken into consideration.
- Commercial properties would meet the BREEAM requirements; however, the exact level would be the responsibility of the end users (occupiers).
- Work regarding electricity generation schemes was ongoing.
- Apprenticeship schemes would be used by the developers when recruiting for the construction project to ensure skills gaps were filled.
- It would be difficult to restrict jobs in the employment zone to local people, as it would be up to the employers occupying the units, and too many restrictions would detract from the attractiveness to businesses of relocating to the site.
- There was a need for a package of healthcare providers and discussions were being undertaken with the PCT, including the possibility of bringing services together into a 'one-stop shop'.
- Discussions were underway with Leicestershire County Council regarding primary school places; however, costs for this were not yet known (but would be the responsibility of the developer).
- No proposals were in place for the Conservative Club but, whilst not a main focus, the scheme in the AAP would work with the Club.
- Regeneration of the town centre would be phased, but some 'quick wins' could be delivered more quickly, such as physical improvements.
- The need for additional buses and/or bus routes was not yet known, but this would be discussed with bus operators and, should an increase be required due to the development, the developers may provide some initial financial assistance.
- There would be a transport strategy to encourage reduced car usage.
- There was a legal obligation on both the Council and the developer to be CIL compliant. If development was not compliant there would be a risk of judicial review.
- Development was unlikely to commence until at least 12 months after approval.
- Retail development on the site would meet local need and was not intended to compete with the town centre.

Members then considered the Terms of Reference for the Barwell & Earl Shilton Scrutiny Group, using those agreed in 2008 as a basis. On the motion of Mr Ladkin, seconded by Mr Batty, it was

RESOLVED – the following amendments to the Terms of Reference agreed on 23 July 2008 be made:

- (i) parish and town council representatives not be included in the membership of the group;
- (ii) an independent Chairman be selected by the Group;

- (iii) the purpose of the working group includes scrutiny of the Area Action Plan, and not 'the impact of the Earl Shilton Bypass'.

It was reiterated that the group would not be a decision-making body, but would make recommendations to the Scrutiny Commission. Members were also reminded that, as a Scrutiny Group, it must remain non-political.

With regard to the agreement that representatives of the Parish and Town Councils would not be members of the Group, it was suggested that they could be called as 'witnesses'. In response to some concern about not including them in the membership, it was stated that Parish and Town Councils had other forums for expressing their views.

RESOLVED –

- (a) the Barwell & Earl Shilton Scrutiny Group be set up with the following terms of reference:
  - (i) The Barwell and Earl Shilton Scrutiny Group will be a sub-group of the Scrutiny Commission and will present minutes of its meetings and appropriate reports on its work to the Scrutiny Commission.
  - (ii) The membership of the Barwell and Earl Shilton Scrutiny Group will comprise local ward councillors for Barwell and Earl Shilton. It will be supported by appropriate officers, as necessary.
  - (iii) At its first meeting, the Scrutiny Group will elect an independent Chairman and produce a programme of work.
  - (iv) The purpose of the Scrutiny Group will be to scrutinise the Area Action Plan, Sustainable Urban Extensions (SUEs), master planning exercises and the Barwell and Earl Shilton Neighbourhood Action Teams, and to make appropriate recommendations to the Scrutiny Commission.
  - (v) The Barwell and Earl Shilton Scrutiny Group will report the findings of its work and any recommendations to the Scrutiny Commission.
- (b) The nomination of Cllr K Nichols as independent Chairman of the Barwell & Earl Shilton Scrutiny Group be supported.

(The Meeting closed at 8.38 pm)

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CHAIRMAN



HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

19 JANUARY 2012 AT 6.30 PM

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

Mr PR Batty, Mrs WA Hall, Mrs L Hodgkins, Mr DW Inman, Mr K Morrell and Miss DM Taylor

Diane Cook (Rural Community Council); John Preston (Energy Best Deal); Diane Smith (Alzheimer's Society) and Howard Wilkins (Burbage Parish Council) were also in attendance for the items on the Scrutiny Reviews.

Officers in attendance: Steve Atkinson, Louisa Horton, Alison Ker, Sharon Stacey, Judith Sturley, Clive Taylor and Simon Wood

331 APOLOGIES AND SUBSTITUTIONS

Apologies were submitted on behalf of Mr Bessant, Mr Nichols and Mrs Sprason, with the substitution of Mr Moore for Mrs Sprason authorised in accordance with Council Procedure Rule 4.1.

332 MINUTES

It was

RESOLVED – the minutes of the meeting held on 8 December 2011 be confirmed and signed by the Chairman.

333 DECLARATIONS OF INTEREST

No interests were declared at this stage.

334 ECONOMIC REGENERATION STRATEGY ACTION PLAN UPDATE

Members were updated on work undertaken to meet the targets of the Economic Regeneration Strategy Action Plan 2009 – 2014. The main areas of work were outlined as well as future work planned, and the strategic objectives to which each activity related were also highlighted.

Members raised concern regarding a local company sending staff outside of the Borough for training, the risk of businesses in the SUEs having to recruit from outside of the Borough, and the requirement for an increase in the level of employment that had not been achieved in the Borough throughout the last ten years. It was suggested that the issue of building relationships between industry and colleges in the Borough be built into the Scrutiny Commission's work programme for 2012/13.

It was noted that discussions were also taking place, or would shortly be commenced, with regard to Regent Street, Stockwell Head, the Britannia Centre and the Cultural Quarter.

RESOLVED – the report be endorsed.

335 SCRUTINY REVIEW: CARE OF PEOPLE WITH DEMENTIA

Diana Smith, Locality Manager from the Alzheimer's Society Leicestershire gave a presentation on dementia which included background information such as definitions and types of dementia, the work undertaken by the Society, current projects and schemes, links with other organisations, and future aims. Members had the opportunity to ask questions to further their understanding of the disease to enable them to support the review.

Howard Wilkins, a local Parish Councillor who had personal experience of supporting family members with dementia, outlined his experience and concerns to provide a different perspective to the Commission.

The two attendees were thanked for their contributions and Members felt that the information received would assist them in preparing questions for future witnesses as part of the Commission's review.

336 SCRUTINY REVIEW: FUEL POVERTY

Diana Cook and John Preston from the Rural Community Council attended the meeting to present information on the Energy Best Deal scheme. Members received advice on switching fuel providers, rules to standardise energy tariffs, the winter fuel allowance, social tariffs and priority services registers and home insulation schemes.

Mr Batty left the meeting at 8.29pm.

Officers reported that work to map fuel poverty was ongoing and that maps showing this would be brought to the next meeting. With regard to the attendance of witnesses at future meetings, the Commission was informed that invitations had been sent but that only one energy provider had agreed to attend.

337 ANNUAL REVIEW OF MEMBER DEVELOPMENT ACTIVITY

Members received a report which informed them of member development activity since the last update along with planned activity. The Commission was informed that the Member Development Steering Group had supported working towards the East Midlands Councillor Development Charter and that a Member Development Strategy had now been drafted.

A Member asked whether Member training was publicly advertised and whether it was open to Parish Councillors. In response it was reported that training was not open to the public, but that invitations to training events were extended to parish councils where appropriate, and that joint working across organisations and different tiers of local government would reflect well in achieving the Councillor Development Charter.

338 SCRUTINY COMMISSION WORK PROGRAMME 2011-12

Consideration was given to the Scrutiny Commission's work programme for the remainder of 2011/12. It was highlighted that there were a number of witnesses for the 'care of people with dementia' review who had confirmed their attendance at the following meeting. Amongst these was the Manager of a local care home who had requested advance notice of the types of questions that would be asked of her. It was anticipated that these would cover the scope of care provided, how her care home compared to others, and how the home was funded.

Following a discussion earlier in the meeting, it was also requested that next year's work programme includes work to identify how the authority would be able to champion the skills agenda for economic growth.

339 FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS

Members received the latest published copy of the Forward Plan of Executive and Council decisions. It was reported that the Value for Money report and the Green Space delivery plan would be considered at the meeting on 1 March.

(The Meeting closed at 8.43 pm)

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CHAIRMAN

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

SCRUTINY COMMISSION

30 JANUARY 2012 AT 6.30 PM

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

Mr PR Batty, Mrs WA Hall, Mrs L Hodgkins, Mr DW Inman, Mr K Morrell, Mr K Nichols, Mrs S Sprason and Miss DM Taylor

Also in attendance: Councillor DM Gould, Councillor MS Hulbert and Councillor JS Moore

Officers in attendance: Steve Atkinson, Ilyas Bham, David Bunker, Bill Cullen and Sanjiv Kohli

360 DECLARATIONS OF INTEREST

No interests were declared at this stage.

361 MEDIUM TERM FINANCIAL STRATEGY

The Deputy Chief Executive (Corporate Direction) presented the report to Members. With the uncertainty concerning funding levels from Central Government the strategy reported the projected financial settlement at different levels of funding.

It was noted that the changes to the council tax benefit funding would significantly impact on the Council.

Mr Ladkin entered the meeting at 7.15pm.

A question was asked as to the distribution of Section 106 monies. The Committee was informed that the Council was leading discussions with other Councils in Leicestershire to put together a Community Infrastructure Levy (CIL) for all councils to use and this would take up to 18 months to put into place.

Mr Inman congratulated the Deputy Chief Executive (Corporate Direction) and his team on its presentation and delivery of the report.

During the period of this MTFS the Council would be working towards delivering a number of key major projects. These included: the refurbishment/relocation of the Leisure Centre; the construction of the Hinckley Hub; and the regeneration of the Argents Mead site and Members sought clarification on each of these developments.

Members asked if the estimated costing for demolition of the Council building would be realised and the likelihood of the works exceeding this figure. Members were informed that the Estates and Asset Manager would prepare a report for Members and this would be brought to the Scrutiny Commission outlining the options and costings.

RESOLVED – the report be noted.

362 HOUSING REVENUE ACCOUNT ESTIMATES

Members received a report which outlined the proposed budget for 2012/13 in respect of the Housing Revenue Account (HRA) and recommended an average 9.3% rent increase. Tenants had been consulted on this increase and had taken a very supportive stance in response.

This was a one-off holding budget due to changes in Central Government legislation and unknown impacts of the right to buy scheme. Ongoing work would be undertaken and presented to the Scrutiny Commission upon completion.

RECOMMENDED –

- (i) the Committee endorse the recommendations to Council;
- (ii) the budgets presented in annexes A, B and C to the report be approved.

363 GENERAL FUND REVENUE BUDGET 2012/13

The General Fund Revenue Budgets were presented to the Commission and had been prepared taking into account the Capital and HRA budgets.

RECOMMENDED

- (i) the General Fund service expenditure be approved;
- (ii) the Special Expenses area expenditure be approved;
- (iii) the total General Fund service expenditure for the Council be approved; and
- (iv) the proposed movement of General Fund Reserves be approved.

364 PRUDENTIAL CODE FOR CAPITAL FINANCE - SETTING OF PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT STRATEGY

The Accountancy Manager presented the report outlining the four key legislative requirements which provided an approved framework within which day to day capital and treasury activities take place.

RECOMMENDED – Members note the key elements of the report.

365 CAPITAL PROGRAMME 2011/12 TO 2014/15

The Deputy Chief Executive (Corporate Direction) presented the Capital Programme In conjunction with the Medium Term Financial Strategy.

RECOMMENDED – the report be noted.

(The Meeting closed at 8.45 pm)

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CHAIRMAN

## SCRUTINY COMMISSION – 1 MARCH 2012

### REPORT OF CHIEF OFFICER: BUSINESS, CONTRACT and STREET SCENE SERVICES

#### RE: STREET SCENE SERVICES – VALUE FOR MONEY REPORT

#### WARDS AFFECTED: ALL WARDS

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

- 1.1 To provide Members with an Annual Report on the value for money of Street Scene Services.

#### **2. RECOMMENDATION**

- 2.1 That Scrutiny Agree that Value for Money has been demonstrated by the Street Scene Services.

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

- 3.1 The waste, street cleansing and grounds maintenance contracts were brought 'in house' on 29th September 2003, after 14 years of being outsourced. The services were market tested at that time and as a package provided the council with a significant saving to the overall cost of the previous contracts. On the proviso that an Annual Report is produced that demonstrates that value for money has been provided the Services will remain 'in-house' until at least 31 March 2018.
- 3.2 Since September 2003, a number of changes and improvements have been experienced by the services. The population of the Borough has grown:

<b>Year</b>	<b>Additional Properties</b>
2003/04	421
2004/05	583
2005/06	454
2006/07	438
2007/08	398
2008/09	474
2009/10	353
2010/11	227
Total	3,348

There are currently 46,713 households in the Borough. There are an additional 2,544 properties scheduled over the next five years.

#### **4. INTRODUCTION**

- 4.1 The in – house contracted services deliver three of the council's top priority services namely refuse collection, recycling and street cleansing. In summary the services provided are:

- Recycling – The collection of 'green' waste is undertaken by Street Scene Services. The "Dry Recycling" collection service that collects paper and cardboard, tins and cans, plastic, glass, drinks cartons, textiles and shoes is outsourced to Palm Recycling.
- Refuse – The collection of residual (Black Bin) waste on an alternate week basis.

- Street Cleansing – The Service is operated in accordance with statutory legislation. The service cleanses the borough based on ‘footfall’ and public priorities.
- Grounds Maintenance – Provides maintenance to Council owned parks and open spaces including grass cutting, floral displays and hanging baskets, shrub maintenance, litter collection, weed control and tree works to parks, sports pitches, countryside sites, housing land, allotments, and burial grounds.

4.2 The Business Delivery Plan identifies a three-year vision for the service. The service vision is:

“Business led, customer focussed”

## 5. VALUE FOR MONEY (VFM) SERVICES

5.1 The Council’s Value for Money Strategy is to provide services that:

- (A) Perform well in comparison to other organisations
- (B) Are economic with spending in proportion to the communities priorities
- (C) Satisfy the needs of the community

This report demonstrates the service’s contribution to value for money services.

### A) Perform well in comparison to other organisations

5.2 The performance of Street Scene Services has continued to improve. To assist with the demonstration of value for money, the service benchmarked the Street Cleansing and Waste Management Services using the Association of Public Service Excellence (APSE) Service. In the context of the Council’s VFM Strategy the service has performed as follows:

#### Performance

- 50.6% recycling rate for 2010/11 this is Top Quartile performance against the APSE Benchmarking Group (the Borough recycled 34.5% in 2004/05)
- 99.99% access to kerbside recycling services
- 99.9% of waste collections take place on the scheduled day of collection there are approximately 2.2 million wheeled bin collections per year
- Staff Attendance for Waste Collection and Street Cleansing represented Top Quartile performance against the APSE Benchmarking Group
- Litter within the borough for 2010/11 was down to 1% of sites not meeting the Grade B Cleanliness Standard
- Detritus within the borough for 2010/11 was down to 3% of sites not meeting the Grade B Cleanliness Standard. This has been achieved by increasing the use of Road Sweepers.
- Combined, the level of Litter and Detritus for 2010/11 represented Top Quartile performance against the APSE Benchmarking Group
- Graffiti within the borough for 2010/11 was down to 2%
- Fly posting within the borough for 2010/11 was down to 1%
- All reported Fly tipping for 2010/11 was collected within 5 working days
- When Borough maintained Parks and Open Spaces were assessed against a set of quality criteria was 77% (this improved by 4% on last years 73%)
- Hollycroft Park retained its Green Flag Award (for excellent parks) from the Keep Britain Tidy Group following external verification.



## Service Delivery Achievements

- In response to public feedback a new dual stream dry recycling collection service was introduced in January 2011. The new service also increased the number of materials that could be recycled at the kerbside with the introduction of drinks cartons and household batteries.
- The introduction of Recycling Sites where small electrical items can be recycled.
- The replacement of paper recycling banks with a new re-processor which generate an income
- Set-up a dedicated service that has improved the response time for the delivery of waste containers and the collection of bulk items from households
- Continued an effective partnership working with the Probation Service to improve the local environment.
- The Council agreed to the In-house provision of the Housing Repairs Service. The Service commenced and the initial introduction of the new service has worked well. A separate report on the first 6 months of the service will be produced separately.
- Because of the high benchmarking performance of the Street Cleansing Service it was a finalist for the APSE “Best Street Cleansing Service Award”.
- Improvements to the standards of cleansing in Barwell and Earl Shilton resulting in a reduction in requests from residents for cleansing.
- Road sweeping frequency increased to every 7 weeks.

5.3 The achievements provided above have been attained without the benefit of external funding or increased budget. The Council’s Performance Management Framework requires services to report corporately on progress with service delivery on a quarterly basis against local and national performance indicators.

## B) Are economic with spending in proportion to the communities priorities

5.4 Each of the services reported were tested in the open market and won on a commercially competitive basis. Out of the 47 services provided by the Council, refuse, recycling and street cleansing are ranked within the top 5 services by the public.

## Service Cost

- Cost of household waste is £39.57 for 2010/11 (£42.21 in 2004/05) the best quartile cost for all Councils was £44.50 in 2007/08. This is particularly significant if you consider that RPI from December 2004 to March 2011 is 23%.
- Cost per household for Refuse and Recycling for 2010/11 in the lowest 10% of councils compared to the APSE Benchmarking Group
- Cost per household for street cleansing is £18.68 for 2010/11 in the lowest 10% of councils compared to the APSE Benchmarking Group
- Grounds Maintenance income was £64,000 higher than budgeted for 2010/11.
- The renegotiated Dry Recycling Service is provided at £25 per tonne less than the previous contract
- Recycling credits received as a result of a successful recycling service amounts to £927,0000
- By reducing the number of collection rounds required as part of the Waste Collection Review there has also been a reduction in vehicle hire costs of over £100,000 per annum
- Sorting and negotiating the reprocessing of recycling material to generate £75,000 of external income in 2010/11
- Increased external income from miscellaneous Street Cleansing works by £8,000
- In comparison to the APSE Benchmarking for 2010/11 for both waste collection and street cleansing Central Establishment Charges (CECs – Support service costs) were in the bottom quartile and amongst the most expensive.

## Trading Account Performance (prior to refunding the Client)

	07/08	08/09	09/10	10/11
Waste Management+	(£56,525)	(£176,648)	(£285,381)	(£333,263)
Grounds Maintenance	(£3,345)	£52,174	£16,675	£1,003

(+) signify surplus + includes Street Cleansing and Markets

### Service efficiencies

- Reviewed the route and number of each Collection Round to reduce fuel usage by 50,000 litres and subsequently CO2 emissions from January 2011 – November 2011 (as well as offset increasing fuel costs)
- Reviewed the frequency of Bring Site collections to reduce expenditure by approximately a Full Time Equivalent
- De-commissioned the baling operation following securing equivalent market prices for non-baled materials from local re-processors.
- Increased capacity for the Grounds Maintenance Service through rationalisation of works, investment in staff training and machinery means that the service has carried out the majority of the extra works required internally rather than using external contractors. This has included works for other council services.
- The new Commercial Waste and Recycling Service generated £17,000

### C) Satisfy the needs of the community

5.5 As the majority of the services are public priorities they are by definition high profile. The annual satisfaction figures are provided below:

	SATISFIED WITH SERVICE annual trends				
	2010/11 a	2009/10 b	2008/09 c	2007/08 d	2006/07 e
Cleanliness standard in your area	71%	76%	75%	70%	69%
Household collection of waste	93%	87%	80%	73%	64%
Waste recycling facilities (local)	92%	80%	72%	70%	64%
Parks and open spaces in the Borough	90%	68%	64%	64%	71%

a Source: Citizens' panel, Winter 2010/11; b Source: Citizens' panel, Winter 2009/10; c Source: Citizens' panel, Winter 2008/09; d Source: Citizens' panel, Winter 2007/08; e Source: User satisfaction Survey 2006/07

## 6. CHALLENGES FOR THE FUTURE & SERVICE DEVELOPMENTS

6.1 Street Scene Services are committed to the continual improvement of their services. Although much has been achieved the service has a number of challenges to conquer in the future including:

1. Deliver high quality services within the challenging financial context of the Council's Medium Term Financial Strategy
2. Improve the public perception of the Street Cleansing Service and integrate this with environmental enforcement
3. Embed the Housing Repairs Service
4. Further develop profitable commercial operations

### Improvements to Waste Collection Services

6.2 The Council agreed to an improvement in the recycling containers provided to our citizens. This change which is being introduced from February to April 2012 will allow everybody to have a blue lidded wheeled bin with an internal caddy to store their dry

recycling waste. This change increases the households recycling storage capacity, makes it easier for the public to recycle and as a result should increase the amount of materials that are recycled. The new container will also improve the presentation of the dry recycling when presented at the kerbside and reduce the amount of litter produced as a result of inclement weather. A further reduction in the price of £29 per tonne has been negotiated with the Contractor Palm as part of this service improvement, which equates to over £200,000 as included in the MTFs.

### Improvements to Street Cleansing

- 6.3 Following the disappointing reduction in public satisfaction, a further review of the Street Cleansing Service has been carried out. The review included surveying 220 residents and holding focus groups across the Borough to identify reasons for the mismatch between public perception and performance. It has identified the following key messages:
- The service compares very favourably to other Councils (see Section 5);
  - There is a lack of understanding surrounding the responsibilities of the Borough Council and the County Council e.g. Gully Emptying and weed spraying which were high areas of dissatisfaction;
  - The cleansing service standards used to tackle litter, dog fouling, fly tipping etc. were assessed as 'good' by the public. However areas such as mechanical road sweeping were now seen as less of a priority;
  - A need to improve the consistency of the street cleansing service with regard to the cleansing of pathways, grass verges and to increase the number / frequency of emptying of bins; and
  - There was a clear desire for the Council to increase and raise the profile of environmental enforcement, and to increase the support for communities to take responsibility for the cleanliness of their neighbourhoods (litter picks, litter volunteers etc).
- 6.4 To address the findings of the review, and improve the service further the following will be implemented:
1. Improved communications to clarify roles and responsibilities of different agencies
  2. Improved education, increased community support, and effective promotion of successful environmental enforcement to change the behaviour of residents who litter etc.
  3. The amount of mechanical road sweeping will be reduced from a 7 week cycle to a 10 week cycle (but the level of service provided will still be far in excess of minimum statutory responsibility of 13 weeks) and resources will be adjusted to increase pathway sweeping.
  4. A shift from the current 'if its not dirty don't clean it' philosophy to clear service schedules that identify the cleansing frequency for different areas
  5. The combining of the Street Cleansing and Neighbourhood Warden Services to a Clean Neighbourhoods Service to ensure integration of both functions and enhanced supervision for the service.

These changes will commence from April 2012.

### Housing Repairs Service

- 6.5 The In-house Housing Repairs Service was successfully introduced from 29 September 2012. The priority for the first 6 months is to ensure a satisfactory introduction for the service and to operate within the Business Plan agreed by Council in December 2010. From April, the service will begin to introduce further service improvements and improve service standards further. £150,000 of

expenditure has been allocated to introduce these improvements. The service has already begun to reduce the level of work in progress (incomplete work at the end of a month) with performance better than the average during the previous contract.

### Commercial Operation

- 6.6 The introduction of a commercial waste and recycling service is beginning to become established. It is the plan to further develop this service so as to provide additional income for the Council. In addition, the Service plans to introduce a wheeled bin cleaning service as a new business venture.

### Grounds Maintenance

- 6.7 The Grounds Maintenance Service will be externally benchmarked next year to assess its relative position against other Councils. The service also needs to start generating income from external services rather than just internal, and sustain a trading surplus position as well as increasing the number of recognised 'Green Flag' Sites.

## **7. FINANCIAL IMPLICATIONS (TO)**

- 7.1 There are no further financial implications to those contained in the Report, which are self-explanatory.

## **8. LEGAL IMPLICATIONS (AB)**

- 8.1 None raised directly by this report

## **9. CORPORATE PLAN IMPLICATIONS**

- 9.1 The issues covered in this report relate to, and support the achievement of the Council's:

- Council's Strategic Aim: Cleaner & greener neighbourhoods;
- Corporate Plan Strategic Outcome: Clean Neighbourhoods for everyone

## **10. CONSULTATION**

- 10.1 The services are provided and enhanced based on feedback from the Citizens Panel, Council tenants, service surveys, Parish Forums and Focus groups.

## **11. RISK IMPLICATIONS**

- 11.1 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 report have been identified, assessed and controls are in place to manage them effectively within the service's risk register.

<b>Management of significant (Net Red) Risks</b>		
<b>Risk Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
The requirement for corporate savings requires a reduction or removal of key frontline services	1) Provide VFM Services 2) Exploit opportunities for external income	Michael Brymer

<b>Management of significant Opportunities</b>		
<b>Opportunity Description</b>	<b>Mitigating actions</b>	<b>Owner</b>
Increase in public satisfaction	See Section 5 & 6	Michael Brymer
Provision of additional services at less cost to the Council	See Section 6	Michael Brymer
Improved service outcomes	See Section 6	Michael Brymer

**12. YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS**

12.1 Included throughout the report and specifically referenced in sections 5 and 6.

**13. CORPORATE IMPLICATIONS**

14.1 The report has the following corporate implications:

- Community Safety Implications – Tackling environmental crime
- Environmental Implications – Considerable contribution
- ICT Implication – None directly
- Asset Management Implications – Limited other than a potential new operational headquarters
- Human Resources Implications – Limited in the context of this report.

Background papers: Previous Value for Money Reports

Contact Officer: Michael Brymer

Executive Member: Councillor Crooks, Cope & Mullaney

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Hinckley & Bosworth  
Borough Council

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

**ISSUE 2011/05: FEBRUARY 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
- 3<sup>rd</sup> 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 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	Value for money – street scene services	Update	Ensure value for money and improved service provision	Cleaner & Greener neighbourhoods	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**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
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**

<b>Function</b>	<b>Activity/ Objective</b>	<b>Reason</b>	<b>Desired Outcome</b>	<b>Vision, Values and Aims</b>	<b>Responsible (member/officer)</b>	<b>External Involvement</b>
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		



Hinckley & Bosworth  
Borough Council

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# **FORWARD PLAN OF EXECUTIVE AND COUNCIL DECISIONS**

**MARCH 2012 TO JUNE 2012**

## 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](http://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](http://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](mailto: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 MARCH 2012 TO 30 JUNE 2012**

<b>Title</b>	<b>Service</b>	<b>Date of decision</b>	<b>Reporting pathway</b>	<b>Consultation</b>	<b>Documents (Report author)</b>
HRA Subsidy Reform	Housing	Executive 28 Mar 2012		Report to Scrutiny Scrutiny Commission	None. (Sharon Stacey)
Leicestershire Waste Partnership Strategy	Business, Contract & Street Scene Services	Executive 28 Mar 2012		Consultation with Scrutiny Commission, 1 March 2012	Strategy (Michael Brymer)
Value for Money Report - Street Scene Services	Business, Contract & Street Scene Services	Executive 23 May 2012	Executive 28 Mar 2012	Scrutiny Commission, 1 March 2012	None. (Michael Brymer)
Waste Collection Policy	Business, Contract & Street Scene Services	Executive 23 May 2012	Executive 23 May 2012	Scrutiny Commission, 1 March 2012	None. (Michael Brymer)
HRA Subsidy Reform	Housing	Executive 28 Mar 2012	Executive 28 Mar 2012	Report to Scrutiny Scrutiny Commission	None. (Sharon Stacey)
Area of Separation	Planning	Executive 28 Mar 2012			None. (Simon Wood)
Single Equality Policy	Corporate Services	Council 17 Apr 2012		Report to Scrutiny Scrutiny Commission, 19 January 2012	None. (Louisa Horton)

Corporate Governance Review	Corporate Services	Council  Council 17 Apr 2012  Before 23 Apr 2013	Council 17 Apr 2012	Council on 17 April 2012 will agree to process.  Approval will be sought by Council in March 2013. Residents, stakeholders	None. <i>(Louisa Horton)</i>
New Standards Regime To seek approval of procedures and agree changes to Constitution following Localism Act	Corporate Services	Council 17 Apr 2012			None. <i>(Louisa Horton)</i>
Pre-determination for information following changes to requirements	Corporate Services	Council 17 Apr 2012	Council 17 Apr 2012		None. <i>(Louisa Horton)</i>
Constitution - review of Scheme of Delegation Amendments to Scheme of Delegation relating to Environmental Health items	Corporate Services	Council 15 May 2012			None. ( )
Resident involvement strategy	Housing	Executive 23 May 2012			None. ( )
Areas of special character	Planning	Executive 23 May 2012	Executive 23 May 2012		None. <i>(Simon Wood)</i>
Green wedge / areas of separation / countryside topic paper	Planning	Executive 23 May 2012	Executive 23 May 2012		None. <i>(Simon Wood)</i>



Strategic Housing Land Availability Assessment Review	Planning	Executive 23 May 2012	Executive 23 May 2012		None. <i>(Simon Wood)</i>
Earl Shilton & Barwell Area Action Plan	Planning	Executive 23 May 2012	Executive 23 May 2012	Public, Town & Parish Councils, Scrutiny working group	None. <i>(Simon Wood)</i>
Argents Mead	Planning	Council 13 Jun 2012			None. <i>()</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
<b>Strategic Leadership</b>	<b>Councillor SL Bray</b> (Leader) <b>Mr S Atkinson</b> (Chief Executive)	Tel: 01455 255606 Fax: 01455 890229 Email: <a href="mailto:steve.atkinson@hinckley-bosworth.gov.uk">steve.atkinson@hinckley-bosworth.gov.uk</a>
<b>Community Direction</b> (including Housing, Community Safety, Partnerships, Environmental Health, Planning & Cultural Services)	<b>Councillor D Bill</b> (Deputy Leader) (Community Safety) <b>Councillor SL Bray</b> (Leader) (Planning) <b>Councillor DS Cope</b> (Housing & Environmental Health) <b>Councillor MT Mullaney</b> (Culture, Leisure, Parks & open spaces) <b>Mr B Cullen</b> (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>
<b>Corporate Direction</b> (including Corporate & Customer Resources, Scrutiny, Ethical Standards, Finance, ICT, Estates & Asset Management)	<b>Councillor KWP Lynch</b> (Finance, ICT & Asset Management) <b>Councillor Ms BM Witherford</b> (Corporate Services, Equalities) <b>Mr S Kohli</b> (Deputy Chief Executive, Corporate Direction)	Tel: 01455 255607 Fax: 01455 251172 Email: <a href="mailto:sanjiv.kohli@hinckley-bosworth.gov.uk">sanjiv.kohli@hinckley-bosworth.gov.uk</a>
<b>Business, contract &amp; Streetscene Services</b> (including Refuse Collection, Street Cleansing, Car Park Management, Housing repairs, Neighbourhood Wardens)	<b>Councillor SL Bray</b> (Leader) (Car Parks) <b>Councillor DS Cope</b> (Housing Repairs) <b>Councillor WJ Crooks</b> (Refuse and Recycling, Street Cleansing) <b>Councillor MT Mullaney</b> (Green Spaces, Grounds Maintenance) <b>Mr M Brymer</b> (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: <a href="mailto:michael.brymer@hinckley-bosworth.gov.uk">michael.brymer@hinckley-bosworth.gov.uk</a>
<b>Rural Issues (across all portfolios and including Village Centres)</b>	<b>Councillor WJ Crooks</b> <b>Mr B Cullen</b> (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: <a href="mailto:bill.cullen@hinckley-bosworth.gov.uk">bill.cullen@hinckley-bosworth.gov.uk</a>

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](http://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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## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### FINANCE, AUDIT & PERFORMANCE COMMITTEE

31 OCTOBER 2011 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman  
Miss D Taylor – Vice Chairman  
Mr DM Gould, Mr MS Hulbert, Mr JS Moore, Mr K Morrell and Mr Bessant

In accordance with Council Procedure Rule 4.2 Mr MR Lay was also in attendance.

Officers in attendance: David Bunker, Sanjiv Kohli, Cal Bellavia and Sharon Stacey

Also in attendance: Robert Barnett and Colin Roxburgh RSM Tenon

#### 231 APOLOGIES AND SUBSTITUTIONS

An apology for absence was submitted on behalf of Mrs R Camamile with the following substitution authorised in accordance with Council Procedure Rule 4.1:

Mr PS Bessant for Mrs R Camamile.

#### 232 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 233 MINUTES OF PREVIOUS MEETING

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

RESOLVED – the minutes of the meeting held on 12 September 2011 be agreed and signed by the Chairman.

#### 234 INTERNAL AUDIT PROGRESS REPORT

Mr Bessant and Mr Lay entered the meeting at 6.35 pm

The Committee received the internal audit progress report presented by RSM Tenon. Nine new audits had been undertaken and 48 recommendations made.

Although risk management and homelessness were areas of concern it was reported that many of the issues had been addressed and recommendations implemented.

RESOLVED – the committee endorse the report and agree a report be brought to the next meeting on the progress regarding risk management.

#### 235 TREASURY MANAGEMENT ACTIVITY HALF YEAR TO 30 SEPTEMBER 2011

Members were informed of the council's treasury management activity during the half year to 30 September 2011. Members were reminded that interest rates were still low, which impacted on investment income. Councillor Bessant asked for information on the

capital programme and the position going forward.

RESOLVED – the committee note the report and a further report be brought to the next meeting outlining the position of the capital programme.

236 BUDGET STRATEGY 2012/13

The committee were informed of the setting of the budget strategy for 2012/13. Mr Lay asked if the payment for employees earning under £21,000 discussed at the last meeting had been accounted for and if anything had been agreed on this issue. It was reported that the council was awaiting agreement with the unions on this issue. Mr Morrell asked how many staff would benefit from this payment. The Deputy Chief Executive (Corporate Direction) agreed to circulate the figures to members.

RESOLVED – the report be noted.

237 AUDIT RECOMMENDATION TRACKING

The committee were informed of the progress in implementing audit recommendations. The committee found the report informative but asked that future reports be more precise on the current situation.

RESOLVED – the report be noted

238 CAR PARKS COLLECTION CONTRACT

The Accountancy Manager gave a verbal report on progress with this contract. He informed members that this was currently in the tender stage and due to be finalised shortly.

239 WORK PROGRAMME 2011/12

Members had no comment on the current work programme.

(The Meeting closed at 7.34 pm)

# Agenda Item 12

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### FINANCE, AUDIT & PERFORMANCE COMMITTEE

12 DECEMBER 2011 AT 6.30 PM

PRESENT: Mr PAS Hall - Chairman  
Miss DM Taylor – Vice-Chairman

Mrs R Camamile, Mr MS Hulbert, Mr JS Moore and Mr JG Bannister (In place of Mr DM Gould)

Also in attendance: Councillor PS Bessant, Mark Jones (Price Waterhouse Coopers LLP) Colin Roxburgh (RSM Tenon) and Chris Williams (RSM Tenon)

Officers in attendance: Ilyas Bham, David Bunker, Malcolm Evans, Louisa Horton, Julie Kenny and Sanjiv Kohli

#### 277 APOLOGIES AND SUBSTITUTIONS

An apology for absence was submitted on behalf of Mr D Gould with the following substitution authorised in accordance with Council Procedure Rule 4.1:

Mr J Bannister for Mr D Gould.

#### 278 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 279 MINUTES OF PREVIOUS MEETING

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

RESOLVED – the minutes of the meeting held on 31 October 2011 be agreed and signed by the Chairman.

#### 280 ANNUAL AUDIT LETTER

Members gave consideration to the draft annual audit report presented by the Council's external auditors, Price Waterhouse Coopers LLP (PWC). Mr Jones reported that there were no significant audit and accountancy issues that needed to be brought to the attention of Members and Mr Jones stated that in the current economic climate the Council's financial position was positive due to effective forward planning led by Mr Kohli.

There were issues surrounding the Housing base data return that had been discussed in detail with officers and actions had already been taken to address the recommendations from the auditors and an officer group is to be set up to take this forward. Mr Kohli added that a review of the Council's stock condition was also required as part of the move to self financing and therefore the scope drawn up for the review and survey of Council houses will seek to satisfy both the requirements for the base data return and to support the HRA business case.

Mr Moore asked if the valuation stated on page 13 of the report had been adjusted up or down and was informed that it was down. It was agreed that the report be amended to reflect this.

RESOLVED – the Committee endorse the report with the agreed amendment.

281 INTERNAL AUDIT PROGRESS REPORT

As requested by the Committee at its last meeting, a further audit had been undertaken of the risk management procedures. Mr Roxburgh reported that good progress had been made on all the recommendations highlighted in the last report.

The following question was raised on the remainder of the report:

Income and Debtors

A Member enquired as to what procedures were used to determine the write off of debts. The Deputy Chief Executive (Corporate Direction) stated that this varied as each case was assessed individually. It was agreed that the procedures undertaken to determine write offs would be brought to the next meeting.

RESOLVED – the Committee endorsed the report.

282 PERFORMANCE MANAGEMENT FRAMEWORK

The Committee was provided with an update on the Council's position on performance indicators and strategic risks.

Members requested that as black and white copies were supplied to Members to save on cost could a word coding system be used on appendices in place of the colour coding which appeared as shading. This was agreed.

RESOLVED – the report be noted.

283 CAPITAL PROGRAMME 2011/12 TO 2013/14

Members were presented with the Capital Programme from 2011/12 to 2014/15. It was explained that due to the constraints on capital funding the programme only included 'rolling' projects and that there were no additional new regeneration projects for this period.

The following points were raised in response to the report:

- At 3.3 of the report a Member asked if an audit trail could be produced to account for the monies raised from the Montgomery Road project as this receipt needed to be spent on regeneration (or housing) projects only. It was noted that this had been through the audit process and was available for Members as requested. Members requested that a full list of how the money has been spent be circulated to all Members of the committee.
- Members asked to be shown the breakdown of refurbishment works should this option be agreed by Council for the Leisure Centre. Officers agreed to produce a breakdown and circulate to all Members of the committee.

RESOLVED

- (i) Members agreed that option 4.1 be put forward to Council;
- (ii) Members agreed with the bids set out in the report
- (iii) Members note the financial implications set out in section 7.



284 AUDIT RECOMMENDATIONS TRACKING

Mr Bannister left the meeting at 8pm.

The Committee were informed that all audit recommendations had been implemented.

RESOLVED – the report be noted.

285 REVENUE & CAPITAL OUTTURN 2ND QUARTER 20.11/12

Members were informed of the revenue and capital outturn at the end of the second quarter 2011/12.

RESOLVED – the report be noted.

286 WORK PROGRAMME 2011/12

Members had no comments on the current work programme.

(The Meeting closed at 8.12 pm)

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Chairman

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# Agenda Item 13

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### FINANCE, AUDIT & PERFORMANCE COMMITTEE

30 JANUARY 2012 AT 6.00 PM

PRESENT: Mr PAS Hall - Chairman  
Miss DM Taylor – Vice-Chairman

Mrs R Camamile, Mr DM Gould, Mr MS Hulbert, Mr JS Moore and Mr K Morrell

Also in attendance: Mark Jones (Price Waterhouse Coopers LLP)

Officers in attendance: Sanjiv Kohli

#### 356 DECLARATIONS OF INTEREST

No interests were declared at this stage.

#### 357 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 12 December 2011 be agreed and signed by the Chairman.

#### 358 MATTERS ARISING FROM MINUTES

##### Minute No. 281

The procedure undertaken to determine write-offs will be brought to the next meeting in March.

##### Minute No. 283

The breakdown of refurbishment works on the Leisure Centre to be re-circulated to Members.

#### 359 EXTERNAL AUDIT PLAN 2011/12

Members gave consideration to the draft audit plan presented by the Council's external auditors, Price Waterhouse Coopers. The MIRA development was reported as a potential risk that was not raised as a specific risk. A watching brief will be kept on this project. Mark Jones explained that all risk in the audit plan would go through the reporting process and presented to Council.

It was agreed that a follow-up on MIRA would be presented to Finance, Audit and Performance or Scrutiny in the next one to two months.

Mr Jones asked the Committee if they still wished to be informed of any errors detected over a threshold of £10,000. It was agreed that this be raised to £50,000. Mr Jones confirmed that any significant items would be brought to the attention of the Committee as a matter of course.

(The Meeting closed at 6.40 pm)

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CHAIRMAN



# Agenda Item 14

## HINCKLEY AND BOSWORTH BOROUGH COUNCIL

### BARWELL & EARL SHILTON SCRUTINY GROUP

8 FEBRUARY 2012 AT 6.30 PM

PRESENT: Mr K Nichols - Chairman

Mr RG Allen, Mr DM Gould, Mr MS Hulbert, Mr C Ladkin, Mrs J Richards and Mrs H Smith

Officers in attendance: Richard Crosthwaite, Rebecca Owen and Simon Wood

#### 1 APPOINTMENT OF CHAIRMAN

Councillor Nichols was confirmed as Chairman for the remainder of the municipal year.

#### 2 TERMS OF REFERENCE OF THE GROUP

Members of the group were reminded of the Terms of Reference which were agreed by the Scrutiny Commission on 15 January 2012.

#### 3 WORK PROGRAMME

Members received an update on the Area Action Plan to enable them to consider the future work programme of the group. The Sustainable Urban Extensions (SUEs) were discussed, along with the Masterplan and the Leicester & Leicestershire Integrated Transport Model (LLITM). During discussion the following points were made:

- The LLITM would simulate what traffic would be like at specific stages during development to enable consideration of capacity of the road network and necessary improvements.
- The LLITM would give consideration to the current bottlenecks and how to overcome these problems.
- The developers could not reasonably expect any planning applications to be determined until they could demonstrate that issues regarding infrastructure had been addressed.
- Representatives from LCC Highways should be invited to a future meeting of this group, along with HBBC's Highways consultant when the LLITM had been produced.
- Blaby District Council had recently permitted a development of 106 houses close to the SUE site which would be accessed via the same roads as the SUE traffic. Concern was raised over whether this could be repeated on other sites adjacent to Earl Shilton. It was, however, noted that the Blaby Core Strategy did not anticipate any further housing in that area.
- More consideration should be given to pedestrians rather than concentrating on facilitating passage of vehicles.
- It needed to be clearer to members of the public that the initial designs produced by Capita for the centres of Barwell and Earl Shilton constituted opportunities and a 'vision' rather than the detailed proposals.
- Severn Trent had made a decision to divert Barwell sewage flows to the Hinckley Waste Water Treatment Works (WWTW) and were planning a pipeline to enable this. This would reduce pressure on capacity at the Earl Shilton WWTW. Severn

Trent Water were yet to make a decision on whether to decommission the Earl Shilton WWTW.

Following discussion, it was agreed that the main areas to be covered by the scrutiny group were:

1. Area Action Plan review (next meeting);
2. Highways (attendance by LCC & our consultant from Capita);
3. Infrastructure Plan (including PCT, Education);
4. Sewage works;
5. Regeneration;
6. Community Infrastructure Levy (CIL);
7. Affordable Housing;
8. Employment.

In relation to the areas for discussion listed above, reference was made to the following:

- Concern regarding how developments within and improvements to the centres of Barwell and Earl Shilton would be financed – this could be from a range of sources including Section 106 monies, the New Homes Bonus or private developers. It was suggested that officers from the Finance team be invited to discuss where appropriate.
- How crime would be managed by the Police, and the need for the Police to use a CIL-compliant formula when presenting evidence.
- The process of preparing a Community Infrastructure Levy (CIL) ‘charging schedule’ was subject to the preparation of detailed viability evidence and joint work with Leicestershire authorities was at an early stage (a process of at least 12 months was anticipated). CIL charging was not likely to be in place to use when determining SUE applications. Section 106 agreements remained as a mechanism for securing contributions towards mitigating the impact of development on local infrastructure.
- The importance of understanding affordable housing need in Barwell and Earl Shilton before permitting applications for housing.
- The types of employment that will be created, the amount of employment and the transport to those sites.

#### 4 DATE OF FUTURE MEETINGS

It was agreed that the next meeting would be held on 7 March 2012 and would look in detail at the Area Action Plan.

(The Meeting closed at 7.42 pm)