



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

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

**OCTOBER 2012 TO JANUARY 2013**

**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](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 OCTOBER 2012 TO 31 JANUARY 2013**

Leicester & Leicestershire Employment Land Review Update		Executive 7 Nov 2012			None. (Sally Smith)
Green Space Delivery Plan	Business, Contract & Street Scene Services	Executive 7 Nov 2012			None. (Caroline Roffey)
Strategic Housing Land Availability Assessment		Executive 7 Nov 2012			None. (Sally Smith)
Play Charter Adoption	Cultural Services	Executive 7 Nov 2012			None. (Rebecca Ball)
Gambling Act 2005 - Statement of Principles	Environmental Health	Council 13 Nov 2012	Council 13 Nov 2012		None. (Mark Brymer)
Leisure Centre Procurement		Council 13 Nov 2012			None. (Simon D Jones)
Value for Money	Business, Contract & Street Scene Services	Council 13 Nov 2012	Council 13 Nov 2012		None. (Michael Brymer)
Community, Tourism & Cultural Facilities Audit		Executive 9 Jan 2013			None. (Sally Smith)

Discretionary Housing Payments Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Recovery Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Write off Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Housing Benefit Overpayment Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Business Rates - Discretionary Rate Relief Guidance	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Benefits Verification Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Sanctions & Prosecutions Policy	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</i>
Business Rates - Hardship Guidelines	Finance & ICT	Executive 9 Jan 2013	Executive 9 Jan 2013		None. <i>(Storme Coop)</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: steve.atkinson@hinckley-bosworth.gov.uk
<b>Community Direction</b> (including Housing, Community Safety, Partnerships, Environmental Health, Planning & Cultural Services)	<b>Councillor D Bill</b> (Deputy Leader) (Community Safety & Partnerships) <b>Councillor SL Bray</b> (Leader) (Planning) <b>Councillor DS Cope</b> (Culture & leisure) <b>Councillor DM Gould</b> (Environment, Health & climate change) <b>Councillor MT Mullaney</b> (Housing & council house building) <b>Mr B Cullen</b> (Deputy Chief Executive, Community Direction)	Tel: 01455 255676 Fax: 01455 890229 Email: bill.cullen@hinckley-bosworth.gov.uk
<b>Corporate Direction</b> (including Corporate & Customer Resources, Scrutiny, Ethical Standards, Finance, ICT, Estates & Asset Management)	<b>Councillor SL Bray</b> (Communications & Major Capital Projects) <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: sanjiv.kohli@hinckley-bosworth.gov.uk
<b>Business, contract &amp; Streetscene Services</b> (including Refuse Collection, Street Cleansing, Car Park Management, Housing repairs, Neighbourhood Wardens)	<b>Councillor WJ Crooks</b> (Neighbourhood Services) <b>Councillor MT Mullaney</b> (Housing repairs) <b>Mr M Brymer</b> (Head of Service)	Tel: 01455 255852 Fax: 01455 234590 Email: michael.brymer@hinckley-bosworth.gov.uk
<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: 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](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 eight Councillors comprising of the Leader, Deputy Leader and six 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.