



Hinckley & Bosworth
Borough Council

A Borough to be proud of

EXECUTIVE DECISION PLAN

MARCH 2014 TO JULY 2014

Hinckley & Bosworth Borough Council
Hinckley Hub, Rugby Road
Hinckley, LE10 0FR

HINCKLEY & BOSWORTH BOROUGH COUNCIL

INFORMATION ABOUT THE EXECUTIVE DECISION PLAN

WHAT IS THE EXECUTIVE DECISION PLAN?

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

WHAT INFORMATION IS CONTAINED IN THE PLAN?

The Executive decision Plan details:

- The nature of the decision to be made and whether it is a key decision (definition opposite);
- The body 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 Executive Decision Plan on our web site (www.hinckley-bosworth.gov.uk) or alternatively at:

Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR

WHAT IS A KEY DECISION?

A key decision is an Executive decision which:

- involves expenditure (or 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 Ethical Governance & Personnel Committee are never key decisions.

RESPONSIBILITY FOR DECISIONS

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

EXECUTIVE DECISION PLAN

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Hinckley Market Subsidy	Community Direction	Executive 26 Mar 2014			<i>(Simon D Jones)</i>
Transforming Housing & Community Safety Services	Community Direction	Executive 26 Mar 2014			<i>(Sharon Stacey)</i>
Tenancy Conditions	Housing	Executive 26 Mar 2014			<i>(Sharon Stacey)</i>
Options for Neighbourhood Action facility in Thornton	Housing	Executive 26 Mar 2014			<i>(Sharon Stacey)</i>
Strategic Economic Plan	Community Direction	Executive 26 Mar 2014			<i>(Judith Sturley)</i>
VCS supplementary budget request	Community Direction	Executive 26 Mar 2014			<i>(Edwina Grant)</i>
Council Tax, non-domestic rates & housing benefit overpayment write-offs	Finance & ICT	Executive 26 Mar 2014			<i>(Storme Coop)</i>
Review & alignment of existing policies / guidelines for the revenues & benefits service	Finance & ICT	Executive 26 Mar 2014			<i>(Storme Coop)</i>

Mallory Park	Environmental Health	Executive 26 Mar 2014			<i>(Steve Atkinson)</i>
Car Parking Update	Community Direction	Executive 26 Mar 2014			<i>(Rob Parkinson)</i>
Memorial Safety Policy	Community Direction	Executive 28 May 2014			<i>(Caroline Roffey)</i>
Tenant Scrutiny Panel progress update	Housing	Executive 28 May 2014		To be outlined in report. Tenants & Tenant Scrutiny Panel	<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.

EXECUTIVE MEMBERS	AREA OF RESPONSIBILITY / SERVICE AREA	RELEVANT SENIOR OFFICER
Councillor SL Bray (Leader)	Strategic Leadership , Communications, Regeneration, Planning, Major capital projects, Town Centre issues, Car Parks	Steve Atkinson, Chief Executive Tel: 01455 255606 Email: steve.atkinson@hinckley-bosworth.gov.uk
Councillor D Bill (Deputy Leader)	Community Safety & Partnerships	Bill Cullen, Deputy Chief Executive (Community Direction) Tel: 01455 255676 Email: bill.cullen@hinckley-bosworth.gov.uk
Councillor DS Cope	Culture & Leisure (arts, tourism, sport, children & young people, town twinning)	
Councillor WJ Crooks	Neighbourhood Services (streetscene, parks, wardens, rural affairs)	
Councillor D Gould	Environment, Health & Climate Change (Environmental Health, licensing, climate change, fair trade)	
Councillor KWP Lynch	Finance, ICT & Asset Management	Sanjiv Kohli, Deputy Chief Executive (Corporate Direction) Tel: 01455 255737 Email: sanjiv.kohli@hinckley-bosworth.gov.uk
Councillor MT Mullaney	Housing (housing, housing repairs & council house building)	Bill Cullen, Deputy Chief Executive (Community Direction) Tel: 01455 255676 Email: bill.cullen@hinckley-bosworth.gov.uk
Councillor BM Witherford	Corporate Services (Equalities & Member Services)	Sanjiv Kohli, Deputy Chief Executive (Corporate Direction) Tel: 01455 255737 Email: sanjiv.kohli@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 Senior Officer either using the contact details above or in writing to: Hinckley and Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. 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.

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. This Plan details decisions to be taken by the Council over the next few months.

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.