



**TO EACH MEMBER OF THE
EXECUTIVE**

05 March 2010

Dear Councillor

EXECUTIVE - Tuesday 9 March 2010

Further to the Chairman's Briefing meeting held on Tuesday 2 March 2010, please find attached the following further information and an additional report which the Chairman has agreed to take as an urgent item of business, for consideration at the Executive meeting on Tuesday 9 March 2010:-

2. Minutes (shown as 'to follow' on circulated agenda)

To approve as a correct record the minutes of the meeting of the Executive held on 9 February 2010.

8. Home to School Transport Policy

Please find attached revised appendices A, B and part of Appendix C (consultation process and outcomes), following Chairman's Briefing.

19. Senior Management Review (shown as 'to follow' on circulated agenda)

The report provides Executive with the final proposed senior management structures.

20. Forward Plan (shown as 'to follow' on circulated agenda)

To receive the Forward Plan of Key Decisions for the period of 1 April 2010 to 31 March 2011 inclusive.

21. Proposed Waste to Energy Facility at Rookery Pit (additional urgent item of business)

The report proposes that authority for responding to consultations for a waste to energy plant at Rookery Pit be delegated to the Director of Sustainable Communities in consultation with the Portfolio Holder for Sustainable Communities.

Should you have any queries regarding the above please contact Democratic Services on Tel: 300 300 4032

Yours sincerely

Martha L. Clampitt,
Democratic Services Officer
email: martha.clampitt@centralbedfordshire.gov.uk

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 9 February 2010.

PRESENT

Cllr Mrs P E Turner MBE (Chairman)
Cllr R C Stay (Vice-Chairman)

Cllrs Mrs R J Drinkwater
Mrs C Hegley
M R Jones
Mrs A M Lewis

Cllrs S F Male
K C Matthews
D McVicar
T Nicols

Members in Attendance:

Cllrs P N Aldis
Mrs A Barker
P A Blaine
D Bowater
A D Brown
N B Costin
Dr R Egan
A Fahn

Cllrs Mrs S A Goodchild
J G Jamieson
H J Lockey
A A J Rogers
P Snelling
J Street
Mrs C Turner
B Wells

Officers in Attendance

Mr G Alderson
Mr J Atkinson
Mr R Carr
Mr R Ellis

Mrs E Grant

Mr C Heaphy
Ms D Lester
Mrs J Ogley

Director of Sustainable Communities
Head of Legal Services
Chief Executive
Director of Customer and Shared Services
Deputy Chief Executive/ Director of Children, Families and Learning
Director of Corporate Resources
Senior Democratic Services Officer
Director of Social Care, Health and Housing

E/09/163 **Apologies for Absence**

There were no apologies for absence.

E/09/164 **Minutes**

RESOLVED:

The minutes of the meeting held on 12 January 2010 were confirmed and signed by the Chairman as a correct record.

E/09/165 **Declarations of Interest**

(a) **Personal Interests:-**

None.

(b) **Personal and Prejudicial Interests:-**

None.

E/09/166 **Chairman's Announcements**

The Chairman, on behalf of the Executive, conveyed her best wishes to Barbara Morris, Assistant Director Legal and Democratic Services / Monitoring Officer for a speedy recovery.

E/09/167 **Disclosure of Any Exempt Information**

The Executive noted that Agenda Item No 18, Toy Box Sandy – Ground Lease was likely to involve disclosure of exempt information as defined in the paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972 and that the press and public would be excluded from the meeting during its consideration.

E/09/168 **Petitions**

There were no petitions presented to the Executive.

E/09/169 **Public Participation**

In accordance with the Scheme of Public Participation the Executive received a statement from Mr Andrew Hicks in connection with Agenda Item No 10, Capital Programme 2010/11 to 2014/15 (Minute E/09/172 below refers).

E/09/170 **Review and refresh of the Local Area Agreement**

The Executive considered a report from Councillor Mrs Tricia Turner, Chairman of the Executive and Leader of the Council setting out proposed changes to the Local Area Agreement (LAA).

(NOTE: A copy of the report had been circulated with the Executive agenda to all Councillors.)

The Executive was advised that the Council, as the Accountable Body for the Local Area Agreement, had a statutory duty to refresh the LAA annually. The refresh followed a light touch review of the existing LAA conducted by the Government Office for the East of England (GO-East), following closely on from the Comprehensive Area Assessment. It was noted that the review report being produced by GO-East would be available in early February 2010.

Members were informed that the LAA was entering the final year of its three year duration and the scope to alter the existing agreement this time round was relatively limited. As a result of negotiation, an amendment to two indicators that were frozen in 2009 due to the effects of the economic recession were proposed in respect of *NI 152 Working age people on out of work benefits* and *NI 154 Net additional homes provided*. It was noted that GO-EAST had confirmed that the proposed amendments were acceptable and that following approval by the full Council on 25 February 2010 the refreshed LAA document would be submitted to GO-East by the 12 March 2010 for formal sign-off by the Secretary of State.

Reason for decisions: Central Bedfordshire Council is the Accountable Body for the Local Area Agreement. The refreshed LAA therefore needs to go to full Council on the 25 February 2010, enabling it to then be submitted to the Government Office for the East of England (GO-East) on the 12 March. GO-East will then on the 17 March 2010 send it to the Secretary of State for formal sign off.

RECOMMENDED:

- 1. That the revised Local Area Agreement (LAA) target being proposed by Central Bedfordshire Council for National Indicator 152 working age people on out of work benefits, as detailed in paragraph 12 of the submitted report, be approved.***
- 2. That the revised LAA targets being proposed by Central Bedfordshire Council for National Indicator 154 Net additional homes provided, as detailed in paragraphs 13 and 14 of the submitted report, be approved.***

E/09/171

3rd Quarter Budget Management 2009/10

The Executive received a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources on the budget position as at 31 December 2009.

Reason for decisions: To report to Members that robust budget monitoring has been undertaken since day one to ensure spend was delivered to budget and that resources have been allocated appropriately.

RESOLVED:

- 1. That the latest budget projections for the year and the continuing work to bring expenditure into line with budget for 2009/10, as detailed in the submitted report, be noted.**
- 2. That approval be given to the virements set out in paragraph 26 of the submitted report.**
- 3. That the remodelled use of the PFI reserve, as detailed in the submitted report, be approved.**

4. That approval be given to the new grant allocations as set out in paragraphs 15 and 39 of the submitted report.
5. That agreement be given to a further review of earmarked reserves.

E/09/172

Capital Programme 2010/11 to 2014/15

Prior to consideration of the report, and in accordance with the Council's Scheme of Public Participation, the Executive received a statement from Mr Andrew Hicks, a member of the Clophill Parish Action Sub-Committee urging the Executive to include the £75K for the Old Church (St Mary's) Clophill in the 2010/11 Capital Programme to assist with building a lodge for a resident warden. The Executive was advised that the building works were part of a much wider project with EEDA and the development of the Greensand Ridge Walk. Mr Hicks explained that the money from the Council would enable further funding to be raised, including from English Heritage. The local Members contributed their perspectives on the project

The Executive then considered the report from Councillor Maurice Jones, Portfolio Holder for Resources setting out the proposed programme for 2010/11 to 2014/15 including the associated funding arrangements. Attention was drawn to two minor corrections to the report and a report from the Chairman of the Corporate Resources Overview and Scrutiny Committee, containing the comments and observations from the Overview and Scrutiny Committee, that had been circulated with the Chairman's Briefing Note.

(Note: A copy of the report had been circulated with the Executive agenda to all Councillors.)

Introducing the report, the Portfolio Holder explained that the provisional 2010/11 programme agreed in February 2009, plus the additional slippage from the legacy authorities had created serious financial challenges for the Council over the next three years and had raised expectations about the overall size of the programme. The proposed Capital Programme 2010/11 had therefore been comprehensively reviewed and prioritised against agreed criteria, and proposals for an affordable and sustainable programme were put forward for the approval of Council. It was noted that there had also been a change in approach with no slippage assumed to balance the programme.

The Portfolio Holder for Corporate Resources then tabled revised recommendations as follows:-

That the Executive recommends the Council to:-

- (1) Approve the Capital Programme 2010/11 to 2014/15 now submitted, subject to:-
 - (a) all borrowing associated with the Capital Programme being kept to the minimum necessary, with a target of achieving at least a 20% reduction in borrowing; and

- (b) reducing the value of the scheme known as 'ICT Infrastructure' in the 2010/11 starts by £247,000 and substituting it, to the same value, with the scheme known as 'Timberlands / Chiltern Way Travellers Site' from the reserve listing.
- (2) Note the future resourcing issues and risks associated with the delivery of a robust Capital Programme beyond 2011/12.
 - (3) Approve the Housing Revenue Account Capital Programme as set out at Appendix F.
 - (4) Agree therefore, having taken account of the comments of the Corporate Resources Overview and Scrutiny Committee:-
 - (a) that a further review of the Capital Programme should be undertaken at the end of the first quarter of the next financial year with the objective of minimising the borrowing impact during 2011/12;
 - (b) that as part of the review referred to in (a) above:-
 - (i) the comments of the Overview and Scrutiny Committees relating to capital projects should be addressed; and
 - (ii) the position regarding the scheme for the extension of Sandy Sports and Recreation Centre should be considered.

The Portfolio Holder explained that the additional recommendation to ensure borrowing associated with the Capital Programme was kept to a minimum with a target of achieving a 20% reduction in borrowing, had been put forward because of the financial pressures the Council was facing. A further recommendation had also been added, in response to comments of the Corporate Resources Overview and Scrutiny Committee, to carry out a further review of the Capital Programme at the end of the first quarter of the next financial year with the objective of minimising the borrowing impact during 2011/12.

The Executive then debated the report and revised recommendations during which the Portfolio Holder responded to questions and comments from the Executive and non Executive Members in attendance.

With regard to the Clophill Parish Action Sub-Committee's request for assistance with the project at the Old Church, Clophill, the Portfolio Holder for Sustainable Development explained that the Old Church ruins were owned by the Council and on Council owned land; the £75,000 included in the Capital Programme was for essential maintenance. However, officers had been asked to investigate an alternative way forward for the project.

Concerning a question about why the 'ICT Infrastructure' scheme was proposed to be reduced in value in the 2010/11 starts by £247,000, Councillor Jones explained that because additional ICT spend was included in the Accommodation Programme the opportunity had been taken to include the scheme known as 'Timberlands / Chiltern Way Travellers Site' from the reserve listing, which inadvertently had been omitted from the programme. It was noted that the Site should correctly be known as the 'Timberlands Travellers Site'.

In response to various comments about capital schemes previously approved by the Executive and which had been rescheduled, including the scheme for the extension of Sandy Sports and Recreation Centre, the Portfolio Holder explained that these could be revisited as part of the further review of the capital programme which was proposed alongside other competing priorities.

Following comments that the proposed capital programme did not include new school provision, Members were reminded that the Council was in the process of reviewing its educational vision for Central Bedfordshire and the future direction for school organisation. It was noted that decisions on the building of new schools could not be made until the area reviews in the four geographical areas, which would determine how school organisation in each area could best meet the Vision's aspirations, were completed. With regard to concern that S106 money could be lost, the Portfolio Holder for Sustainable Development reported that a schedule of S106 agreements was being compiled to address this.

Responding to comments, the Portfolio Holder advised that whilst the Highways capital budget had been reduced it still included a £10.9M investment. It was noted that the reduction included Parish Partnership capital money in the LTP programme being moved to 2011/12 and a reduction in the ambitious replacement street lighting programme. Members were assured that whilst the replacement Street lighting programme would be curtailed, unsafe street light columns would continue to be removed and/or replaced.

The comment was made that whilst the rephrasing of schemes was disappointing, given the financial pressures the Council was facing it was right for the programme in the short term to focus on schemes delivering priorities and efficiencies. It was noted that there were certain schemes, for example the Flitwick Leisure Centre, that would use half of the Directorate's budget if they were to proceed in 2010/11.

The Portfolio Holder explained that whilst capital receipts were unlikely in the short term, the longer term prospects for Central Bedfordshire were better. Future capital programme planning would need to be informed by the Council's emerging Asset Management Plan and an analysis of the current stock of properties and facilities.

Councillor Maurice Jones, Portfolio Holder for Corporate Resources concluded by proposing the Capital Programme 2010/11 to 2014/15 to the Council on 25 February 2010.

Reason for decisions: To agree new capital schemes to commence in 2010/11.

RECOMMENDED:

The Executive proposes to the Council:-

1. **the Capital Programme 2010/11 to 2014/15 now submitted, subject to:-:**
 - (a) **all borrowing associated with the Capital Programme being kept to the minimum necessary, with a target of achieving at least a 20% reduction in borrowing; and**
 - (b) **reducing the value of the scheme known as 'ICT Infrastructure' in the 2010/11 starts by £247,000 and substituting it, to the same value, with the scheme known as 'Timberlands Travellers Site' from the reserve listing;**
2. **that the future resourcing issues and risks associated with the delivery of a robust Capital Programme beyond 2011/12 be noted;**
3. **the Housing Revenue Account Capital Programme as set out at Appendix F;**
4. **that, having taken account of the comments of the Corporate Resources Overview and Scrutiny Committee:-**
 - (a) **a further review of the Capital Programme should be undertaken at the end of the first quarter of the next financial year with the objective of minimising the borrowing impact during 2011/12;**
 - (b) **that as part of the review referred to in (a) above:-**
 - (i) **the comments of the Overview and Scrutiny Committees relating to capital projects should be addressed; and**
 - (ii) **the position regarding the scheme for the extension of Sandy Sports and Recreation Centre should be considered.**

E/09/173

Medium Term Financial Plan and Budget 2010/11 to 2014/15

The Executive received a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources proposing the Council's Medium Term Financial Plan 2010/11 to 2014/15 and the Council Tax increase for 2010/11, with indicative figures for future years. Attention was drawn to a number of typographical amendments to the report and a report from the Chairman of the Corporate Resources Overview and Scrutiny Committee, containing the comments and observations from the Overview and Scrutiny Committees, that had been circulated with the Chairman's Briefing Note.

(NOTE: A copy of the report had been circulated with the Executive agenda to all Councillors.)

The Portfolio Holder for Corporate Resources then tabled revised recommendations as follows:-

1. That the comments of the Overview and Scrutiny Committees be noted.
2. That the Executive recommends the Council to:-
 - (a) Agree the Revenue Budget for 2010/11 and the Medium Term Financial Plan 2010/11 to 2014/15 as set out in Appendix A.
 - (b) Note the requirement to achieve targeted efficiency savings of £12.074M and instruct the Corporate Management Team to implement these savings, or to propose compensatory savings, where any specific proposal now identified cannot be delivered.
 - (c) Note the Council Tax Base as set out in Appendix E.
 - (d) Agree a Band D Council Tax of:-
 - (i) £1,308.33 for residents in the north of Central Bedfordshire (ie: within the area of the former Mid Bedfordshire District Council as listed in Appendix E (i)); and
 - (ii) £1,344.15 for residents in the south of Central Bedfordshire (ie: within the area of the former South Bedfordshire District Council as listed in Appendix E (i)).
 - (e) Approve the Housing Revenue Account Business Plan set out in Appendix I.
 - (f) Agree, to delegate authority to the Portfolio holder, in consultation with the Director of Social Care, Health and Housing to amend the rent increase accordingly, in the event of the final HRA rent/subsidy determination being amended.

- (g) Agree that, having taken into account the views of the Corporate Resources Overview and Scrutiny Committee, that any additional savings being identified, over and above those already included within the Revenue Budget now submitted:-
- (i) should be separately identified;
 - (ii) should not be retained within the service budget within which the savings originated, but should be returned to reserves and the original service budget adjusted accordingly; and
 - (iii) should not be utilised without the approval of the Executive.

The Portfolio Holder introduced the revised recommendations and explained that recommendation 2(b) above had been added in order to achieve targeted efficiency savings of £12.074M. It was clarified that in instructing the Corporate Management Team (CMT) to implement the savings, where any specific proposal identified could not be delivered, CMT would propose compensatory savings to the Executive. As an example, the Chief Executive pointed out that the outcome of certain consultation processes could not be pre-empted.

In response to a Member question, the Portfolio Holder for Corporate Resources confirmed that the purpose of recommendation (g) was not to fetter Directors in the normal operation of their departments and that the carrying out of virements would continue as set out in the Council's constitution.

Councillor Maurice Jones, Portfolio for Corporate Resources concluded by proposing the Council's Medium Term Financial Plan 2010/11 to 2014/15 and the Council Tax rates for 2010/11 to the Council on 25 February 2010.

Reason for decisions: To enable Central Bedfordshire to set a legal and robust Medium Term Financial Plan

RECOMMENDED:

The Executive proposes to the Council:-

- (a) ***the Revenue Budget for 2010/11 and the Medium Term Financial Plan 2010/11 to 2014/15 as set out in Appendix A of the submitted report;***
- (b) ***that the requirement to achieve targeted efficiency savings of £12.074M be noted and that the Corporate Management Team be instructed to implement these savings, or to propose compensatory savings, where any specific proposal now identified cannot be delivered, to the Executive;***
- (c) ***a Council Tax Base for 2010/11 as set out in Appendix E;***
- (d) ***a Band D Council Tax for 2010/11 of:-***

- (i) **£1,308.33 for residents in the north of Central Bedfordshire (ie: within the area of the former Mid Bedfordshire District Council as listed in Appendix E (i)); and**
- (ii) **£1,344.15 for residents in the south of Central Bedfordshire (ie: within the area of the former South Bedfordshire District Council as listed in Appendix E (i));**
- (e) **the Housing Revenue Account Business Plan as set out in Appendix I;**
- (f) **that delegated authority be given to the Portfolio Holder for Housing, in consultation with the Director of Social Care, Health and Housing, to amend the rent increase accordingly, in the event of the final HRA rent/subsidy determination being amended;**
- (g) **having taken into account the views of the Corporate Resources Overview and Scrutiny Committee, that any additional savings being identified, over and above those already included within the Revenue Budget now submitted:-**
 - (i) **should be separately identified;**
 - (ii) **should not be retained within the service budget within which the savings originated, but should be returned to reserves and the original service budget adjusted accordingly; and**
 - (iii) **should not be utilised without the approval of the Executive.**

It was also RESOLVED:

That the comments of the Overview and Scrutiny Committees be noted.

E/09/174

Asset Management Plan

The Executive considered a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources proposing an Asset Management Plan (AMP) for the Council for the period 2009/11. It was noted that a revised AMP had been circulated with the Chairman's Briefing Note that replaced the version circulated with the main agenda.

The Portfolio Holder advised Members that the Council's property assets would play a key role in supporting and enabling the delivery of improved public services. The AMP took into account the Council's Medium Term Property Strategy 2009/12 and provided a framework for the use of the Council's assets in the most efficient, effective and economic way possible. In response to a question about allotments on land at Beeston, Councillor Jones explained that the AMP would enable the Council to consider whether the land was potentially classed as surplus and whether it could be released for that purpose.

Reason for decision: The Asset Management Plan sets out the principles which provide the platform from which the Council's priorities will be delivered

RESOLVED:

That the Asset Management Plan, as attached to the Chairman's Briefing Note, be approved as Central Bedfordshire Council's approach to management of its assets.

E/09/175

Let's Rent - Housing Option

The Executive considered a report from Councillor Rita Drinkwater, Portfolio Holder for Housing proposing an innovative private sector housing option that allowed households in Central Bedfordshire with access to a regulated private sector home, with all requisite support mechanisms for tenancy sustainment, if required.

It was noted that the Housing Overview & Scrutiny Committee had considered the proposals at its meeting on 5 November 2009 and had asked that its support for the Scheme be reported to the Executive.

Reason for decision: So that the diverse housing needs of customers can be met across Central Bedfordshire, whilst increasing customer choice and control and promoting high quality sustainable homes.

RESOLVED:

That the "Let's Rent" innovative Housing Option scheme, as detailed in the submitted report, be endorsed for formally launching in March 2010.

E/09/176

'Transforming People's Lives' - Transforming Care and Support Through Personalisation

The Executive considered a report from Councillor Mrs Hegley, Portfolio Holder for Adult Social Care and Health proposing a response to the national "Putting People First" concordat and local transformation plans which would improve performance, be financially sustainable and result in better outcomes for local people.

The Portfolio Holder explained that Putting People First was launched by the Government in December 2007 which set the direction for adult social care over the next ten years. The changes would be a key element of the Council's transformation programme and would be developed in partnership with NHS Bedfordshire; especially the personal health budget initiatives. 'Transforming People's Lives', the name of the programme for Central Bedfordshire, would give people more choice and control over how care and support was provided. The proposals included earlier involvement with customers through preventative services rather than waiting until critical intervention was needed.

A short DVD was played to the Executive which showed real life experiences of how the personalisation approach to care and support actually transformed people's lives.

Members, in supporting the enabling proposals that would improve the quality of life for local people, noted that as the strategy developed, further reports would be brought back to the Executive, including details of the financial implications of the approach. In terms of the proposed governance arrangements, the Portfolio Holder agreed to look at the scope for strengthening the Overview and Scrutiny role as the strategy moved forward.

Reason for decisions: Central Bedfordshire Council is required to respond to the national Putting People First concordat and develop local transformation plans which will improve performance, be financially sustainable and result in better outcomes for local people.

RESOLVED:

1. **That the Executive approves the adoption of Putting People First, the national strategy, and supports the local draft vision statement for ‘Transforming People’s Lives’ so consultation with stakeholders can commence.**
2. **That the proposed local partnership approach and governance arrangements, as detailed in paragraphs 21 – 26 of the submitted report, be supported.**

E/09/177

Electricity Supply Contract for Streetlighting

The Executive considered a report from Councillor David McVicar, Portfolio Holder for Safer and Stronger Communities proposing that the Council use the Central Buying Consortium’s flexible energy contract for electricity supplies to streetlighting for the period October 2010-2012. The report also sought approval for future tender decisions for streetlighting electricity supply to be delegated to the Director of Sustainable Communities, in consultation with the Portfolio Holders for Safer and Stronger Communities and Corporate Resources.

The Portfolio Holder proposed a further recommendation that in exercising the delegations referred to in his report, that due regard should be had to the Council’s carbon reduction aspirations.

Reason for decisions: To ensure the Council procures electricity supplies for streetlighting at competitive rates and according to recommended best practice for local government.

RESOLVED:

1. **That approval be given to Central Bedfordshire Council using the Central Buying Consortium’s flexible energy contract for electricity supplies to streetlighting for the period October 2010-2012 on a “Purchase within Period” basis.**

2. **That the Director of Sustainable Communities be given delegated authority to accept tender prices for an interim 6 month fixed price contract for the period April – September 2010.**
3. **That future tender decisions for streetlighting electricity supply be delegated to the Director of Sustainable Communities, in consultation with the Portfolio Holders for Safer and Stronger Communities and Corporate Resources.**
4. **That in exercising the delegations referred to in resolutions 1 to 3 above, due regard shall be had to the Council’s carbon reduction aspirations.**

E/09/178

The Gambling Act 2005 - Gambling Policy

The Executive considered a report from Councillor David McVicar, Portfolio Holder for Safer and Stronger Communities proposing a Statement of Principles Policy under the Gambling Act 2005.

(NOTE: A copy of the report has been circulated with the Executive agenda to all Councillors.)

The Portfolio Holder advised the Executive that the Council, as the licensing authority, was required under the Gambling Act 2005 to adopt a ‘Statement of Principles’ policy every three years in line with statutory dates. Due to the transition to a Unitary Authority, the Council was required to ensure the policy was in place by the 1 April 2010.

The report advised that the policy must promote the three licensing objectives:

- Preventing gambling from being a source of crime, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling was conducted in a fair and open way.
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Executive noted that the draft policy had been endorsed by the Licensing Committee on 13 January 2010. It was also noted that two responses had been received to the consultation which supported the policy.

Reason for decisions: So that the ‘Statement of Principles’ policy required by the Gambling Act 2005 can go to Full Council on the 25 February 2010 for adoption.

RECOMMENDED:

1. ***That the Gambling Act 2005, ‘Statement of Principles’ policy, as attached to the submitted report, be adopted.***

- 2. That delegated authority be given to the Director of Sustainable Communities, in consultation with the Portfolio Holder for Safer and Stronger Communities, to undertake any necessary minor amendments to the policy prior to its publication.**

E/09/179 **Forward Plan**

The Forward Plan for the period 1 March 2010 to 28 February 2011 was received.

E/09/180 **Exclusion of Press and Public**

RESOLVED:

That under Section 100A of the Local Government Act 1972 the Press and Public were excluded from the meeting for the following item of business on the grounds that consideration of the item was likely to involve the disclosure of exempt information as defined in the paragraph 3 of Part I of Schedule 12A of the Act.

E/09/181 **Toy Box Nursery Sandy - Ground Lease**

The Executive considered a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources seeking agreement to the termination of the existing ground lease with Toy Box Nursery at a site at Sandy Upper School and proposals for its replacement. The proposals included additional and replacement of some fencing to enable the school grounds to be secured and to provide independent access to the nursery.

Reason for decision: To enable the nursery to be financially viable, meet current demands, have its own access and provide security for the school site.

RESOLVED:

That a ground lease be granted to Toy Box Nurseries Limited to occupy a site at Sandy Upper School on the terms detailed in the submitted report subject to:-

- (a) the termination of the existing lease; and**
- (b) additional fencing being built and relocated and the existing gate relocated at the Council's expense. Any amendment to the design of the fence to be agreed by all parties.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.55 a.m.)

Appendix A

Children Families and Learning

Home to School Transport Policy

DRAFT

Author(s):	Carol Wooding, Sue Reed
Date agreed:	Subject to agreement by the Executive on 9 March 2010
Agreed by (e.g. council):	
Date to be reviewed:	Provisional Autumn 2010

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Introduction

1. Parents have a legal duty and a responsibility to ensure that their statutory aged children attend school regularly and to make any necessary arrangements to ensure that they attend.
2. In certain circumstances a Local Authority has a duty to provide transport. This document sets out Central Bedfordshire Council's Home to School Transport Policy and describes how the Council fulfils its duties and exercises its discretionary powers as required under the Education Act 1996 and subsequent amendments of the Education and Inspections Act 2006.

Principles

3. Central Bedfordshire Council is committed to providing free home to school transport to meet its statutory obligations.
4. The Council aims to provide equitable, safe, efficient and cost effective transport for pupils entitled to transport in accordance with its duties and powers as provided for in legislation.
5. Central Bedfordshire Council recognises that there are some children who do not meet the criteria for free home to school transport but who, nonetheless, would benefit from free home to school transport to enable them to access education and to achieve their potential.
6. Central Bedfordshire Council is committed to supporting sustainable modes of travel to school. As well as helping to boost children's fitness and concentration, walking and cycling helps to reduce the congestion caused by the journey to school, together with the associated accidents and pollution and carbon emissions.
7. Walking buses and bike trains help children walk or cycle to school safely with adult supervision. They are a sustainable alternative to transport by car, bus or train, and help keep children healthy.
8. If walking or cycling is not an option, school buses, public transport and car-sharing are more sustainable alternatives to taking the car.
9. The Council is committed to equality of opportunity and access to services and facilities and has undertaken an Equalities Impact Assessment of this policy.
10. Parents remain responsible for ensuring their children are aware of what is acceptable behaviour from them before they board the vehicle in the morning, when they are travelling, and when they leave the school bus at the end of the school day. Parents are expected to make arrangements for their children to be accompanied by an appropriate person while walking to and from the vehicle pick up/drop off point, where they consider it necessary. Parents are expected to instruct their children to wear their seatbelts whenever these are provided.
11. Eligibility for transport will be reviewed regularly to ensure that those who are receiving transport are still eligible.
12. Information will be made accessible for parents and carers so that they are aware of their entitlement.
13. Take-up of the service will be monitored to ensure that access is fair and equitable and that hard to reach groups and those who are most vulnerable are aware of their entitlement.

Legislation and Guidance

14. Statutory guidance produced by the DFES in 2007 on Home to School Travel and Transport Guidance, derived from the Education Act 1996 as subsequently amended by the Education and Inspections Act 2006, is used throughout this policy.
15. The policy links to the Council's Sustainable Transport Strategy.

Eligibility for Transport

16. Free transport is provided for all statutory age children who live in Central Bedfordshire and who attend their catchment area or nearest school, where the distance from home to school is over the statutory walking distance:
 - More than 2 miles from home for children aged under 8
 - More than 3 miles from home for children aged 8 and over.
17. The measurement of the "statutory walking distance" is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, **accompanied as necessary**¹, may walk with reasonable safety. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.
18. In addition, where children are in a family with a low income where there is additional entitlement:
 - Children aged 8 but under 11 must have travel arrangements made where they live more than 2 miles from their nearest qualifying² school by the shortest available walking route.
 - For children aged 11 and over free transport is provided in one of two ways:
 - to a choice of one of the three nearest qualifying schools, provided it is more than 2 miles by the shortest available walking route, but not more than 6 miles by motorised route from the child's home.
 - and also to the nearest suitable school preferred by reason of a parent's, or those with legal responsibilities, religion or belief, provided it is more than 2 miles by the shortest available walking route and not more than 15 miles by motorised route from home.
19. Families with a low income are defined as those children entitled to free school meals or whose family is in receipt of maximum working tax credit. There is currently additional Government funding to meet the cost of transport for these children.
20. Parental working commitment is not a criterion that will be considered in providing transport.

¹ Home to School Travel and Transport Guidance, DCSF, 2007 - para 47

² A qualifying school is defined as a community, foundation or voluntary school; community or foundation special school, non-maintained special school; pupil referral unit or maintained nursery school, with places available that provides education appropriate to the age, ability and aptitude of the child and any special educational needs that the child may have

Suitability of arrangements

21. A local authority must ensure that travel arrangements are “suitable”. The suitability of arrangements will depend on a number of factors. Best practice guidance is set out in the Department for Education and Skills “Home to School Travel and Transport Guidance”, 2007. This includes enabling children to reach school without stress, strain, or difficulty and in reasonable safety and comfort. The criteria identified in the best practice guidance will be applied to ensure provision is suitable.

Transport on grounds of road safety considerations

22. Where children live within the statutory walking distance of their catchment or nearest school, the local authority has to ensure that it is possible for them to walk to school, accompanied by a responsible adult if necessary. Where this is not possible, because the route to school is not safe, the local authority has to make arrangements for free transport.
23. In assessing the comparative safety of a route, the Council will conduct an assessment of the risks a child might encounter along the prescribed route using the national guidelines: “Identification of Hazards and the Assessment of Risk of Walked Routes to School”. The national guidelines will be used for all new assessments from 1st April 2010.
24. Existing routes, previously assessed using the outdated criteria, will be reassessed using the above national guidelines and may result in changes to current entitlement to free home to school transport on road safety grounds.
25. Assessments will feed into the Council’s duty relating to sustainable school travel, and may inform the Council’s plans for upgrading the highway infrastructure, supporting sustainable school travel.

Transport to a faith school on grounds of the parent’s religion

26. In considering entitlement to free transport a council has to take in to account any wish of a parent for their child to be provided with education or training at a particular school or institution on grounds of the parents’ religion or belief. There is no statutory entitlement to such transport, as attendance at a denominational school is through parental choice. Parents sending their children to a school on the grounds of their religion will not be given free transport as an entitlement. However, in line with legislation, children over the age of 11 who attend a denominational school on the grounds of the parents’ religion or belief who also meet the low income criteria, will be entitled to free transport where the closest school is between 2 and 15 miles.

Children who are currently attending faith schools through parental choice and who are receiving free transport from home to school through the former Bedfordshire County Council policy will no longer receive free transport from September 2010.

Transport for permanently excluded pupils

27. Where a pupil has been permanently excluded from school the pupil is first allocated a place in the Pupil Referral Unit and is then allocated a new school place through a process called the In Year Fair Access Protocol. Where a new school is allocated in this way a child will be entitled to transport to the new school as long as the 2 or 3 mile distance criteria or road safety criteria are met. All requests for transport inside the statutory distance will be referred to the Director of Children’s Services or nominee for consideration against criteria which will be agreed with the Schools Forum on an annual basis.

Transport on grounds of medical needs

28. Where a child attends their catchment area or nearest school, transport is currently considered on medical grounds irrespective of distance between home and school. The medical condition can be temporary or long term and each application is considered on an individual basis. An application for transport has to be supported by a GP or consultant. Cases agreed will be subject to regular rigorous review.

Transport for pupils moving schools in years 10 and 11

29. Sometimes families and children, through no choice of their own, experience serious disruption in their home circumstances. This can cause particular difficulty for a child in their GCSE examination years if they have to move address and are not able to remain at their previous school where they have started a course of study. This does not apply to planned moves, where parents are making a choice to move to a new area.
30. In order to help children achieve their full potential and to succeed in their GCSE examinations, where a child who is attending school in Central Bedfordshire in years 10 and 11 has to move in exceptional circumstances to a new address in Central Bedfordshire they will be provided with transport from their new address to their previous school, as long as they have completed at least one term in year 10 at their previous school. Exceptional circumstances will be defined ; for example death of a parent, move from family home because of family issues such as repossession, family violence .

Transport for Looked After Children, Refugees and Unaccompanied Asylum Seeking Children

31. Whilst representing only a very small number of the total school population, Looked After Children, Refugees and Unaccompanied Asylum Seeking Children can be some of the most vulnerable children in need of support. School places are identified that can best meet a child's individual needs. The school will not always be the nearest school to their home address.
32. Looked After Children, Refugees and Unaccompanied Asylum Seeking Children will be supported with transport, if required, to attend schools that best meet their needs. This may mean that transport will be provided to schools where the 2 or 3 mile distance criteria or road safety criteria are not met.

Transport for children with Special Educational Needs

33. Children with Special Educational Needs are entitled to assistance with transport where the normal distance criteria apply. Transport is not automatically provided because a child has a statement of special educational needs.
34. The Council recognises that some children with special educational needs may not be able to walk even relatively short distances to school. However others may, with appropriate support, be able to walk or use alternative ways of getting to school.
35. Transport needs for a child with special educational needs will be assessed as part of the Statutory Assessment Process. The most appropriate mode of travel will be agreed as part of the Statutory Assessment.

36. For those children who live more than the statutory distance between home and the nearest school that can meet their needs, transport will be provided free of charge.
37. For those children who live within the statutory distance the Assessment will include consideration of whether, accompanied as necessary, a child could reasonably be expected to walk to school. Where this is not possible, the need for transport will be included in a child's Statement of Special Educational Need and transport will be provided free of charge.
38. Entitlement to transport agreed in this way will be subject to rigorous annual review and at transition.
39. From April 2010 a travel training programme to support those children who are physically able to walk, to travel to school more independently and to support transition to adult life will be introduced.
40. The Council will make suitable travel arrangements for children with SEN, a disability, or mobility problem if their SEN, disability, or mobility problem means that they could not reasonably be expected to walk to the school.
41. It should be noted that the Council will consider transport to the nearest suitable school. If by parental preference a more distant school is named in the child's statement but in the Authority's view the child's needs could be suitably met at a nearer school, transport will be the responsibility of the parent.
42. Transport to schools for children with moderate learning difficulties will usually be arranged on a localised pick-up point basis if this is assessed as appropriate and this is clearly identified in Part 6 of the child's Statement of Special Educational Need. For all other children the pick-up and drop-off point will be as close as possible to the address at which they usually live.
43. Pupils who attend special schools often take part in integration programmes with mainstream schools. Pupils are expected to attend their local catchment area or nearest school to enable the parent/carer to make their own arrangements to take or collect the child.
44. If parents move home within Central Bedfordshire during the Academic Year, transport will continue to be available to the current school until the end of the Academic Year. The child should be transferred to the nearest appropriate school to the new address from no later than the beginning of the next Academic Year. However, if parents wish their child to attend the original school, transport becomes their responsibility.

Concessionary Places on School Contract Vehicles

45. The Council is committed to supporting children to access school. Where children are not entitled to free transport, parents can buy a pass for any spare seats on a school contract vehicle once those entitled have been allocated a place. Passes can be bought for one term at a time and are allocated on a first come first served basis. This does not apply to routes that are public registered services where children pay the bus company direct.
46. Where pupils live within the statutory walking distance or do not otherwise qualify for free transport, a charge may be made for "spare seats" in the school bus provided the route is operated on a contract basis. Charges for concessionary spaces are:
 - a) charged on a termly basis.

- b) free for children entitled to free school meals, or whose parents are in receipt of the maximum level of Working Tax Credit
 - c) revised annually by the Council for the new financial year, with new charges to come into effect for the Summer Term each year.
 - d) issued on a first come first served basis where demand for places exceeds availability.
 - e) fixed at the termly rate. No pro-rata reductions are available for part week travel or single daily journeys or where for operational reasons, delays may occur in the issue of passes.
47. Concessionary passes are not available on routes registered as public service routes.
48. The provision of a free concessionary pass will be based on the same benefit criteria as for families entitled to free transport on low income grounds. This will mean that certain families in receipt of working tax credit, but not at the maximum rate, who have previously received such passes free of charges, will in future, be required to pay.

Additional considerations

49. Pupils who live in a joint home arrangement, who fulfil the other criteria for free transport, will be provided with transport from the primary home address registered with their school.
50. Pupils may be required to walk up to one mile from home to the pickup point and, where pupils use public service routes, they may be required to walk up to one mile from the setting-down point to the school.
51. Pupils aged eight years of age who are entitled to receive free transport under the distance criteria will continue to receive free transport until the end of the academic year in which they reach the age of eight.
52. In determining entitlement to free transport, the route used in assessing the distance is the shortest available walking route. Measurement will commence at the gate of the pupil's home to the nearest pedestrian gate on the school site.
53. Where pupils receive free home-to-school transport as a result of errors in measurement, the transport will be withdrawn at the end of the academic year during which the error is discovered.
54. Smoking is prohibited on all Council owned vehicles when used for the transportation of school children and is a condition of hire of contractors' vehicles.
55. All vehicles with up to 16 passenger seats supplied by contractors are required to have a forward facing seat and must be fitted with a three point seatbelt for each child.

Parents/Carers with disability

56. The Council is committed to promoting equality of opportunity for disabled people and to eliminate discrimination.
57. Where walking children to school relies on disabled parents accompanying their children along a walking route for it to be considered safe, and where the parents' disability prevents them from doing so, in such circumstances, the Council will make reasonable adjustments. A reasonable adjustment may be to provide free home to

school transport. Medical evidence will need to be provided from their consultant or GP. Cases agreed will be subject to regular rigorous review.

58. This scheme only applies to primary school children as secondary aged pupils are expected to travel to school without being accompanied by an adult.

Rail/Bus passes and mileage reimbursements

59. Rail passes and season tickets for public service routes can be issued to pupils, based on the most cost effective provision of transport.
60. Where there is no public transport or where it is not practical to re-route an existing contracted vehicle, parents may be able to claim mileage allowances for transport to and from school. However, this is at the Council's discretion and is based upon the most cost effective provision of transport.

Single sex schools

61. Transport to single sex schools will not be supported unless the school concerned is the catchment area or nearest school, where the usual transport criteria will apply.
62. Similarly, if the catchment area or closest school is a **single** sex establishment, transport will not be provided to enable the child to attend a mixed school.

Escorts

63. Escorts will usually only be provided on vehicles with more than 16 seats which transport only lower school pupils.
64. On all other routes the responsibility for the introduction of escorts on a temporary or permanent basis, is delegated to officers.

Individual Requests for Discretionary Transport

65. Applications for assistance from parents of children receiving nursery education in line with the School Standards and Framework Act 1998 may be made to the Director of Children's Services.
66. Where parents/carers are dissatisfied with the way their application for transport has been processed they will be asked to follow the Central Bedfordshire Council complaints procedure.

Implementation and Monitoring of the policy

67. The Children Families and Learning Commissioning Team will be responsible for the implementation of this policy through the development of their internal processes that will ensure the ability to monitor take up of service and regular reviews for those in receipt of the service. Data produced by the team will be regularly reviewed and monitored within the Children, Families and Learning Directorate's senior management team.

Appendix A - Low Income Groups

Children entitled to free school meals, or whose parents are in receipt of their maximum level of Working Tax Credit – primary and secondary age groups

Children from low income groups are defined in the Act as those who are entitled to free school meals, or those whose families are in receipt of their maximum level of Working Tax Credit (WTC).

Determining whether parents are receiving maximum Working Tax Credit (WTC)

When a customer is first awarded tax credits, or following a change in their household circumstances, HM Revenue and Customs issue a “tax credits award notice” detailing the breakdown and amount of the award. Part two of the award notice gives details of “How we work out your tax credits” including details of the full WTC elements. This is the maximum amount a customer can receive in WTC in any year. It then lists “any reduction due to your income” and shows the net amount payable. It is therefore readily apparent from the award notice whether a person is receiving maximum WTC or a reduced sum due to income.

Primary age

Regardless of the level of family income, children of compulsory school age, but under the age of eight are entitled to free travel arrangements to their nearest qualifying school more than two miles from their home. In addition, children aged eight, but under age 11 from low income families must have travel arrangements made where they live more than two miles from their nearest qualifying school.

This two mile limit should be measured in the same way as the “statutory walking distance”.

Children of compulsory school age who are 11 or over

One of the aims of the new school travel legislation is to secure fair access to schools, especially for children from low income groups, where lack of affordable transport can act as a barrier to choice. The Act extends rights to free transport for all children from low income groups of compulsory school age who are 11 or over in two ways: to a choice of schools within six miles of the child’s home, and to the nearest school preferred by reason of a parent’s religion or belief up to a maximum of 15 miles from the child’s home.

Children of compulsory school age who are 11 or over from low income families must have travel arrangements made to one of their three nearest qualifying schools (or places other than a school at which they might receive education under section 19(1) of the Act), where they live more than two miles, but not more than six miles from that school.

Appendix B

Additional guidance on Transport for Children with Special Educational Needs

Parental responsibilities

68. In all cases where transport is provided, parents/carers must make their own arrangements to take the child from their home to the vehicle and collecting the child from the vehicle.
69. Parents will be asked to allow the Council to use any specialist seating which their child requires. If this is not possible the Council will arrange for suitable seating to be provided.
70. If parents choose to send their child to a school other than the nearest appropriate school, transport will become their own responsibility. If space is available on an existing route, the child can be offered a place on a concessionary basis. Such transport can only be offered if space is available. This will be reviewed termly and may be withdrawn if additional entitled children require transport on the route.
71. If parents/carers choose to transport their child themselves when a place is available on existing transport arranged by the Council, then no mileage reimbursement will be payable by the Council.

Provision of transport for children with Special Educational Needs

72. The Council will endeavour to transport children in the shortest possible time and will investigate all possible alternatives if the travel time, one way, exceeds one hour and fifteen minutes. Where possible, adjustments will be made to transport arrangements to reduce travel time to less than one hour and fifteen minutes provided this can be achieved without a significant increase in transport costs.
73. The timescale for arranging transport will be a maximum of 15 working days from receipt of the application.

Escorts for children with Special Educational Needs

74. An escort will be provided on all coach and mini bus routes where children are being transported to a Special School. Consideration will be given to providing additional escorts, when requested by the school/unit or contractors, on the grounds of driver safety, medical, physical or behavioural needs.
75. The Council will endeavour to transport children in the shortest possible time and will investigate all possible alternatives if the travel time, one way, exceeds one hour and fifteen minutes. Where possible, adjustments will be made to transport arrangements to reduce travel time to less than one hour and fifteen minutes provided this can be achieved without a significant increase in transport costs.
76. The timescale for arranging transport will be a maximum of 15 working days from receipt of the application.

Residential placements

77. Where a child is placed in a residential school following a judicial review or SEN Tribunal, free transport will be provided in accordance with those specific arrangements.
78. Boarding arrangements for residential schools can be one of the following:-
 - a) Termly boarding
 - b) 12 day boarding

c) Weekly boarding

d) 52 week placement

79. With regard to termly boarding, school transport will only be provided at the beginning and end of each term and at the beginning and end of the mid term holiday.
80. With regard to 12 day boarding, transport will be provided on alternate weekends and at the beginning and end of each term.
81. With regard to weekly boarding, transport will be provided to school on Monday and from school on Friday each week.
82. For those few students who require 52 week placement, the Council will provide transport up to a maximum of three journeys per year.
83. For all boarding arrangements, any additional journey to those laid out above will remain the responsibility of the parent/carer.
84. In the interests of the efficient use of resources the council will, in all cases, encourage parents to transport their own child for which appropriate reimbursement will be made.
85. The cost of parents attending one statement review per year at out-county schools will be met by the Council by reimbursement, at the appropriate rate of car mileage or by the provision of a travel warrant. No other additional costs (e.g. other members of the family, friends etc.) will be met by the Council.
86. One parent/carer may be transported with the child to act as an escort to out-county schools where it results in the efficient use of the council's resources.
87. Any additional transport requirements to those mentioned above will remain the responsibility of the parent/carer.

Appendix B

Home to School Transport Budget and Projections

The home to school transport budgets and forecasts affected by the proposed changes in Policy are as tabled below. For completeness, those budgets not affected have also been listed.

<u>Budget v Full Year Forecast as at November 2009</u>			
<u>Part of this Consultation</u>			
	Budget	FYF	Variance
Home to School Transport			
423700 Salaries	151,805	76,800	(75,005)
423710 Mainstream Transport - Lower	459,439	578,000	118,561
423720 Mainstream Transport - Middle	1,476,678	1,494,330	17,652
423730 Mainstream Transport - Upper	1,870,611	2,269,001	398,390
423750 Mainstream Transport Disc.	145,870	332,000	186,130
423760 SEN Transport -Out of County	290,335	331,600	41,265
SEN Transport - SN Schools			
423770 Bed	1,573,718	1,431,000	(142,718)
423780 SEN Transport - SN Units - Mai	776,582	815,000	38,418
423790 SEN Transport - Pupil Referral	354,800	375,000	20,200
SEN Transport - Oakbank			
423800 Special	343,007	343,007	0
423860 Miscellaneous Transport	68,000	58,000	(10,000)
	<u>7,510,845</u>	<u>8,103,738</u>	<u>592,893</u>
<u>Out of the scope of this Consultation</u>			
423740 Mainstream Transport - College	219,111	227,000	7,889
SEN Transport - Special			
423810 College	289,050	269,000	(20,050)
Looked After Children			
423820 Transport	129,759	150,000	20,241
423840 Extended Rights to Free Travel	0	0	0
423850 CWD Transport	77,763	77,763	0
General Duty on Sustainable			
423870 Transport	0	0	0
423880 School Trip Advisor	0	0	0
	<u>715,683</u>	<u>723,763</u>	<u>8,080</u>
Total Home to School Transport	<u><u>8,226,528</u></u>	<u><u>8,827,501</u></u>	<u><u>600,973</u></u>

The projected savings and additional costs of any change to Policy are as follows

Savings / (additional Costs)	7/12	5/12	Annual	Assume cost neutral
	2010/2011	2011/2012	Total Savings	
Road Safety	0	0	0	
Denominational Transport	342,220	244,443	586,663	
Permanently Excluded Pupils	12,250	8,750	21,000	

Medical Needs	11,667	8,333	20,000	
Pupils in Years 10 and 11	(22,050)	(15,750)	(37,800)	
Refugees and Asylum Seekers	0	0	0	Govt Funded no savings
Looked After Children	0	0	0	No savings
Concessionary Transport	9,845	7,032	16,878	
Special Educational Needs Transport	258,417	184,583	443,000	
Training Costs for Special Schools	(29,000)	(21,000)	(50,000)	
	583,348	416,392	999,741	

Excluding denominational transport savings, the potential saving in 2010/11 is estimated at £241,000 and for 2011/12 it is estimated at £172,000

Road Safety

At this stage the assumption is that any changes will be cost neutral.

Assessment of one route has been commissioned to provide a comparison of the likely implications of moving to the nationally agreed standards. A further 4 to 5 routes will be assessed at a later date.

Denominational Transport

This has been based on current levels of pupils with entitlement on denominational grounds. A detailed analysis of pupils, routes and costs was completed to enable visibility of potential savings.

Permanently Excluded Pupils

In the first two terms of the 2009-10 academic year there have been 16 applications of which 2 would have been rejected on distance grounds following the proposed change to policy. This was pro-rated to give a view of a full academic year with calculations as follows:

	2 terms	3 terms
Applications agreed since 1/4/2009	14	21
Applications that would have been rejected on distance criteria	2	3
	16	24
Percentage of savings predicted on distance criteria		13%
The average annual cost per child		7,000
Projected annual savings from change in Policy		21,000
	7/12	12,250
	5/12	8,750
		21,000

Medical Needs

Following a process of evaluation through assessment and monitoring, and by looking at the range of conditions that the pupils have, potentially there could be a saving as follows:

Projected annual savings from change in Policy		20,000
	7/12	11,667
	5/12	8,333
		20,000

Pupils in Year 10 and 11

This will add costs to the current budgets as this is not currently offered as part of the existing policy. The calculation is based on current information.

Pupils		4
Cost per day		50
Number of pupil days		189
Additional annual cost		(37,800)
	7/12	(22,050)
	5/12	(15,750)
		(37,800)

Concessionary Transport

Currently there are spare seats on home to school transport buses. Following promotion and marketing, additional seats could be sold. Based on a projected sale of 42 seats the calculations are as follows:

Estimated sale of 42 seats		42
Termly charge from Sept 2010		133.95
Annual additional revenue		16,878
	7/12	9,845
	5/12	7,032
		16,878

Special Educational Needs

An analysis based on distance of SEN pupils receiving free home to school transport was undertaken. Pupils attending Glenwood, Hillcrest and Sunnyside have been excluded from the analysis on the basis that these schools are for SLD pupils. Those remaining pupils that would no longer be entitled to free transport following a change to an assessment and monitoring methodology could potentially be 85.

	Pupils	Average Annual cost	£
Special Schools	87	5,091,90	443,000
	7/12	258,417	
	5/12	184,583	
		443,000	

Impact Evaluation : Phasing in eligibility to free school transport to denominational schools

Consideration has been given to the financial impact of phasing out the eligibility to free school transport to denominational schools. Two financial summaries are set out below, the first for phasing out starting in September 2010 and the second for phasing out starting in September 2011.

The financial models are based on current usage of denominational transport, phased out on the basis that when a child moves to the next phase of schooling his/her entitlement ceases. Currently for Central Bedfordshire schools this is at the end of Years 4 and 8. For Local Authorities who operate a two tier system this is at the end of Year 6. The model reflects that in accordance with the Education and Inspections Act 2006, the home to school transport policy applies to children of statutory school age 5-15 years and does not apply to 16-18 year olds.

The financial impact to the Authority of phasing out entitlement to denominational transport is reflected in the additional budget required in each financial year.

Phasing in the proposal to withdraw entitlement over the periods indicated below would require compensatory savings to be identified in Children's Services budgets. The budget impact will reduce over the period with the greatest impact being incurred in 2010-11.

Financial Summary of phasing out Denominational Transport from September 2010

		Financial Year							Savings	
		10/11	11/12	12/13	13/14	14/15	15/16	16/17	In Yr	Cum
	Cost									586,663
Academic Year	10/11	-112,804	-80,574						-193,378	393,285
	11/12		-103,083	-73,631					-176,713	216,572
	12/13			-50,948	-36,391				-87,339	129,232
	13/14				-45,504	-32,503			-78,006	51,226
	14/15					-22,101	-15,787		-37,888	13,388
	15/16						-7,781	-5,558	-13,388	0
	Cum savings	-112,804	-296,461	-421,039	-502,934	-557,538	-581,106	-586,663		
	Addt Budget Required	473,859	290,202	165,624	83,729	29,125	5,557	0		

Financial Summary of Phasing out Denominational Transport from September 2011

		Financial Year							Savings	
		10/11	12/13	13/14	13/14	14/15	15/16	16/17	In Yr	Cum
	Cost									586,663
Academic Year	10/11	-43,865	-31,332						-75,196	511,467
	11/12		-103,083	-73,631					-176,713	334,753
	12/13			-50,948	-36,391				-87,339	247,414
	13/14				-96,331	-68,808			-165,139	82,276
	14/15					-22,101	-15,787		-37,888	44,388
	15/16						-25,893	-18,495	-44,388	0
	Cum Savings	-43,865	-178,279	-302,857	-435,580	-526,489	-568,168	-586,663		
	Addt Budget Required	542,798	408,384	283,806	151,083	60,174	18,495	0		

Longer Term

There are other longer term factors that could impact on the home to school transport budgets as follows:

- Retendering of contracts which has to date delivered an average of 17% savings.
- Changes to the way distance is measured to a more accurate “walking distance”.
- Changes to the Behaviour and Support Strategy (this would include the PRU).
- Changes to SEN Strategy (includes Out of County).
- Extended Schools Agenda.
- Highways improvements to create walking routes.

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Appendix C (02. 03.10)

Consultation Process and Outcomes

Central Bedfordshire Council has consulted widely on the proposed changes to the Home to School Transport Policy.

The Consultation period began on 6th January 2010 and concluded on the 19th February 2010. The original consultation period was extended by one week beyond the statutory minimum to allow further time for the diocesan authorities to respond, and to provide additional time for members of the public to give their views. The minimum period for the consultation was therefore met in line with the DfES Statutory Guidance.¹

A Communication Plan was agreed with the Council's Corporate Communications Team, to include dissemination of the consultation and questionnaire, and press and radio coverage.

The Consultation guidance and Questionnaire were available through the following options:

- Council website and online submission;
- Paper copies available from Council Contact Team and School Transport Team;
- All Central Bedfordshire schools received information and were asked to inform parents of the Consultation. Schools could have copies of the consultation to send to parents, and these were sent to all schools that requested them.

The Council was aware that the proposals would potentially affect some parents and children very directly. To ensure that these families were aware of the consultation, individual letters were sent to all families with children in denominational schools and to all families with children with Statements of Special Educational Need.

Representatives from the Diocese of St Albans and a representative from the Catholic Diocese of Northampton were consulted at a meeting with the Local Authority on 26 January 2010. A written submission was received from both representatives and their views were also put to the Overview and Scrutiny Committee at its meeting on 2 February 2010.

Directors of Children's Services in neighbouring authorities were informed of the proposals and of the number of Central Bedfordshire children currently receiving education in denominational schools in their authority.

Central Bedfordshire members of Parliament were informed of the proposals.

¹ Home to School Travel and Transport Guidance 2007. DfES. "Consultation should last at least 28 working days."

Following problems with the Council's IT systems, a final check for lost emails was carried out to ensure that all responses submitted had been logged and analysed.

The headlines from the consultation were checked at intervals through the consultation process. The final analysis was completed following the close date of the 12th February 2010. These were then ratified alongside the policy and alongside the Equalities Impact Assessment.

Summary of the Outcomes of the Consultation

The joint letter from the Diocesan authorities made strong representations against the proposal to abolish free home to school transport for children attending Church of England and Catholic schools. Whilst recognising that the provision of transport lies within the discretion of the Local Authority, the letter made a number of points about the long standing arrangements with the former Bedfordshire County Council; the financial contribution made by parents and faith groups; environmental considerations; and the anxiety caused to parents of the proposal. The letter questioned the validity of the consultation process. The letter stated that those already in a denominational school or who have already made an application to a school should continue to receive free travel to their nearest church school of their denomination until they leave that school.

A letter was received from Hertfordshire County Council broadly supporting the proposals. Under Proposal 5 a request was made for Central Bedfordshire to consider reviewing this proposal so as not to penalise those families who are attending their nearest school but for whom this school is located outside Central Bedfordshire.

There were 313 responses to the questionnaire. The profile of the respondents for the Home to School transport consultation has been compared with the most reliable and up to date population statistics available for Central Bedfordshire. The comparisons show that:

- responses to this consultation were in-line with the population statistics for Central Bedfordshire by ethnicity and religion.
- Female respondents, those aged 30-59 and children with disability were over represented in this consultation. However this is to be expected given the nature of the proposals, as those of parent age are more likely to respond, and similarly those with children who have a disability.
- Under 30 year olds and males were under represented in this consultation.

Spreadsheet 1 shows the results by question. All of the proposals were supported by those responding with the exception of Proposal 2: The Council proposes to end the provision of transport to denominational schools with effect from 1 September 2010. 39% of respondents agreed with the proposal and 61% disagreed.

Of these respondents:

- 49% of parents with a child at a mainstream school agreed with Proposal 2;
- 46% of parents with a child at a special school agreed with Proposal 2;
- 74% of employees or governors of a mainstream school agreed with Proposal 2; and
- 67% (2 responses) of employees or governors of a special school agreed with Proposal 2.

90% of Parents with a child at a denominational school disagreed with Proposal 2, as did 100% (8 responses) of employees or governors of a denominational school.

An analysis of written comments received in response to the questionnaire have been analysed and are summarised in Spreadsheet 2.

In addition to the written comments received in response to the questionnaire, letters were received as follows:

Responses to Proposal 1 - Road Safety Transport

2 letters from schools
2 letters from parents

These were from schools and parents of under 13 year olds living in rural locations expressing concern that the routes to school were unsafe. We need to comply with current guidance, and schools that do not have safe walking routes will not be affected by this requirement to update information.

Responses to Proposal 2 - Denominational Transport

10 circular letters from parents to all Members of the Council
12 individual letters from parents to Members or Officers
5 letters from faith schools and school governing bodies

All of these letters objected to Proposal 2. Several of the letters that were circulated to all Members were substantively similar, using the same wording and seeking clarity on the same issues. Many of these challenged the consultation timing and process as well as disagreeing with the proposal.

Individual letters were to ward Members and Officers of Central Bedfordshire Council and reflected concern about their personal family circumstances, although some also challenged the consultation process.

Responses to Proposal 7 - Transport for Children with SEN

2 parent letters

These sought clarity on the criteria to be used to assess the need for free transport and concerns that this should be robust.

The majority of parents who wrote letters also filled in consultation questionnaires and have also been counted in the consultation responses. It is not possible to verify if all these parents responded to the consultation.

Petitions

A written petition was received opposing Proposal 2 – Denominational Transport. The petition is listed formally on the Executive Agenda under Item 6. The petition is from 124 residents of Central Bedfordshire who are asking for the continuation of school buses for all children going to a Faith School in Central Bedfordshire.

Appendix C Spreadsheet 1 - Home to School Transport Consultation Headline Results 02.03.10

Valid % = percentage based on the number of respondents who gave a valid answer to the question, excluding those who responded Don't know.
Where cross tabulated results are provided, percentages are based on the total number of respondents who indicated their interest in this consultation as per the options provided in Q2. Please note respondents were able to pick more than one option as their interest in this consultation.
Caution must be taken when looking at cross tabulated results by interest types due to small numbers of responses for some interest types. Only 8 people responded as an employee or governor of denominational school and only 3 people responded as an employee or governor of a special school.
Responses to each of the proposal have been analysed by those who have indicated their children currently do/ do not receive free school transport .

Total number of responses	313
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Q2. Please indicate your interest in this consultation

	Frequency	%
Parent of a child at a mainstream school	107	34
Parent of a child at a denominational school	97	31
Parent of a child at a special school	56	18
Employee or Governor of a mainstream school	23	7
Employee or Governor of a denominational school	8	3
Employee or Governor of a special school	3	1
Other	32	10

Other types of interest specified are provided in a separate worksheet in verbatim

Q3If you are a parent, do any of your children currently receive free transport to and from School?

	Frequency	%	Valid %
Yes	210	67	76
No	67	21	24
Total	277	88	100
Missing	36	12	
Total	313	100	

Proposal 1 - Road Safety Criteria

The Council proposes to start the re-assessment of routes on road safety grounds from 1 April 2010. These re-assessments may result in changes to current entitlement to free transport on road safety grounds.

Q4Do you agree or disagree with proposal 1?

	Frequency	Percent	Valid Percent
Agree	160	51	63
Disagree	94	30	37
Total	254	81	100
Missing	17	5	
Don't know	42	13	
Total	313	100	

Q4Do you agree or disagree with proposal 1?

		Agree	Disagree
Parent of a child at a mainstream school	Count	56	33
	%	52%	31%
Parent of a child at a special school	Count	24	17
	%	43%	30%
Parent of a child at a denominational school	Count	44	39
	%	45%	40%
Employee or Governor of a mainstream school	Count	21	2
	%	91%	9%
Employee or Governor of a special school	Count	2	1
	%	67%	33%
Employee or Governor of a denominational school	Count	7	1
	%	88%	13%

Analysis of Proposal 1 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	98	73	171
	%	57%	43%	100%
Does not receive free school transport	Count	39	15	54
	%	72%	28%	100%
Total	Count	137	88	225
	%	61%	39%	100%

Proposal 2 - Denominational Transport

The Council proposes to end the provision of transport to denominational schools with effect from 1 September 2010. This proposal does not affect the entitlement to transport for families with a low income as set out in the consultation document.

Q6 Do you agree or disagree with proposal 2?

	Frequency	%	Valid %
Agree	104	33	39
Disagree	164	52	61
Total	268	86	100
Missing	10	3	
Don't know	35	11	
Total	313	100	

Q6 Do you agree or disagree with proposal 2?

		Agree	Disagree
Parent of a child at a mainstream school	Count	52	39
	%	49%	36%
Parent of a child at a special school	Count	26	10
	%	46%	18%
Parent of a child at a denominational school	Count	7	87
	%	7%	90%
Employee or Governor of a mainstream school	Count	17	5
	%	74%	22%
Employee or Governor of a special school	Count	2	1
	%	67%	33%
Employee or Governor of a denominational school	Count		8
	%		100%

Analysis of Proposal 2 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	68	108	176
	%	39%	61%	100%
Does not receive free school transport	Count	27	33	60
	%	45%	55%	100%
Total	Count	95	141	236
	%	40%	60%	100%

Proposal 3 - Permanently Excluded Pupils

The Council proposes to provide transport based on distance criteria, with all requests for transport inside the distance criteria referred to the Director or nominee for consideration against criteria which will be agreed with the School Forum on an annual basis.

Q8 Do you agree or disagree with proposal 3?

	Frequency	%	Valid %
Agree	134	43	60
Disagree	91	29	40
Total	225	72	100
Missing	23	7	
Don't know	65	21	
Total	313	100	

Analysis of Proposal 3 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	86	67	153
	%	56%	44%	100%
Does not receive free school transport	Count	32	17	49
	%	65%	35%	100%
Total	Count	118	84	202
	%	58%	42%	100%

Proposal 4 - Medical Needs

The Council proposes to continue with existing arrangements where transport is requested for a child to attend their catchment or nearest school and the need is endorsed by a child's GP or Consultant.

Q10 Do you agree or disagree with proposal 4?

	Frequency	%	Valid %
Agree	251	80	93
Disagree	18	6	7
Total	269	86	100
Missing	19	6	
Don't know	25	8	
Total	313	100	

Analysis of Proposal 4 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	166	14	180
	%	92%	8%	100%
Does not receive free school transport	Count	58	4	62
	%	94%	6%	100%
Total	Count	224	18	242
	%	93%	7%	100%

Proposal 5 - Pupils in Year 10 and 11

The Council proposes that where a child in years 10 and 11 has to move in exceptional circumstances to a new address in Central Bedfordshire they will be provided with transport from their new address to their previous school, as long as they have completed at least one term in year 10 at their previous school.

Q12 Do you agree or disagree with proposal 5?

	Frequency	%	Valid %
Agree	199	64	80
Disagree	50	16	20
Total	249	80	100
Missing	20	6	
Don't know	44	14	
Total	313	100	

Analysis of Proposal 5 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	135	34	169
	%	80%	20%	100%
Does not receive free school transport	Count	39	14	53
	%	74%	26%	100%
Total	Count	174	48	222
	%	78%	22%	100%

Proposal 6 - Looked After Children, Refugees and Asylum Seekers

The Council proposes that Looked After Children and Refugees and Asylum Seekers are supported to attend schools that best meet their needs. This may mean that transport will be provided to schools where the distance criteria are not met.

Q14 Do you agree or disagree with proposal 6?

	Frequency	%	Valid %
Agree	124	40	53
Disagree	110	35	47
Total	234	75	100
Missing	21	7	
Don't know	58	19	
Total	313	100	

Analysis of Proposal 6 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	78	81	159
	%	49%	51%	100%
Does not receive free school transport	Count	24	26	50
	%	48%	52%	100%
Total	Count	102	107	209
	%	49%	51%	100%

Proposal 7 - Special Educational Needs

For those children who live more than the statutory distance between home and the nearest school that can meet their needs, transport will be provided. For those children who live within the statutory distance their Assessment will include consideration of whether, with parental support, a child could reasonably be expected to walk to school. Where this is not possible the need for transport will be provided free of charge. Entitlement will be reviewed annually.

Q16 Do you agree or disagree with proposal 7?

	Frequency	%	Valid %
Agree	219	70	84
Disagree	43	14	16
Total	262	84	100
Missing	19	6	
Don't know	32	10	
Total	313	100	

Q16 Do you agree or disagree with proposal 7?

		Agree	Disagree
Parent of a child at a mainstream school	Count	82	11
	%	77%	10%
Parent of a child at a special school	Count	30	19
	%	54%	34%
Parent of a child at a denominational school	Count	68	11
	%	70%	11%
Employee or Governor of a mainstream school	Count	19	2
	%	83%	9%
Employee or Governor of a special school	Count	2	1
	%	67%	33%
Employee or Governor of a denominational school	Count	7	1
	%	88%	13%

Analysis of Proposal 7 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	145	30	175
	%	83%	17%	100%
Does not receive free school transport	Count	49	10	59
	%	83%	17%	100%
Total	Count	194	40	234
	%	83%	17%	100%

Proposal 8 - Concessionary Places on School Contract Vehicles

The benefits taken into account when assessing whether free transport will be provided will be the same as those for families with a low income.

Q18 Do you agree or disagree with proposal 8?

	Frequency	%	Valid %
Agree	156	50	70
Disagree	66	21	30
Total	222	71	100
Missing	30	10	
Don't know	61	19	
Total	313	100	

Analysis of Proposal 8 based on responses from parents with children currently receiving/ not receiving free school transport.

		Agree	Disagree	Total
Receives free school transport	Count	95	47	142
	%	67%	33%	100%
Does not receive free school transport	Count	40	15	55
	%	73%	27%	100%
Total	Count	135	62	197
	%	69%	31%	100%

Respondents profile

Q20Are you male or female?

	Frequency	%	Valid %	Central Beds profile (%)
Female	210	67	71	50
Male	85	27	29	50
Total	295	94	100	100
Missing	18	6		
Total	313	100		

Source: Office for National Statistics, Mid Year Population Estimates 2008

Q21What is your age?

	Frequency	%	Valid %	Central Beds profile (%)
Under 20 yrs	3	1	1	25
20-29 yrs	6	2	2	12
30-44yrs	152	49	52	23
45-59 yrs	119	38	40	21
60-64 yrs	9	3	3	6
65-74 yrs	5	2	2	8
75+	1	0	0	6
Total	295	94	100	100
Missing	18	6		
Total	313	100		

Source: Office for National Statistics, Mid Year Population Estimates 2008

Q22Do you consider yourself to be disabled?

	Frequency	%	Valid %	Central Beds profile (%)
Yes	16	5	6	14
No	273	87	94	86
Total	289	92	100	100
Missing	24	8		
Total	313	100		

Source: 2001 Census

Q23 To which of these groups do you consider you belong?

	Frequency	%	Valid %	Central Beds profile (%)
White British	262	84	93	93
Asian or Asian British	5	2	2	3
Mixed	4	1	1	2
Black or Black British	2	1	1	2
Other	10	3	4	
Total	283	90	100	100
Missing	30	10		
Total	313	100		

Source: Estimated resident population by ethnic group mid-2007 (experimental statistics)

Q23a. Other ethnicity specified (verbatim comments)

White European (why is this not a recognised group?)

Brazilian

Q24 What is your religion or belief?

	Frequency	%	Valid %	Central Beds profile (%)
Christian	213	68	76	75
No religion	47	15	17	17
Hindu	3	1	1	0.4
Jewish	2	1	1	0.2
Buddhist	1	0	0	0.1
Other	16	5	6	7
Total	282	90	100	100
Missing	31	10		
Total	313	100		

Source: 2001 Census

Q24a. Other religion specified (verbatim comments)

Methodist church

Roman Catholic (x3)

Q25 Does your child have a disability?

	Frequency	%	Valid %	Central Beds profile (%)
Yes	66	21	23	4
No	217	69	77	96
Total	283	90	100	100
Missing	30	10		
Total	313	100		

Source: 2001 Census % of 0-15 year olds with long term limiting illness

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**Appendix C Spreadsheet 2 - Home to School Transport Consultation
Comments 2010**

Comments made in relation to each of the proposals have been coded and grouped into common themes. These are summarised in the table below.

Percentages provided are based on the total number of respondents to the consultation as a whole (313 people).

It is important to note that a small number of parents of children receiving transport to denominational schools commented on each proposal being unfavourable to children attending faith schools throughout the consultation document.

Proposal 1 - Road Safety Criteria

The Council proposes to start the re-assessment of routes on road safety grounds from 1 April 2010. These re-assessments may result in changes to current entitlement to free transport on road safety grounds.

	Count	%
Safety concerns over pavements and lighting for walking routes, gritting of roads	39	12
No changes to current free school transport entitlement	13	4
Concern over increased volume of cars/ impact on roads	11	4
Safety concerns over children walking to school	10	3
More information about assessment/ process of determining who is eligible	9	3
Free school transport to all children in full time education	9	3
Requested clarification of details outlined i.e. financial information	7	2
Encourage children to walk to school/ build confidence	6	2
Reviews should be carried out regularly	6	2
Proposed changes discriminate against children attending faith schools	5	2
Positive about reassessment of routes on safety grounds	4	1
Existing recipients of free school transport should continue to receive for the remainder of school attendance. Changes in entitlement to be introduce to new applicants.	4	1
Review of school transport should not be financially driven	4	1
Maintain free school transport for children within school catchment area but too far to walk	3	1
Agree with proposal	3	1
Proposed changes should not be at the detriment of children with special needs/ mobility issues	3	1
Proposals would make it difficult to get children to school	3	1
Council to suggest alternatives to transport i.e. car clubs/pools, electric transport, analysis of local areas to determine issues	2	1
Disagree with changes to entitlement for denominational school	2	1
More public transport along school routes	2	1
More opportunity for parents to be involved/ informed in the proposed changes before implementation	2	1
Bedfordshire's appointed bus service/ travel providers (i.e. private hire taxi's) must improve its safety i.e. implement seat belts, child booster seats	1	0
Changes should take other factors into account i.e. availability of local public transport, age of children, weather conditions, level of daylight	1	0.3
Review of safety of routes will increase the number of children entitled	1	0.3
Proposed changes are unfavourable to working parents	1	0.3
Proposal poses barrier/ disruption to education	1	0.3
Removal of free transport would increase cost burden on families	1	0.3
Provide chargeable transport system; cost met by parents/ church	1	0.3
Free transport allocated if distance to school is very far	1	0.3
Need more information/ don't understand proposal	1	0.3
Other	4	1.3

Proposal 2 - Denominational Transport

The Council proposes to end the provision of transport to denominational schools with effect from 1 September 2010. This proposal does not affect the entitlement to transport for families with a low income as set out in the consultation document.

	Count	%
Proposed changes discriminate against children attending faith schools	39	12
Proposals impact on parental choice of schools	34	11
Proposal poses barrier/ disruption to education	19	6
Removal of free transport would increase cost burden on families	18	6
Existing recipients of free school transport should continue to receive for the remainder of school attendance. Changes in entitlement to be introduced to new applicants.	18	6
Parents should be responsible for getting children to school i.e. paying for transport, making arrangements	16	5
Concern of increased volume of cars/ impact on roads	15	5
Proposed changes are unfavourable to working parents	10	3
Proposals would make it difficult to get children to school	10	3
Clarification of details outlined i.e. financial information	8	3
Provide chargeable transport system; cost met by parents/ church	7	2
Safety concerns over pavements and lighting for walking routes, gritting of roads	6	2
Agree with proposal	6	2
More public transport along school routes	6	2
Disagree with changes to entitlement for denominational school	7	2
Council to suggest alternatives to transport i.e. car clubs/pools, electric transport, analysis of local areas to determine issues	4	1
Make school transport subsidised	4	1
Review of school transport should not be financially driven	3	1
Free school transport to all children in full time education	2	1
Proposed changes should not be at the detriment of children with special needs/ mobility issues	2	1
Criticism of consultation process (shorter consultation period than good practice suggests)	2	1
Tailored assessment according to needs	2	1
Disagree with means tested approach	2	1
More information about assessment/ process of determining who is eligible	1	0.3
Safety concerns over children walking to school	1	0.3
Children should attend closest school	1	0.3
Free transport allocated if distance to school is very far	1	0.3
Refugees and asylum seekers should not receive free school transport	1	0.3

Proposal 3 - Permanently Excluded Pupils

The Council proposes to provide transport based on distance criteria, with all requests for transport inside the distance criteria referred to the Director or nominee for consideration against criteria which will be agreed with the School Forum on an annual basis.

	Count	%
Why should we bear the cost of bad behaviour / it's the parental responsibility/ cost	15	5
It's important to provide transport to ensure these vulnerable/ disaffected pupils attend school	11	4
Requested more information/ detail	11	4
Agree with proposal	7	2
This is rewarding bad behaviour/ having to pay for own transport might act as a deterrent	7	2
This is discriminating against children who attend faith schools	6	2
Should consider other transport options (e.g. local buses)/ creative & sustainable options	6	2
Disagree with excluded pupils having free transport	5	2
Distance should not be the only criteria, the route and capability of child should also be considered	4	1
There will be an increase in cars due to parents driving children to school.	3	1
More public transport along school routes	2	1
Proposal poses barrier/ disruption to education	2	1
Free transport allocated if distance to school is very far	2	1
Proposed changes should not be at the detriment of children with special needs/ mobility issues	2	1
Safety concerns over children walking to school unattended	1	0.3
Removal of free transport would increase cost burden on families	1	0.3
Free school transport to all children in full time education	1	0.3
Safety concerns over pavements and lighting for walking routes, gritting of roads	1	0.3
Other/ miscellaneous	6	2

Proposal 4 - Medical Needs

The Council proposes to continue with existing arrangements where transport is requested for a child to attend their catchment or nearest school and the need is endorsed by a child's GP or Consultant.

	Count	%
Agree with proposal	6	2
This is discriminating against children who attend faith schools	5	2
If a child has medical problems that means they cannot get to school themselves transport should be provided	4	1
Depends on the medical condition	3	1
All children should be encouraged to walk to school to reduce traffic/ cars or because it's the parents responsibility to get them to school	2	1
The criteria is too limiting/ criteria needs to be flexible	2	1
It is not easy to get GP sign off/ burdensome for GPs	2	1
Need more clarity over legal responsibility of the Council in respect to medical needs	2	1
Every child should attend their closest school	1	0.3
Other health professionals should be able to recommend transport (e.g. psychologists)	1	0.3
GPs should not have to endorse transport need if the child's statement recommends transport	1	0.3
A quicker more effective evaluation method is needed	1	0.3
Checks are needed to assess the validity of the claim	1	0.3
Much of this transport is by taxi which is expensive	1	0.3
Transport should only be provided if requested by a consultant	1	0.3
Every other child is being discriminated against	1	0.3
This should be means tested	1	0.3
More public transport along school routes	1	0.3
Other/ miscellaneous	6	2

Proposal 5 - Pupils in Year 10 and 11

The Council proposes that where a child in years 10 and 11 has to move in exceptional circumstances to a new address in Central Bedfordshire they will be provided with transport from their new address to their previous school, as long as they have completed at least one term in year 10 at their previous school.

	Count	%
Agree with proposal	16	5
What are the limits/ criteria/ "exceptional circumstances"? These need more explanation	16	5
Everything needs to be done to support these children to stay in education and provide consistency.	8	3
Parental responsibility/ parents should remain in their preferred catchment area/ if parents move children parents should provide transport	8	3
This is discriminating against children who attend faith schools	5	2
Should not limit to just pupils in year 10 and 11, all education is important.	5	2
Why do they have to have completed one term?	5	2
Removal of free transport will mean my child will now have to move school (some pupils in year 10)	5	2
Assess case by case, each is different.	4	1
Need more information/ don't understand proposal	3	1
Everyone should work to keep the children in their original school	2	1
Disagree with proposal	1	0.3
This seems expensive	1	0.3
Council to suggest alternatives to transport i.e. car clubs/pools, electric transport, analysis of local areas to determine issues	1	0.3
More public transport along school routes	1	0.3
All children to be treated the same regarding transport eligibility	1	0.3
Existing recipients of free school transport should continue to receive for the remainder of school attendance. Changes in entitlement to be introduce to new applicants.	1	0.3
Other/ miscellaneous	2	1

Proposal 6 - Looked After Children, Refugees and Asylum Seekers

The Council proposes that Looked After Children and Refugees and Asylum Seekers are supported to attend schools that best meet their needs. This may mean that transport will be provided to schools where the distance criteria are not met.

	Count	%
All children to be treated the same regarding transport eligibility	28	9
Refugees and asylum seekers should not receive free school transport	18	6
Children should attend closest school	10	3
Proposed changes discriminate against children attending faith schools	7	2
Looked after children should receive free school transport	7	2
Agree with proposal	6	2
Need more information/ don't understand proposal	5	2
Clarification of details outlined i.e. financial information	4	1
Tailored assessment according to needs	4	1
Looked after children should not get preferential treatment	3	1
Encourage children to walk to school/ build confidence	2	1
Children attending denominational schools through parental choice should not be excluded from receiving free school transport.	2	1
Proposed changes are unfavourable to working parents	2	1
Good idea to fill empty spaces on buses	2	1
More information about assessment/ process of determining who is eligible	1	0.3
Bedfordshire's appointed bus service/ travel providers (i.e. private hire taxi's) must improve its safety i.e. implement seat belts, child booster seats	1	0.3
Concern of increased volume of cars/ impact on roads	1	0.3
More public transport along school routes	1	0.3
Review of school transport should not be financially driven	1	0.3
Proposal poses barrier/ disruption to education	1	0.3
Proposals impact on parental choice of schools	1	0.3
Removal of free transport would increase cost burden on families	1	0.3
Parents should be responsible for getting children to school i.e. paying for transport, making arrangements	1	0.3
Support for look after children essential	1	0.3
Other	3	1

Proposal 7 - special Educational Needs

For those children who live more than the statutory distance between home and the nearest school that can meet their needs, transport will be provided. For those children who live within the statutory distance their Assessment will include consideration of whether, with parental support, a child could reasonably be expected to walk to school. Where this is not possible the need for transport will be provided free of charge. Entitlement will be reviewed annually.

	Count	%
Tailored assessment according to needs	13	4
Safety concerns over children walking to school	12	4
Proposed changes should not be at the detriment of children with special needs/ mobility issues	10	3
Clarification of details outlined i.e. financial information	6	2
More information about assessment/ process of determining who is eligible	5	2
Proposal poses barrier/ disruption to education	5	2
Proposals would make it difficult to get children to school	4	1
Free transport allocated if distance to school is very far	4	1
Need more information/ don't understand proposal	4	1
Reviews should be carried out regularly	4	1
No changes to current free school transport entitlement	3	1
Free school transport to all children in full time education	3	1
School transport provides independence for children	3	1
Concern of increased volume of cars/ impact on roads	2	1
Encourage children to walk to school/ build confidence	2	1
Council to suggest alternatives to transport i.e. car clubs/pools, electric transport, analysis of local areas to determine issues	2	1
Agree with proposal	2	1
More opportunity for parents to be involved/ informed in the proposed changes before implementation	2	1
Provide chargeable transport system; cost met by parents/ church	2	1
Bedfordshire's appointed bus service/ travel providers (i.e. private hire taxi's) must improve its safety i.e. implement seat belts, child booster seats	1	0.3
Proposed changes discriminate against children attending faith schools	1	0.3
Existing recipients of free school transport should continue to receive for the remainder of school attendance. Changes in entitlement to be introduce to new applicants.	1	0.3
More public transport along school routes	1	0.3
Removal of free transport would increase cost burden on families	1	0.3
Parents should be responsible for getting children to school i.e. paying for transport, making arrangements	1	0.3
Criticism of consultation process (shorter consultation period than good practice suggests)	1	0.3
Free transport has been beneficial to child education	1	0.3
Free transport for all special schools	1	0.3
All children to be treated the same regarding transport eligibility	1	0.3
Other	5	2

Proposal 8 - Concessionary Places on School Contract Vehicles

The benefits taken into account when assessing whether free transport will be provided will be the same as those for families with a low income.

	Count	%
Proposed changes are unfavourable to working parents	18	6
Removal of free transport would increase cost burden on families	7	2
Free school transport to all children in full time education	5	2
Tailored assessment according to needs	5	2
Need more information/ don't understand proposal	5	2
Good idea to fill empty spaces on buses	5	2
Council to suggest alternatives to transport i.e. car clubs/pools, electric transport, analysis of local areas to determine issues	3	1
Proposal poses barrier/ disruption to education	3	1
Clarification of details outlined i.e. financial information	3	1
Concern of increased volume of cars/ impact on roads	2	1
More public transport along school routes	2	1
More information about assessment/ process of determining who is eligible	1	0.3
Safety concerns over pavements and lighting for walking routes, gritting of roads	1	0.3
Bedfordshire's appointed bus service/ travel providers (i.e. private hire taxi's) must improve its safety i.e. implement seat belts, child booster seats	1	0.3
Proposed changes discriminate against children attending faith schools	1	0.3
Existing recipients of free school transport should continue to receive for the remainder of school attendance. Changes in entitlement to be introduce to new applicants.	1	0.3
Encourage children to walk to school/ build confidence	1	0.3
Agree with proposal	1	0.3
Children attending denominational schools through parental choice should not be excluded from receiving free school transport.	1	0.3
Make school transport subsidised	1	0.3
Children should attend closest school	1	0.3
Provide chargeable transport system; cost met by parents/ church	1	0.3
Free transport allocated if distance to school is very far	1	0.3
All children to be treated the same regarding transport eligibility	1	0.3
Refugees and asylum seekers should not receive free school transport	1	0.3
Disagree with means tested approach	1	0.3

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Meeting: Executive
Date: 9 March 2010
Subject: Senior Management Review
Report of: Cllr Tricia Turner – Leader
Summary: The report provides Executive with the final proposed senior management structures.

Advising Officer: Richard Carr, Chief Executive
Contact Officer: Gordon McFarlane, Acting Assistant Director (HR/OD)
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) Urgent report – initial feedback from stakeholders was received by 22 February 2010, resulting in CMT agreeing final structural proposals.

CORPORATE IMPLICATIONS

Council Priorities:

The implementation of a fit for purpose senior management structure, having achieved a 21.2% cost saving, will contribute to the Council's value for money objectives.

Financial:

The structures (to follow) will deliver a 21.2% cost saving. Against a total staffing budget of £8.13m, this equates to annual savings of approximately £1.725m per annum. Given a reduction in numbers of Heads of Service in SCH&H, a proportion of the saving will fall within the HRA, rather than all from the General Fund.

Clearly, there will be non-recurring costs associated with reducing numbers, and initial estimates of this were contained with in the January Executive report regarding the establishment of a voluntary severance scheme as follows:

20% of total redundancy cost for the whole group £285k
 Total Actuarial strain for all over 50's in the whole group £2.1m
 Approximate Actuarial strain (averaged) for 20% of over 50's £434k

n.b. It is more likely that applications will be received from those who can access their pensions, so the above proportion may be higher than 20%. Those over 50 are approximately 29% of the group, with those aged 50-54 approximately 7% of the group.

Legal:

None directly arising from this report

Risk Management:

Structures have been proposed based on an analysis of future management and leadership capacity, whilst also considering the skills and experience required to run the wide range of complex services.

Staffing (including Trades Unions):

Trade unions have been consulted on draft proposals.

Staff feedback has been received and considered, and we are working with 'at risk' colleagues to maximise options.

Equalities/Human Rights:

We are ensuring that our change management processes are being implemented fairly and transparently, and an Equality Impact Assessment has been carried out in relation to the operation of the voluntary severance scheme.

Community Safety:

None directly arising from this report

Sustainability:

None directly arising from this report

Summary of Overview and Scrutiny Comments:

- Not considered by Overview & Scrutiny

RECOMMENDATION(S):

1. **that the Executive considers and notes the proposed senior management structures for the 4 Directorates and the Office of the Chief Executive, having already delegated implementation of the structure to the Chief Executive.**

Reason for Recommendation(s): The Executive gave the Chief Executive the authority to implement a revised structure that achieves a 20% cost reduction. However, we recognise that Executive Members will wish to consider and note the proposals.

Executive Summary

Revised structures for all Directorates and the Office of the Chief Executive have been consulted on, and feedback has been received and considered. Whilst consultation on detailed implementation is still taking place, it is now possible to define the overarching structures at Assistant Director and Heads of Service level.

Introduction

1. Proposals for senior management structures in three of the four directorates together with the Office of the Chief Executive were published on 11 January 2010.
2. Subsequently, following the appointment of the Director of Customer & Shared Services, proposals for this directorate were published for consultation to the senior management group on 9 February.
3. As part of the consultation process, initial feedback was requested by 22 February, in order that this could be taken into account and modifications made as appropriate
4. Although consultation is ongoing, we do not anticipate that there will be any fundamental changes, based on the feedback we have received to date.

Proposed structures

5. Whilst the proposed structures achieve the required cost reduction, great care has been taken to ensure that the new management arrangements are robust and sustainable and help the Council to focus on its strategic objectives.

Next steps

6. Job descriptions for new and changed roles are currently being produced, and we will then be in a position to begin populating the new structures, using our agreed change management processes.

Appendix:

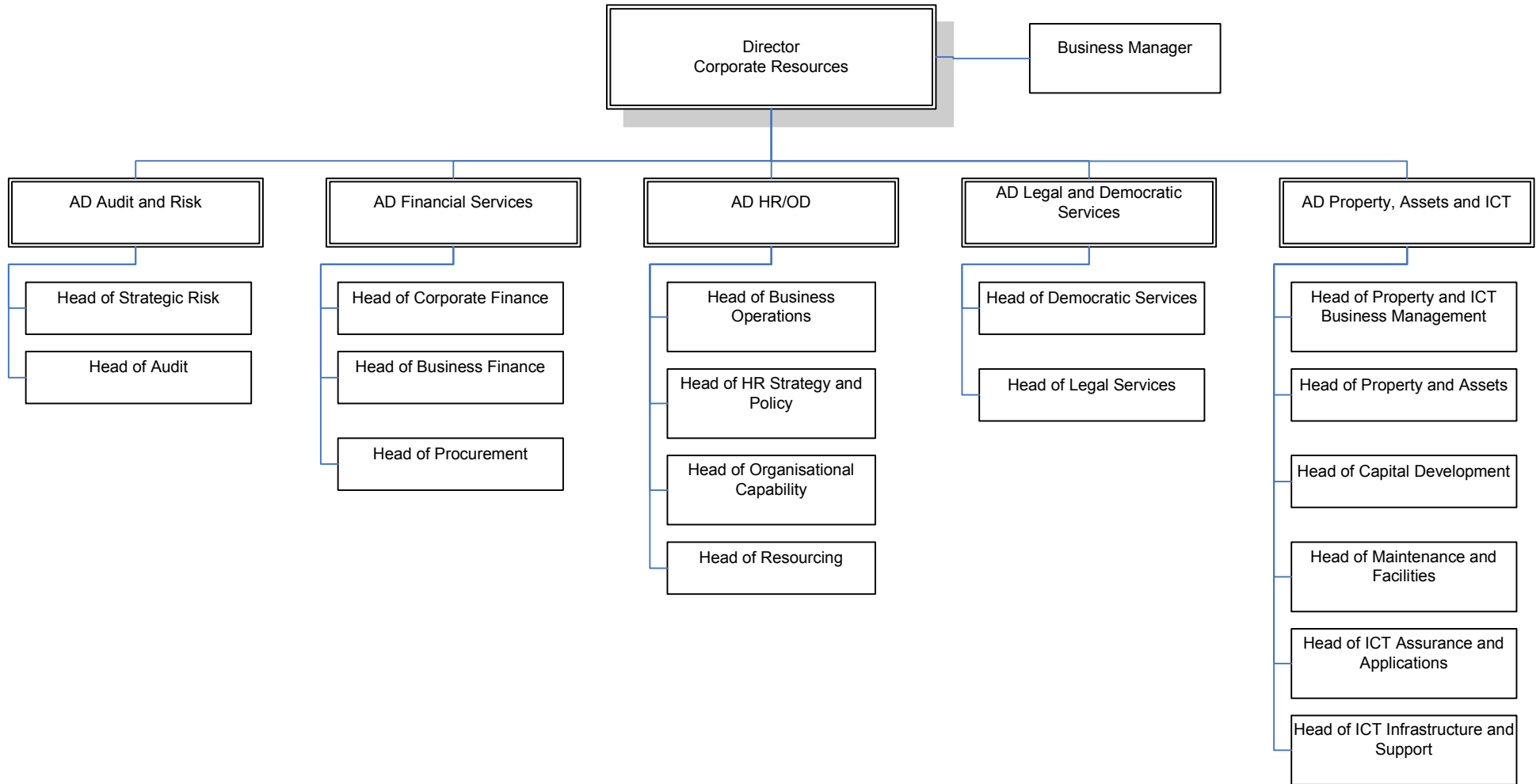
Appendix 1 – Proposed senior management structures

Background Papers: (open to public inspection)
None

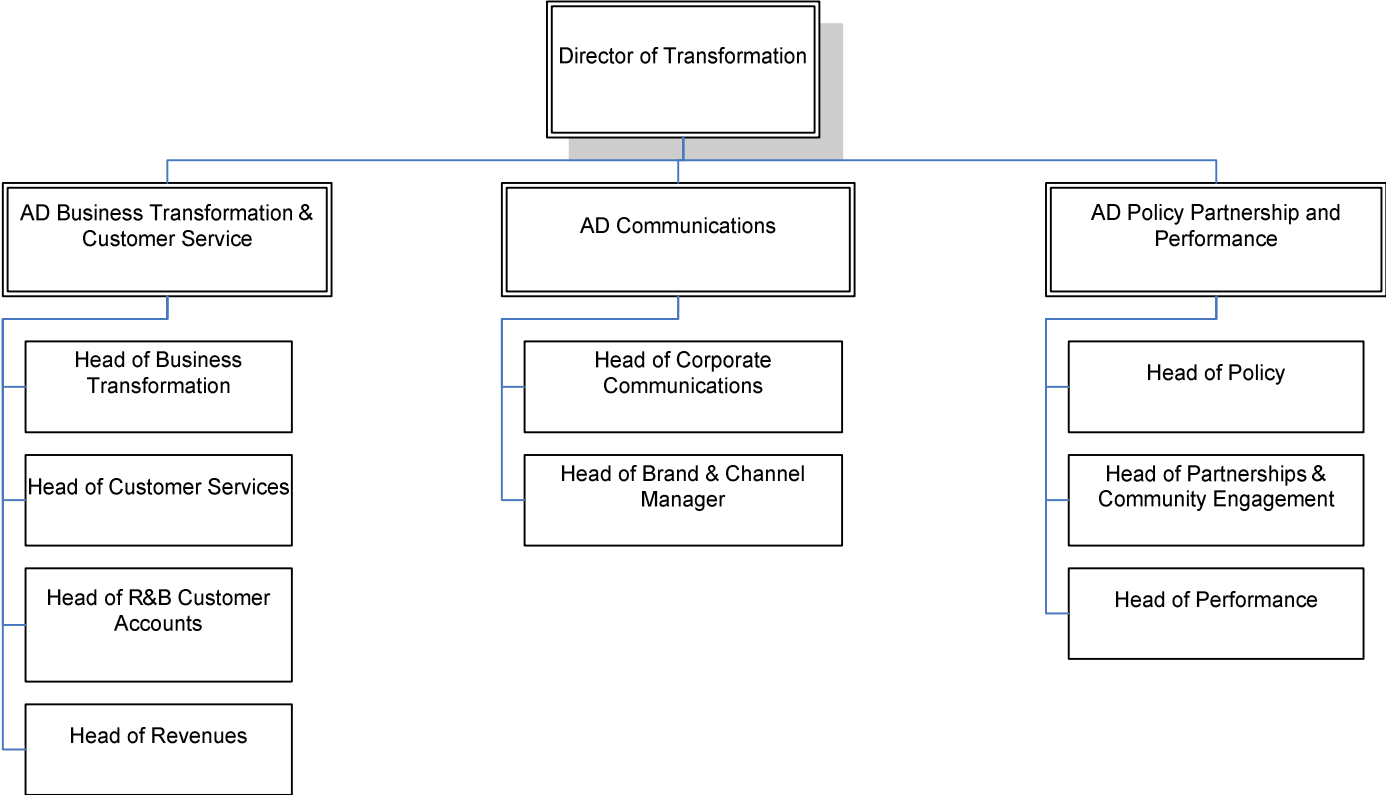
Location of papers: N/A

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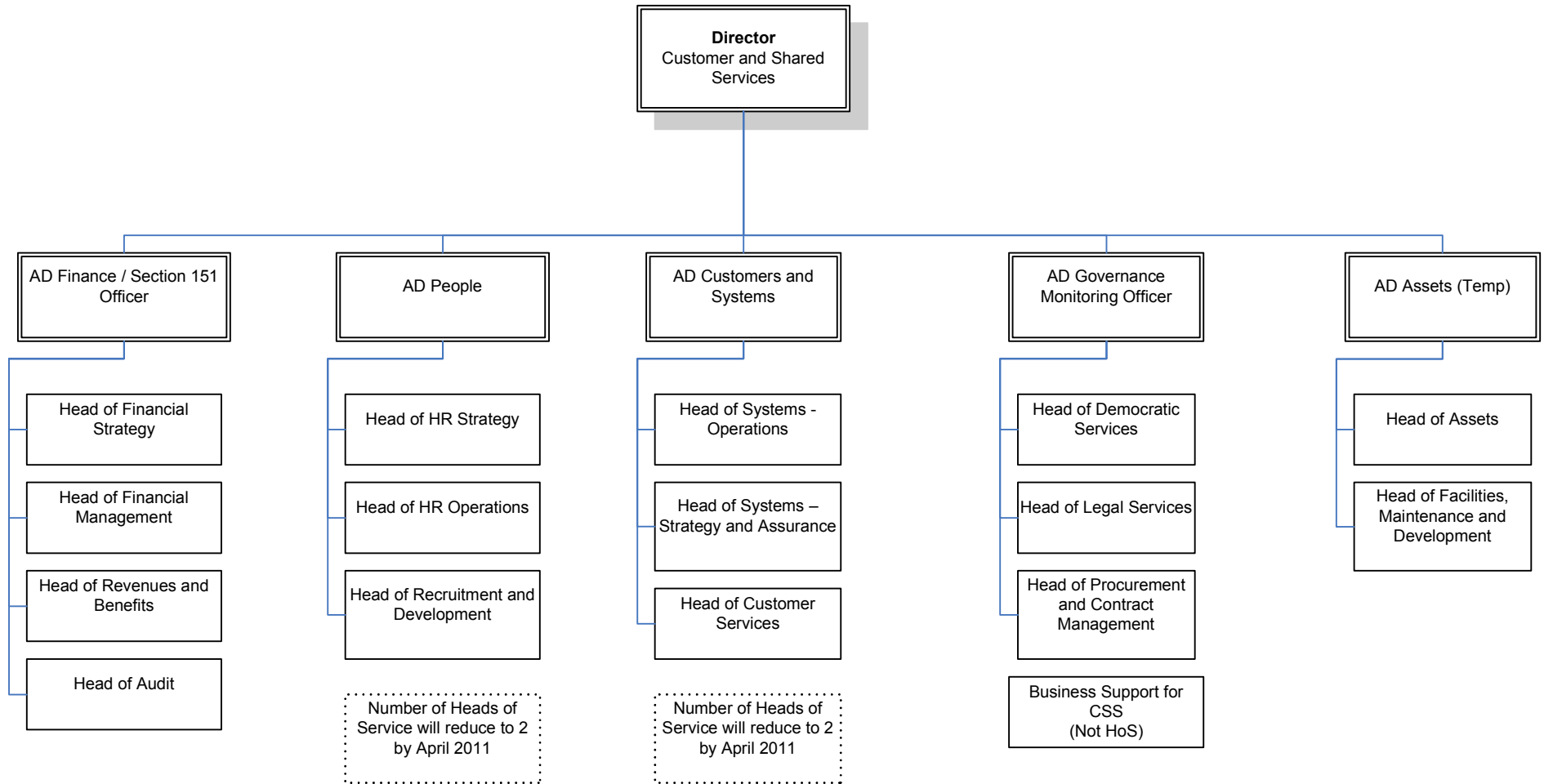
Current Corporate Resources Structure



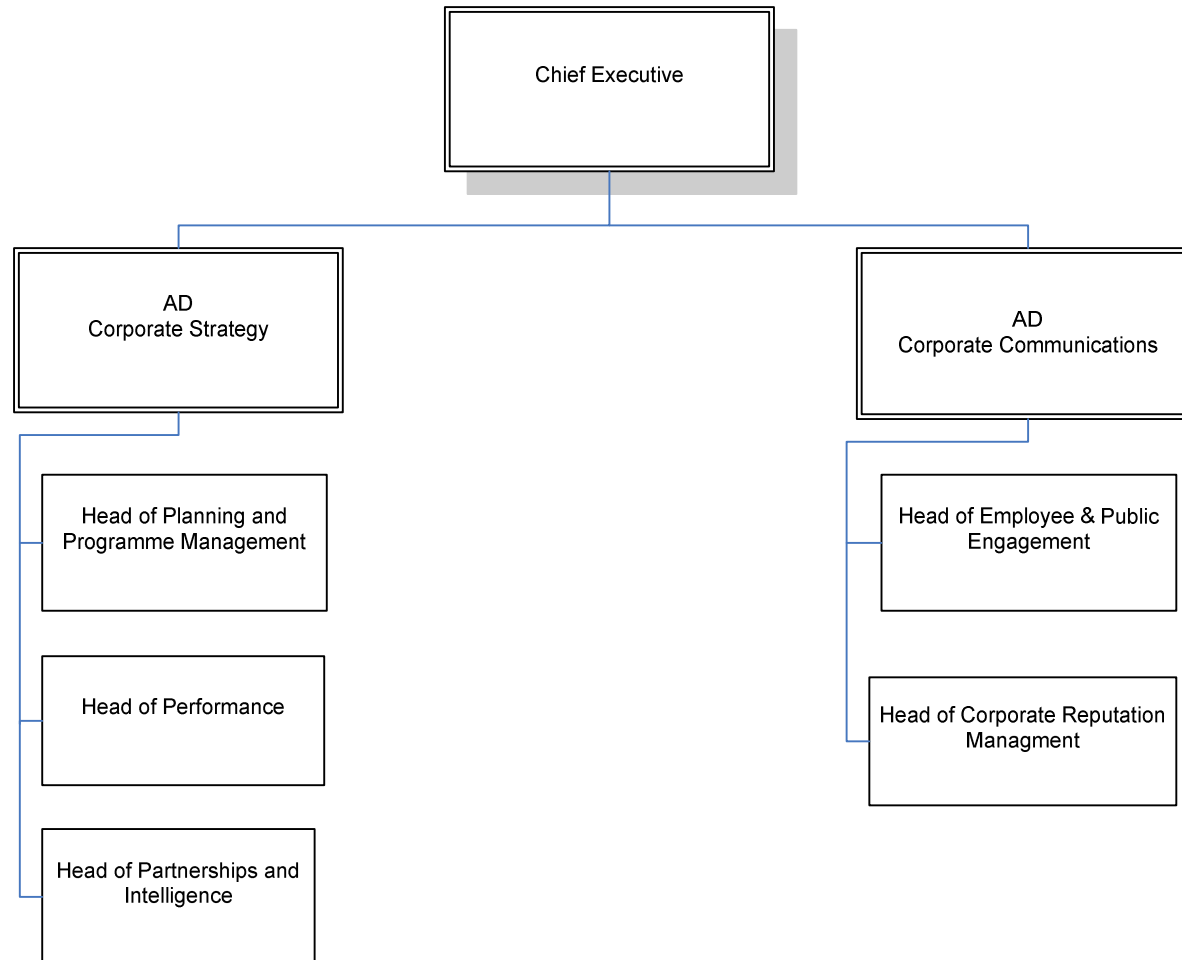
Current Business Transformation Structure



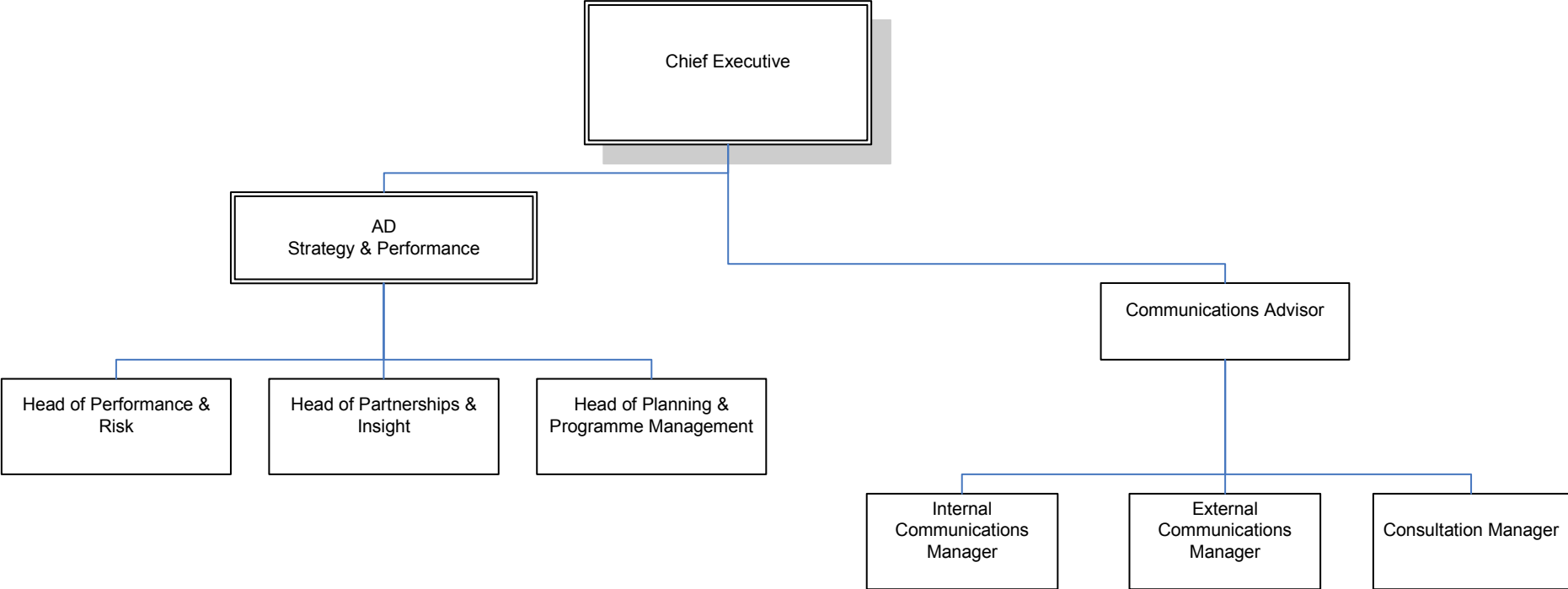
Proposed Customer and Shared Services



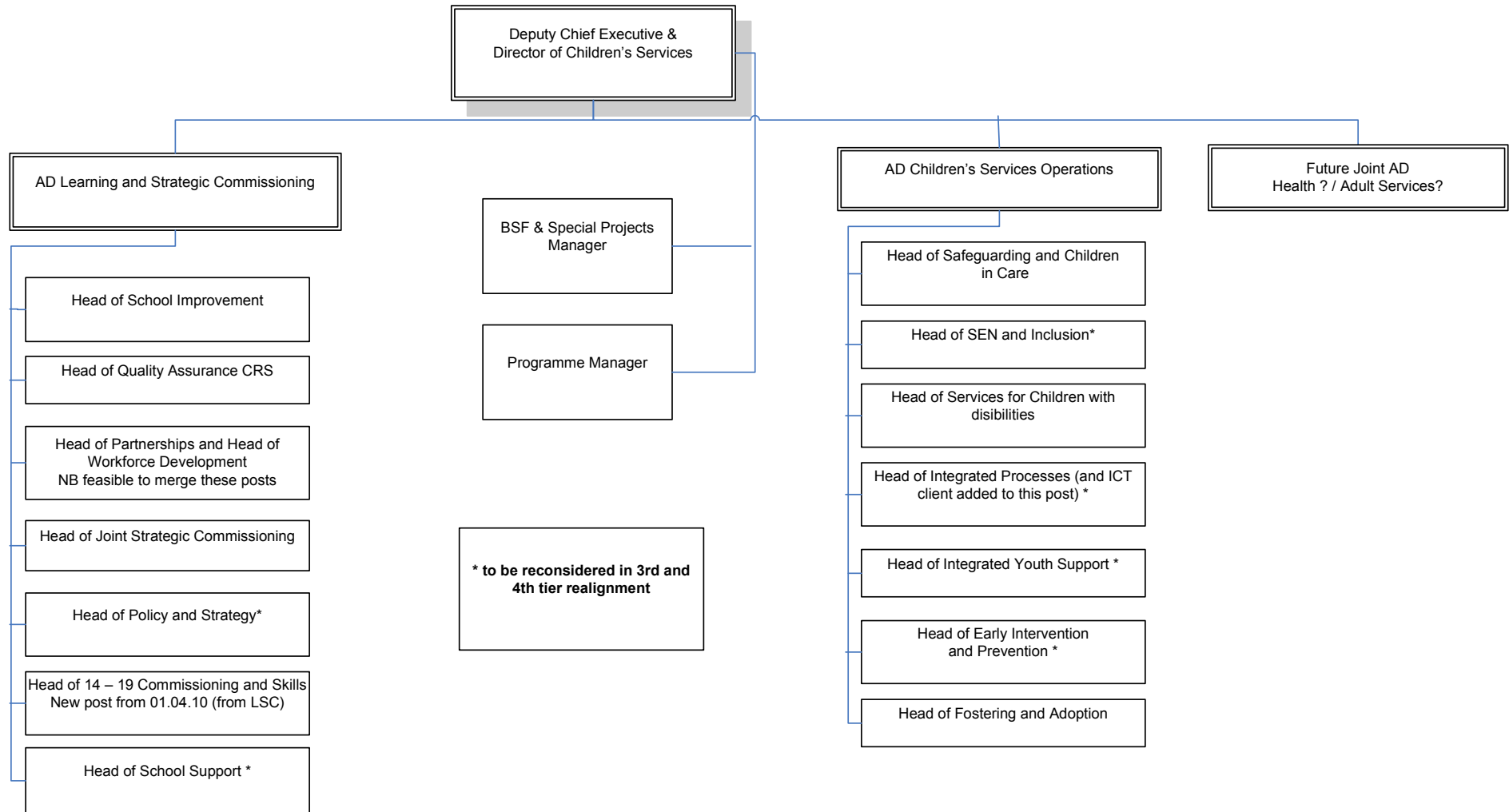
Office of the Chief Executive (January 2010)



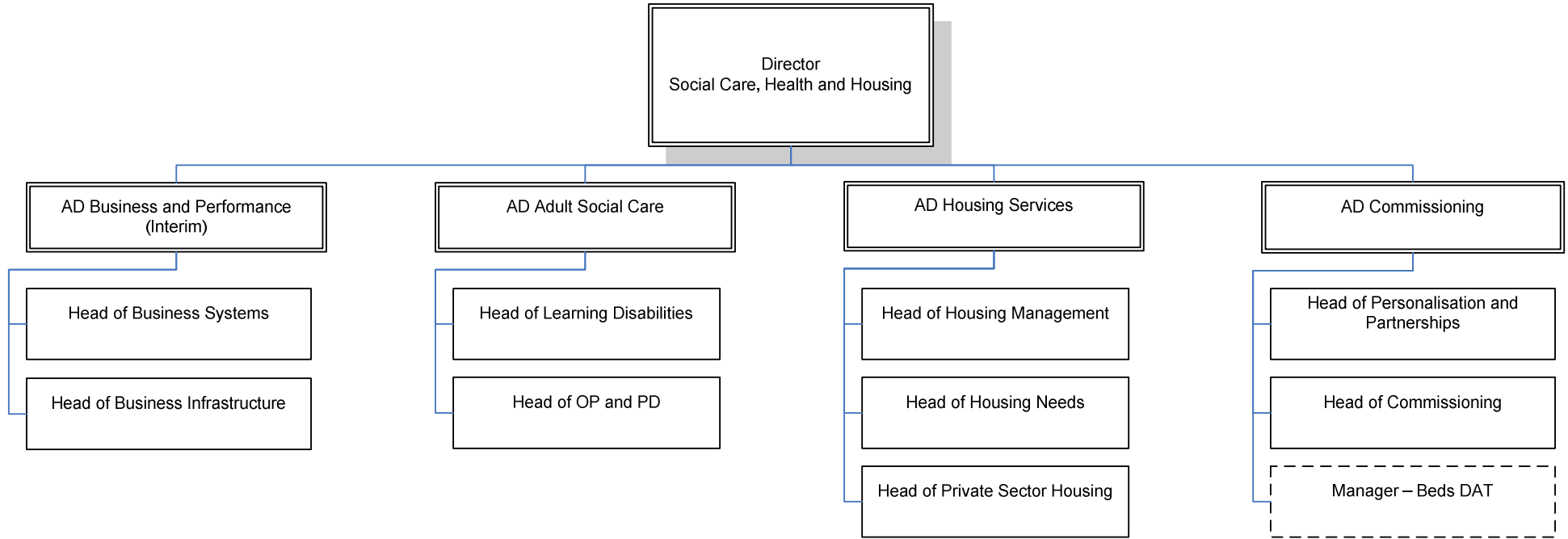
Proposed Office of the Chief Executive (March 2010)



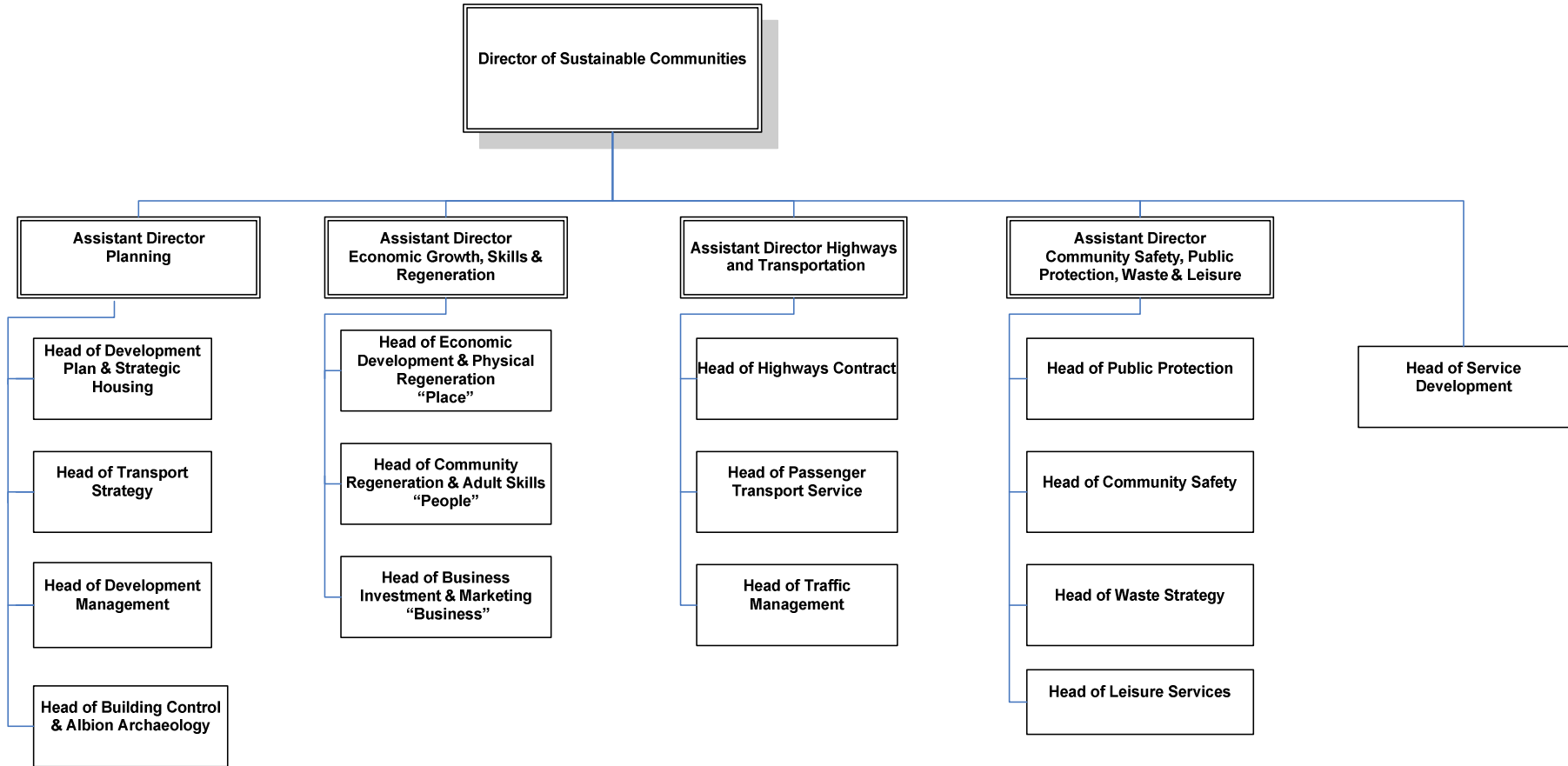
Proposed Children's Services Structure



Proposed Social Care, Health and Housing Structure



Proposed Sustainable Communities Structure



**Central Bedfordshire Council
Forward Plan of Key Decisions
1 April 2010 to 31 March 2011**

- 1) During the period from **1 April 2010 to 31 March 2011**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Member	Portfolio
Cllr Mrs Tricia Turner MBE	Chairman of the Executive and Leader of the Council
Cllr Richard Stay	Vice-Chairman of the Executive and Deputy Leader of the Council and Portfolio Holder for Business Transformation
Cllr Mrs Rita Drinkwater	Portfolio Holder for Housing
Cllr Mrs Carole Hegley	Portfolio Holder for Social Care and Health & Portfolio Champion for Business Transformation
Cllr Maurice Jones	Portfolio Holder for Corporate Resources
Cllr Mrs Anita Lewis	Portfolio Holder for Children’s Services
Cllr Steve Male	Portfolio Holder for Culture and Skills & Portfolio Champion for Business Transformation
Cllr Ken Matthews	Portfolio Holder for Economic Growth and Regeneration
Cllr David McVicar	Portfolio Holder for Safer and Stronger Communities
Cllr Tom Nicols	Portfolio Holder for Sustainable Development & Portfolio Champion for Business Transformation

- 3) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Head of Democratic Services, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 4) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
12 May 2009	01 May 2009
23 June 2009	15 June 2009
21 July 2009	13 July 2009
18 August 2009	10 August 2009
15 September 2009	7 September 2009
13 October 2009	5 October 2009
10 November 2009	2 November 2009
8 December 2009	30 November 2009
12 January 2010	4 January 2010
9 February 2010	1 February 2010
9 March 2010	1 March 2010
6 April 2010	25 March 2010

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 April 2010 to 31 March 2011

Key Decisions

Date of Publication: 2 March 2010

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Homelessness Strategy -	To recommend adoption of statutory strategy for Central Bedfordshire	6 April 2010	Social Care, Health & Housing OSC on 2 March 2010.	Report	Cllr Mrs Rita J Drinkwater Comments by 10/03/2010 to Contact Officer: Julie Ogley, Director of Social Care, Health and Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221
2.	Highways Contract Novation -	Following the paper received on 14 April 2009, this paper updates the Executive on progress made on negotiations with Bedford Borough Council (BBC) to secure highways services in Central Bedfordshire. The paper will inform Members of expected dates for novating the existing highways contract and identify any risks/costs to service provision.	6 April 2010		Report	Cllr David McVicar Comments by 10/03/10 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228601

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Statutory proposals to merge Sunnyside and Hitchmead Special Schools -	To consider whether to approve the statutory proposals published on 15th January 2010 to make an enlargement by expansion to Sunnyside and to discontinue Hitchmead	6 April 2010	Informal consultation took place between 14 September and 23 October 2009. Formal consultations including statutory notices.	None.	Cllr Mrs Anita M Lewis Comments by 10/03/10 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522
4.	Agreement of Statutory Community Safety Plans -	To agree the Community Safety Plans and associated plans and strategies including domestic abuse, drugs and alcohol.	6 April 2010	Theamatic Partners Key Stakeholders Responsible Authorities	Report	Cllr David McVicar Comments by 10/03/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
5.	The Central Bedfordshire Council Communication Strategy -	To approve the strategy.	6 April 2010	Consideration will be given by: Portfolio Holder Chief Executive CMT (27 Jan) Business Transformation OSC	Draft Strategy	Portfolio for Business Transformation Comments by 10/03/10 to Contact Officer: Georgina Stanton, Assistant Director Communications georgina.stanton@centralbedfordshire.gov.uk Tel: 0300 300 4438
6.	Business Plan - Central Bedfordshire, Energy and Recycling Project (BEaR) -	To approve the Internal Business Plan for the CBEaR Project for the procurement of an integrated waste treatment facility.	6 April 2010	Consultation will take place with Parish Councils, Ward Members, Portfolio Holders for Safer and Stronger Communities and Corporate Resources and Sustainable Communities Overview and Scrutiny Committee.	Report to Executive and Internal Business Plan	Cllr Budge Wells Comments by 10/03/10 to Contact Officer: Alan Fleming, Project Director, Sustainable Communities alan.fleming@centralbedfordshire.gov.uk Tel: 0300 300 6968

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Web Development Strategy -	To approve the expenditure for the implementation of the proposed web strategy.	6 April 2010	Customer Interviews - 10/11 Dec 09 Service user interviews throughout Dec 09 & Jan 10 Member customer stories 07/01/10	Report	Cllr Richard Stay Comments by 10/03/10 to Contact Officer: Georgina Stanton, Assistant Director Communications georgina.stanton@centralbedfordshire.gov.uk Tel: 0300 300 4438
8.	Etonbury Middle School - provision of additional pupil places / Refurbishment of Tithe Farm Lower School -	To approve the commencement of the capital project.	6 April 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk
9.	Alterations to Arnold Middle School -	To approve the commencement of the capital project.	Portfolio Holder Delegated Decision		Report	Cllr Mrs Anita M Lewis Comments by 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk
10.	Schools Access Initiative -	To approve the draft Schools' Accessibility Strategy and the commencement of the rolling capital.	6 April 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
11.	Specialist Provision for Autistic Spectrum Disorder at Holmemead Middle School -	To approve the commencement of the capital project.	6 April 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk
12.	Teaching/ Learning Practical Food skills at Key Stage 3 at Gilbert Inglefield Middle School -	To approve the commencement of the capital project.	Portfolio Holder Delegated Decision		Report	Cllr Mrs Anita M Lewis Comments on 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk
13.	Teaching / learning Practical Food Skills at Key Stage 3 at Parkfields Middle School -	To approve the commencement of the capital project.	Portfolio Holder Delegated Decision		Report	Cllr Mrs Anita M Lewis Comments by 10/03/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk
14.	Improvements to School Kitchens and Dining Rooms -	To approve the commencement of the capital project.	Portfolio Holder Delegated Decision		Report	Cllr Mrs Anita M Lewis Comments by 10/0/2010 to Contact Officer: Rob Parsons, Community Services Manager rob.parsons@centralbedfordshire.gov.uk

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Social Care and Health Prevention Strategy -	To approve the consultation of the strategy prior to submission to Council.	6 April 2010		Report	Cllr Mrs Carole Hegley Comments by 10/03/10 to Contact Officer: Mr M Janes, Interim Assistant Director, Commissioning mark.janes@centralbedfordshire.gov.uk
16.	Lease of Health Centre, Bedford Square Community Centre to Bedfordshire PCT -	To approve the terms for a 10 year lease at market rent.	6 April 2010		Report	Cllr Maurice R Jones Comments by 10/03/10 to Contact Officer: Peter Burt, MRICS, Estate & Valuation Manager, SBDC peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281
17.	Creasey Park Community Football Development Centre -	To award the building contract to build the Football Development centre.	4 May 2010	Stakeholder group Ward members PFH	Football Foundation Grant Conditions	Cllr Stephen F Male Comments by 07/04/10 to Contact Officer: Jill Dickinson, Community Services Manager jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 2258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
18.	Flitwick Community Football Development Centre and Flitwick Leisure Centre Redevelopment -	To approve a detailed business case for football development, and an outline business case for the provision of the leisure centre. To award design and build contract for football development.	4 May 2010	Sport England Redborne Upper School Flitwick Eagles Football Club The Football Association Flitwick Town Council meeting with PFH on 16 July 2009 agreed current approach to citing the football facilities.	Report	Cllr Stephen F Male Comments by 10/03/10 to Contact Officer Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
19.	Harmonisation of Pay and Grading and Terms and Conditions of Employment for CBC Non-schools based Employees -	To approve the proposals.	4 May 2010		Report and Appendices	Cllr Maurice R Jones Comments by 07/04/10 to Contact Officer: Catherine Jones, Human Resources Manager, MBDC catherine.jones@centralbedfordshire.gov.uk Tel: 01234 228113
20.	Sandy Sports and Recreation Centre Extension -	To appoint the building contract for Sandy Sports and Recreation Centre Extension.	4 May 2010	Stakeholder Group Ward Members Portfolio Holder	Report and October 2009 Executive Report	Cllr Stephen F Male Comments by 07/04/10 to Contact officer: Jill Dickinson, Community Services Manager jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
21.	Climate Change Strategy -	Adoption of the Climate Strategy and approach of the Council to tackling climate change. Agreement and adoption of carbon footprint reduction targets for the Council's services and operations.	4 May 2010	Key staff consulted via Climate Change Management Board	Report and supporting documents	Cllr Richard Stay Comments by 07/04/10 to Contact Officers: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Stephen.mooring@centralbedfordshire.gov.uk
22.	Site Allocations Development Plan Document -	To approve the Document prior to submission to the Planning Inspectorate (May 2010)	4 May 2010	Portfolio Holder (Sustainable Development)	Report	Cllr Tom Nicols Comments by 07/04/10 to Contact Officer: Patrick Akindude, Principal Planning Officer patrick.akindude@centralbedfordshire.gov.uk Tel: 01462 611406
23.	Community Engagement Strategy and Delivery Plan -	Approval of the finalised Strategy and Delivery Plan which follows the key principles agreed at the October Executive.	4 May 2010		Report	Cllr Richard Stay Comments by 07/04/10 to Contact Officer: Ian Porter, Assistant Director Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Equalities Scheme -	Approval of the Council's Equality and Diversity Scheme which sets out the Council's vision and approach to ensuring all sections of the community get high quality services appropriate to their needs and also sets out how the Council will meet its legal responsibilities to ensure equality and diversity is integrated in to its service planning, delivery and human resource systems.	4 May 2010	Portfolio Holder for Business Transformation Divisional Management Teams CBC Equalities Forum Officer Workshops (June - October 2009) The development of the Scheme has included consideration of national and local consultation evidence relating to the nature of inequality.	Report Draft Scheme and Action Plan	Cllr Richard Stay Comments by 07/04/10 to Contact Officer: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Tel: 01234 228269
25.	Building Control Policy -	To approve in order to meet the requirements of the Building Control Performance Standards.	4 May 2010		Report	Cllr Tom Nicols Comments by 07/04/10 to Contact Officer: Peter Keates, Building Control Manager peter.keates@centralbedfordshire.gov.uk Tel: 0300 300 4380

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
26.	Approach to Business Transformation -	To set out the strategic approach for transformation and improvement of the Council to meet its corporate plan vision.	8 June 2010		Report	Cllr Richard Stay Comments by 12/05/10 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 0300 300 4168
27.	Asset Disposal Policy -	To approve the Policy.	8 June 2010		Report and Policy	Cllr Maurice R Jones Comments by 12/05/10 to Contact Officer: Peter Burt, MRICS, Estate & Valuation Manager, SBDC peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Visible Presence -	To consider the options available for Central Bedfordshire to undertake enforcement of a range of environmental and community safety legislation (including the Environmental Protection Act (EPA) and Clean Neighbourhoods and Environment Act (CNEA)) and exploring the role that a uniformed team has in that respect.	8 June 2010	Relevant Portfolio Holders Key Stakeholders Sustainable Communities Overview & Scrutiny Committee – 25 March 2010	Report	Cllr David McVicar Comments by 12/05/10 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
29.	The Remodelling of Customer Services -	To endorse the Customer Services remodelling proposals.	8 June 2010		Report	Cllr Maurice R Jones Comments by 12/05/10 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 0300 300 4168

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
30.	Child in Need Policy -	To agree the policy which sets out the eligibility criteria for services based on the levels of need of children and their families. It responds to the statutory duties to support children in need.	8 June 2010		None.	Cllr Mrs Anita M Lewis Comments by 12/05/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
31.	Sustainable Community Strategy for Central Bedfordshire -	To agree the Sustainable Community Strategy for Central Bedfordshire which sets out the Local Strategic Partnership Board's vision and priorities for the Central Bedfordshire area.	8 June 2010	Wide range of consultation activity with residents, partners and stakeholders, including through: Town & Parish Council Conference (4/11/09), Central Bedfordshire Forum (14/01/10), MORI Residents' Panel (23/1/10) and Third Sector Assembly (3/2/10).	The Central Bedfordshire Sustainable Community Strategy	Cllr Mrs Patricia E Turner MBE Comments by 12/05/10 to Contact Officer: Peter Frazer, Head of Partnerships & Community Engagement peter.frazer@centralbedfordshire.gov.uk Tel: 0300 300 6740
32.	CCTV Service Options -	To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	8 June 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders Sustainable Communities Overview and Scrutiny Committee – May 2010	Report	Cllr David McVicar Comments by 12/05/10 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
33.	Child Poverty Strategy -	To agree the strategy which sets out how the Local Authority and its partners intend to reduce child poverty by 2020. This includes 4 targets (relative low income, material deprivation, absolute poverty and persistent poverty). This also includes a needs assessment to describe the characteristics of child and family within Central Bedfordshire and a joint child poverty strategy which will outline the steps and accountability for the Local Authority and partners.	8 June 2010		Report	Cllr Mrs Anita M Lewis Comments by 12/05/10 Glen Denham, Assistant Director Integrated Services 0-19 glen.denham@centralbedfordshire.gov.uk Tel: 0300 300 6125

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
34.	Adoption of the Central Bedfordshire Housing Strategy 2010 -	The Executive are asked to give approval for the adoption of the strategy and the detailed action plan following consideration of the following points: 1. draft Central Bedfordshire Housing Strategy 2010 2. the consultation responses 3. whether the Housing Strategy will meet the housing needs for Central Bedfordshire 4. any recommendation by the Overview & Scrutiny Committee for Sustainable Communities	8 June 2010	15 January 2010: Key Stakeholders and Partners 28 January 2010: members consultation event Web based consultation December 2009 - February 2010	The Central Bedfordshire Housing Strategy 2010	Cllr Tom Nicols Comments by 12/05/10 to Contact Officer: Zoe Cox, Housing Research & Policy Officer zoe.cox@centralbedfordshire.gov.uk Tel: 0300 300 4479
35.	Consultation on the Draft East of England Plan to 2031 -	To agree the Council's response to the draft plan.	13 July 2010		Report	Cllr Tom Nicols Comments by 15/06/10 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
36.	Safeguarding Annual Report of the Local Safeguarding Children Board -	To receive the report of the LCSB which sets out how Central Bedfordshire and Partners have met their statutory duties of the authority and how we will work with partner agencies locally to ensure that children are safe.	17 August 2010		Report	Cllr Mrs Anita M Lewis Comments by 17/07/10 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
37.	Gypsy and Traveller DPD for Submission -	To agree the Gypsy and Traveller DPD for Submission. This relates to the LDF North area.	14 September 2010	Stakeholders Members of the public Sustainable Communities Overview and Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 1708/2010 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
38.	Local Economic Assessment -	To approve the Central Bedfordshire Local Economic Assessment.	7 December 2010	Stakeholders Members of the public Full public consultation undertaken between August - October	Draft final Local Economic Assessment	Cllr Ken C Matthews Comments by 16/11/10 to Contact Officer: James Cushing, Head of Economic Policy james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council
Forward Plan of Decisions on Key Issues**

The following table sets out the dates on which the Central Bedfordshire Council Forward Plan will be published in 2009/10:

Date of Publication	Period of Plan
08.05.09	1 June 2009 – 31 May 2010
15.06.09	1 July 2009 – 30 June 2010
15.07.09	1 August 2009 – 31 July 2010
13.08.09	1 September 2009 – 31 August 2010
10.09.09	1 October 2009 – 30 September 2010
08.10.09	1 November 2009 – 31 October 2010
05.11.09	1 December 2009 – 30 November 2010
03.12.09	1 January – 31 December 2010
07.01.10	1 February 2010 – 31 January 2011
04.02.10	1 March 2010 – 28 February 2011
04.03.10	1 April 2010 – 31 March 2011
31.03.10	1 May 2010 – 30 April 2011

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Meeting: Executive
Date: 9 March 2010
Subject: Proposed Waste to Energy Facility at Rookery Pit
Report of: Cllr Tom Nicols , Portfolio Holder for Sustainable Communities
Summary: The report proposes that authority for responding to consultations for a waste to energy plant at Rookery Pit be delegated to the Director of Sustainable Communities in consultation with the Portfolio Holder for Sustainable Communities.

Advising Officer: Gary Alderson, Director of Sustainable Communities
Contact Officer: Roy Romans, Team Leader – Minerals and Waste
Public/Exempt: Public
Wards Affected: Ampthill, Cranfield, Maulden and Houghton Conquest, Marston,
Function of: Executive
Key Decision Yes
Reason for urgency To meet the short timescales for responses to be sent.

CORPORATE IMPLICATIONS

Council Priorities:

Managing growth effectively. It ensures that the Authority is able to have an input to a major development proposal in the Marston Vale Growth area.

Financial:

No additional funding for this work is provided to the authority. It needs to be met from existing budgets.

Legal:

The Town and Country Planning Act 2008 sets the legal framework for the determination of major infrastructure projects and this requires consultation with the local authorities.

Risk Management:

Failure to reply within the appropriate timescales may result in the response not being considered as part of the process.

Staffing (including Trades Unions):

None.

Equalities/Human Rights:

There are no implications.

Community Safety:

None.

Sustainability:

None.

Summary of Overview and Scrutiny Comments:

- Not reported to Overview and Scrutiny Committee.

RECOMMENDATION(S):

that the Executive delegate the authority for responding to consultations for a waste to energy plant at Rookery Pit to the Director of Sustainable Communities in consultation with the Portfolio Holder for Sustainable Communities.

Reason for Recommendation(s): So that the Authority is able to respond within short consultation periods.

Background

1. There is a proposal for a 585,000 tonne per annum energy from waste and material recovery facility at Rookery Pit, Stewartby. It is proposed that the facility would process residual waste arising from Central Bedfordshire, Bedford, Luton, Buckinghamshire and adjoining authorities.
2. As the proposal is for an onshore power generating station in England having a capacity in excess of 50 MWe it will be necessary to make an application for a Development Consent Order to the Infrastructure Planning Commission (IPC) in order to authorise its construction and operation.
3. The applicant (Covanta) has started the pre-application consultation process. This is in the form of public exhibitions, local press releases and leaflet drops as well as direct consultation with all the main stakeholders. This will form the basis of a report on consultation which Covanta are required to submit with their application. Central Bedfordshire has been consulted as part of this process.

Timescales

4. As this is a completely new process, the Authority's scheme of delegation does not cover this. It has not been clear until very recently whether the authority to respond was a Council or an Executive decision. The relevant legislation and guidance does not mention how local authorities should deal with this issue.
5. Covanta have been efficient in moving through the process and started the pre-application process on 18 February 2010. The deadline for responding is before 5 April 2010. As this date falls over the Easter holiday, the effective date is 1 April 2010.
6. We have consulted all internal stakeholders on the pre-application information and will be drawing these together in a draft response but this will not be ready for the Executive meeting on 9 March and the next meeting on 6 April will be too late. It is likely that subsequent consultations as part of the process will also be subject to similar time constraints. If this is the case, then a process needs to be agreed to enable a formal response to be made within the set timescale.

Member Involvement

7. We have arranged a briefing opportunity for all Members on Monday 22 March 2010. We have invited Covanta to attend this to explain their proposal and for Members to ask questions. Once Covanta have left, officers will brief Members on the comments received from internal stakeholders and give an outline of the suggested response for Members to discuss.

Appendices:

None

Background Papers: (open to public inspection)

Pre-application Consultation Documents

Location of papers: Priory House, Chicksands and Borough Hall, Bedford

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