

Central
Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ



**TO ALL MEMBERS OF THE
CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE**

07 October 2010

Dear Councillor

**CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE –
MONDAY, 11 OCTOBER 2010**

Further to the Agenda and papers for the above meeting, previously circulated, please find attached the following late report:

15. Work Programme 2010-2011 & Executive Forward Plan

To consider the Committee's current work programme and the latest Executive Forward Plan.

I also attach additional papers to be considered in conjunction with item 10 (Quarter One Performance Report) on the Committee's agenda. The papers are in the form of an extract of performance indicators from a report submitted to the meeting of the Executive held on 28 September 2010.

Should you have any queries regarding the above please contact me.

Yours sincerely

Leslie Manning
Democratic Services Officer

email: leslie.manning@centralbedfordshire.gov.uk
telephone: 0300 300 5132

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Meeting: Customer & Central Services Overview & Scrutiny Committee
Date: 11 October 2010
Subject: Work Programme 2010 – 2011 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Bernard Carter, Overview & Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Customer & Central Services Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Safety:

n/a

Sustainability:

n/a

RECOMMENDATION(S):

1. **that the Customer & Central Services Overview & Scrutiny Committee**
 - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Work Programme

1. Attached at Appendix A is the currently drafted work programme for the Committee.
2. Also attached at Appendix B is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in light grey.
3. The Committee is now requested to consider the work programme attached and amend or add to it as necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Task Forces

4. In addition to consideration of the work programme, Members will also need to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work.

Work Programme for Customer & Central Services Overview & Scrutiny Committee 2010 – 2011

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	11 th October 2010 (R)	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
2.		Quarter 1 Performance Monitoring	To consider performance monitoring information for the first quarter of 2010/11.	
3.		Budget Task Force	To consider the report of the Budget Task Force relating to capital budgeting.	
4.		Efficiencies Programme	To consider a brief status update regarding the Council's Efficiencies Programme.	
5.		Shared Services	To reconsider the issue of shared services in light of the Audit Commission's review and the Council's current progress in managing and monitoring the performance of these services (Members will recall a Task Force was created to review shared services earlier in the year but was held in abeyance pending the Audit Commission's findings and the Council's response to them).	
6.		Customer Relations Quarterly Monitoring Presentation	To consider a presentation relating to the number & type of complaints received by the Council in Q4 of 2009/10 and Q1 of 2010/11.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
7.	15 th November 2010	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
8.		Capital Programme Review	To consider an Executive report regarding a review of the Council's Capital Programme.	
9.		Budget Task Force	To consider a response from the PFH to the Budget Task Force's recommendations regarding capital budgeting.	
10.		Property Portfolio Position Statement	To consider a position statement on the Council's property portfolio and how we most effectively manage it to maximise income.	
11.		Your Space	To consider a post implementation review of the Your Space programme and next steps.	
12.	13 th December 2010 (Reserve)	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
13.		Base Budget 2011/12	To consider budget proposals for 2011/12	
14.		Quarter 2 Budget Monitoring	To consider budget monitoring information for the second quarter of 2010/11	
15.		Quarter 2 Performance Monitoring	To consider performance monitoring information for the second quarter of 2010/11	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
16.	17 th January 2011	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
17.		Draft Budget 2011/12	To consider budget proposals for 2011/12	
18.	21 st February 2011 (Reserve)	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
19.		Quarter 3 Budget Monitoring	To consider budget monitoring information for the third quarter of 20010/11.	
20.	21 st March 2011	Portfolio Holders' Updates	To receive a brief verbal update from respective Portfolio Holders.	
21.		ICT Review	To consider options regarding a wide ranging review of the Council's ICT requirements	
22.		Quarter 3 Performance Monitoring	To consider performance monitoring information for the third quarter of 20010/11	
Other Items to be Considered – Date to be Determined				
23.	tba	Medium Term Accommodation Strategy	To consider the Council's draft medium term accommodation strategy and timetable.	
24.	tba	ICT Strategy	To consider the Council's draft ICT Strategy prior to receipt by the Executive.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
25.	tba	Property Function Restructure	To consider proposals regarding a restructure of the Council's Property function.	
26.	tba	People Strategy	As agreed at the Corporate Resources OSC meeting of 1 March, to consider the underpinning action plans supporting implementation of the Council's People Strategy.	
27.	tba	Treasury Management Strategy	To consider the Council's Treasury Management Strategy prior to Executive consideration.	
28.	tba	Community Engagement Strategy	To consider a progress report regarding implementation of the action plans contained within the Council's Community Engagement Strategy approved by the Executive in June 2010.	
29.	tba	Revenues & Benefits Inspection	To consider the outcomes flowing from an external inspection of the Council's Revenues & Benefits service.	

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 October 2010 to 30 September 2011**

- 1) During the period from **1 October 2010 to 30 September 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	Deputy Leader of the Council and Portfolio Holder for Policy and Performance
Cllr Mrs Rita Drinkwater	Portfolio Holder for Housing
Cllr Mrs Carole Hegley	Portfolio Holder for Social Care and Health
Cllr Maurice Jones	Portfolio Holder for Finance, Governance and People
Cllr Mrs Anita Lewis	Portfolio Holder for Children’s Services
Cllr Steve Male	Portfolio Holder for Customers, Systems and Assets
Cllr Ken Matthews	Portfolio Holder for Economic Growth, Skills and Regeneration
Cllr David McVicar	Portfolio Holder for Safer Communities and Healthier Lifestyles
Cllr Tom Nicols	Portfolio Holder for Sustainable Development

- 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
08 June 2010	27 May 2010
13 July 2010	24 June 2010
17 August 2010	05 August 2010
28 September 2010	16 September 2010
02 November 2010	21 October 2010
07 December 2010	25 November 2010
11 January 2011	23 December 2010
8 February 2011	27 January 2011
15 March 2011	3 March 2011
5 April 2011	24 March 2011
31 May 2011	19 May 2011

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 October 2010 to 30 September 2011

Key Decisions

Date of Publication: 15 September 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.	First Quarter Review of the 2010/11 Capital Programme -	To review the first quarter of the 2010/11 Capital Programme.	2 November 2010		Report	Cllr Maurice R Jones Comments by 02/10/10 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
2.	Central Bedfordshire Empty Homes Strategy -	To consider a Empty Homes Strategy for Central Bedfordshire.	2 November 2010	Portfolio Holder for Housing Executive Consultees Social Care Health and Housing Overview and Scrutiny Committee	Report with proposed Empty Homes Strategy	Cllr Mrs Rita J Drinkwater Comments by 05/10/10 to Contact Officer: Nick Costin, Head Private Sector Housing Email: nick.costin@centralbedfordshire.gov.uk Tel: 0300 300 5219

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.	Award of the Gas Maintenance Contract to Council Housing Properties south of the District -	To award the contract	2 November 2010		Report	Cllr Mrs Rita J Drinkwater Comments by 05/10/10 to Contact Officer: Basil Quinn, Housing Asset Manager Performance Email: basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5202
4.	Local Investment Plan -	To approve the Plan for submission to the Homes and Communities Agency.	2 November 2010		Report	Cllr Ken C Matthews Comments by 05/10/10 to Contact Officer: Jon Cliff, Head of Growth Programme Email: jon.cliff@centralbedfordshire.gov.uk Tel: 0300 300 4373
5.	Central Bedfordshire Housing Strategy 2010 - Draft for Consultation -	The Executive are asked to approve the draft strategy and the detailed action plan as the basis for consultation.	2 November 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 02/10/10 to Contact Officer: Zoe Cox, Housing Research & Policy Officer Email: zoe.cox@centralbedfordshire.gov.uk Tel: 0300 300 4479

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)
6.	Carbon Management Plan -	Adoption of the Carbon Management Plan to set out how the Council will reduce it's carbon footprint, identify the opportunities and projects this will involve and strategy for funding this.	2 November 2010	Executive consulted at May meeting. Consultation with the Portfolio holder on-going.	Draft Carbon Management Plan and supporting documents. The Council's Climate Change Strategy	Cllr Tom Nicols Comments by 02/10/10 to Contact Officer: Richard Fox, Head of Development Plan Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
7.	Budget Management Report - Quarter 2 -	To consider the Quarter 2 Budget Management report.	7 December 2010		Report	Cllr Maurice R Jones Comments by 07/11/10 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
8.	Local Economic Assessment -	To approve the Central Bedfordshire Local Economic Assessment.	7 December 2010		Draft final Local Economic Assessment	Cllr Ken C Matthews Comments by 16/11/10 to Contact Officer: James Cushing, Head of Economic Policy Email: james.cushing@centralbedfordshire.gov.uk Tel: 0300 300 4984

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)
9.	Future Delivery of Music Service -	To consider future delivery of the Music Service	7 December 2010		Report	Cllr Mrs Anita M Lewis Comments by 07/11/10 to Contact Officer: Alison Bray, Head of School Support Email: alison.bray@centralbedfordshire.gov.uk Tel: 0300 300 6825
10.	Draft Budget 2011/12 -	To approve the draft 2011/12 Medium Term Financial Plan and Capital Programme for consultation.	Unspecified	Portfolio Holders Overview & Scrutiny Committees	Report	Cllr Maurice R Jones Comments to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel 0300 300 6147
11.	Review of Fees and Charges -	To review Fees and Charges for 2011/12	11 January 2011		Report	Cllr Maurice R Jones Comments by 11/12/10 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147

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)
12.	Treasury Management Strategy -	To consider the Treasury Management Strategy	11 January 2011		Report	Cllr Maurice R Jones Comments by 15/12/10 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
13.	Adult Social Care Performance Report -	To consider the Adult Social Care Performance Report.	11 January 2011		Report	Cllr Mrs Carole Hegley Comments by 11/12/10 to Contact Officer: Ed Thompson, Assistant Director, Adult Social Care Email: ed.thompson@centralbedfordshire.gov.uk Tel: 01582 818060
14.	Draft Budget and Capital Programme for 2011/12 -	To recommend the draft Draft Budget and Capital Programme to Council on 24 February 2011 for approval.	8 February 2011	Portfolio Holders Overview & Scrutiny Committees	Report	Cllr Maurice R Jones Comments by 05/01/11 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centalbedfordshire.gov.uk Tel: 0300 300 6147

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.	Future Delivery of Pupil Referral Unit -	To consider future delivery.	8 February 2011		Report	Cllr Mrs Anita M Lewis Comments by 07/01/11 Alison Bray, Head of School Support Email: alison.bray@centralbedfordshire.gov.uk Tel: 0300 300 6825
16.	Local Transport Plan 3 -	To consider the LTP3 for recommending onto Council for approval.	8 February 2011	Members, Stakeholders & General Public (01 February 2010 – 31 October 2010). Channels of engagement include: <ul style="list-style-type: none"> • Overview & Scrutiny Cttee (18/01/2011) • Taskforce • Local member & district councillor workshops/meetings • Stakeholder workshops • Householder surveys • On-line presence (myjourney website) • Public exhibitions • Internal briefings • Cross border liaison meetings • Hard copy information distribution to hard to reach groups Press releases	Report	Cllr Tom Nicols Comments by 05/01/11 to Contact Officer: Paul Cook, Head of Transport Strategy Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999

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)
17.	Budget Management Report - Quarter 3 -	To consider the Quarter 3 Budget Management Report.	15 March 2011		Report	Cllr Maurice R Jones Comments by 15/02/11 to Contact Officer: Matt Bowmer, Assistant Director, Finance Email: matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
18.	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.	15 March 2011		Report	Cllr Mrs Anita M Lewis Comments by 05/02/11 to Contact Officer: Martin Pratt, Deputy Director Children Families and Learning and Assistant Director Specialist Services Email: martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4392

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)
19.	Biggleswade Town Centre Strategy and Masterplan -	To consider and formally adopt the Biggleswade town centre strategy and masterplan as a supplementary planning document.	15 March 2011	<p>Non statutory consultation – July 2009 comprising public exhibition</p> <p>Non statutory consultation – 3 July to 27 August 2010, 4 public exhibitions in addition to web and print consultation methods</p> <p>Formal statutory consultation – Early November 2010 for a period of four to six weeks</p>	Biggleswade town centre strategy and masterplan	<p>Cllr Ken C Matthews/ Cllr Tom Nicols</p> <p>Comments to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration</p> <p>Email: liz.wade@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6288</p>
20.	Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2011 - 2012 -	To agree and sign off the Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2011- 12	15 March 2011	<p>Strategic Assessment & Partnership Plan will be considered at the CSP Executive Meeting in November 2010, Overview and Scrutiny Committee in January 2011 and the Local Strategic Partnership in February 2011</p>	Strategic Assessment Priorities & Community Safety Partnership Plan 2011 - 2012	<p>Cllr David McVicar</p> <p>Comments by 10/02/11</p> <p>Jeanette Keyte, Community Safety Manager</p> <p>Email: jeanette.keyte@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5232</p>

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)
NON KEY DECISIONS						
21.	Quarter 2 Performance Report -	To highlight the key Quarter 2 performance for Central Bedfordshire Council	7 December 2010		Report	Cllr Richard Stay Comments by 01/11/10 to Contact Officer: Iain Melville, Head of Performance Email: iain.melville@centralbedfordshire.gov.uk Tel: 0300 300 6024
22.	Quarter 3 Performance Report -	To highlight the key Quarter 3 performance for Central Bedfordshire Council.	15 March 2011		Report	Cllr Richard Stay Comments by 01/02/11 to Contact Officer: Iain Melville, Head of Performance Email: iain.melville@centralbedfordshire.gov.uk Tel: 0300 300 6024
23.	Quarter 4 Performance Report -	To highlight key Quarter 4 performance for Central Bedfordshire Council.	31 May 2011		Report	Cllr Richard Stay Comments by 01/05/11 to Contact Officer: Iain Melville, Head of Performance Email: iain.melville@centralbedfordshire.gov.uk Tel: 0300 300 6024

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**

For the Municipal Year 2010/11 the Forward Plan will be published on the fifteenth day of each month or, where the fifteenth day is not a working day, the working day immediately proceeding the fifteenth day, or in February 2011 when the plan will be published on the fourteenth day:

Date of Publication	Period of Plan
14.05.10	1 June 2010 – 31 May 2011
15.06.10	1 July 2010 – 30 June 2011
15.07.10	1 August 2010 – 31 July 2011
13.08.10	1 September 2010 – 31 August 2011
15.09.10	1 October 2010 – 30 September 2011
15.10.09	1 November 2010 – 31 October 2011
15.11.10	1 December 2010 – 30 November 2011
15.12.10	1 January 2011 – 31 December 2011
14.01.11	1 February 2011 – 31 January 2012
14.02.11	1 March 2011 – 28 February 2012
15.03.11	1 April 2011 – 31 March 2012
15.04.11	1 May 2011 – 30 April 2012