



**TO EACH MEMBER OF THE
EXECUTIVE**

09 October 2009

Dear Councillor

EXECUTIVE - Tuesday 13 October 2009

Following the Chairman's Briefing held on 6 October 2009 for the above meeting, Members were advised as follows:-

7. OVERVIEW AND SCRUTINY MATTERS

Please find attached reports from the following Overview & Scrutiny Committees that met after the despatch of the Executive agenda :-

- Children, Families and Learning – 6 October 2009
- Sustainable Communities – 7 October 2009

9. Quarter 1 Performance Report

Please find attached revised pages of Appendix A to replace pages 92 -95 that were circulated with the main Agenda.

12. Award of the Building cleaning contract to Housing General needs and Sheltered Housing properties

To clarify the figures in Paragraph 8 which sets out the completed tenders received, the tenders received are reproduced below:

Tenderer A - £137,441.29
Tenderer B - £301,111.93
Tenderer C - £296,428.00

13. **Budget Monitoring Report 2009/10 as at 31 August 2009**

Please find attached updated report on the budget position at 31 August 2009.

14. **Central Bedfordshire Council Members' Acceptable Use Policy**

Please find attached a revised Appendix A which clarifies in Paragraphs 8, 10 and 11 where the Members' Acceptable Policy refers to Council supplied equipment.

15. **Potton Community Centre**

Paragraph 4 of the report circulated with the agenda has been revised as follows:-

The Corporate Asset Management Group (CAMG) supported the transfer of the asset to the community by way of a long lease thereby retaining some control over the best use of the property.

16. **Review of Fees and Charges Policy**

At paragraph 1.3 on page 245 and paragraph 7.4 on page 251 where it states the policy of the Council when charges are reviewed concessions should also be considered for the following groups, that people in receipt of higher rate disability living allowance, be added to the list.

17. **Strategic Commissioning Framework for Children in Central Bedfordshire**

Following the deliberations of the Children & Young People Overview and Scrutiny Committee on the 6 October the following changes have been made to the Strategic Commissioning Framework for Children in Central Bedfordshire report:

1. Where the report and the Framework document states the term "Commissioning Executive" this should be replaced by "Commissioning Sub Groups".
2. That the following recommendation be added to the recommendations in the report attached to the agenda:

"The Children's Trust Board be asked to consider the involvement of an external view of the process and report on their commissioning activity."

21. **Local Transport Plan**

Please find attached an addendum to the report.

22. **Forward Plan**

To receive the Forward Plan which covers the period from 1 November 2009 to 30 November 2010.

Should you have any queries regarding the above please contact Devina Lester, Senior Democratic Services Officer on Tel: 01234 228857.

Yours sincerely

Devina Lester
Senior Democratic Services Officer
email: devina.lester@centralbedfordshire.gov.uk

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EXECUTIVE, 13 OCTOBER 2009

**RESPONSE OF THE CHILDREN, FAMILIES & LEARNING
OVERVIEW & SCRUTINY COMMITTEE, 6 OCTOBER 2009 TO:**

Item 10 Strategic Commissioning Framework for Children in Central Bedfordshire

- 1.1 At its meeting of 6 October 2009, the Children, Families and Learning Overview & Scrutiny Committee (CFL OSC) considered the report of the Deputy Chief Executive and Director of Children, Families and Learning, which sought Members comments on the draft Strategic Commissioning Framework for Central Bedfordshire as part of the Children's Trust arrangements prior to submission to the Executive.
- 1.2 Members of the Committee supported the draft Strategic Commissioning Framework as a vehicle for delivering the Children and Young People's Plan but raised concerns regarding the objectivity of the Commissioning Executive. It was suggested that the use of external experts and independent researchers, such as academics, might be an appropriate way of increasing the objectivity of the Commissioning Executive.
- 1.3 The Committee commented on the importance of ensuring that appropriate local data was made available to ensure that services were commissioned in an appropriate way relative to local demand. The Council should ensure that research, which had been carried out by other council services and partners was used to inform the policies that we develop locally.
- 1.4 It was also suggested that information needed to be shared across all Council services so that previous experience of procuring services from a provider could be used to inform future decisions regarding the commissioning of services.

RESOLVED

That the Executive be recommended to approve the Strategic Commissioning Framework for Children in Central Bedfordshire subject to the comments above and the following recommendations:-

- (i) That specific references be added to the Strategic Commissioning Framework regarding services for gifted and talented children and young people.
- (ii) That the terminology used throughout the Strategic Commissioning Framework be reviewed to ensure that it is written in plain-English and that on each occasion it is clear who is being referred to as the 'Executive'.
- (iii) That the Membership of the Commissioning Executive be reviewed to ensure that it is able to function objectively.

- (iv) That it be ensured appropriate local data is made available across Council services, including previous experience of procurement, to inform decisions regarding the commissioning of services in Central Bedfordshire.

EXECUTIVE, 13 OCTOBER 2009

**RESPONSE OF THE SUSTAINABLE COMMUNITIES OVERVIEW &
SCRUTINY COMMITTEE, 7 OCTOBER 2009 TO:**

Item 12 Local Transport Plan 3

- 1.1 At its reconvened meeting on 7 October 2009, the Sustainable Communities Overview & Scrutiny Committee (SCOSC) considered the report of the Portfolio Holder for Sustainable Communities – Planning and Sustainable Development, which sought Members views on how the Council should produce a Local Transport Plan (LTP) for Central Bedfordshire.
- 1.2 The Committee received a report which set out two possible approaches for the development of the Council's LTP3. In summary these were to develop one LTP for the whole of Central Bedfordshire or to develop two separate plans, the first covering the discreet area appropriate for the Luton and South Bedfordshire conurbation and the second covering the residual area of Central Bedfordshire.
- 1.3 Members noted that Luton Borough Council had raised concerns regarding the development of a single LTP for the whole of Central Bedfordshire as it feared that its views might not be considered in the preparation of such a plan and that there could be insufficient focus for transport planning in and around the Luton/Dunstable/Houghton Regis Growth Area. However, taking full account of travel to work and other travel patterns in relation to other centres it was acknowledged that there were significant transport issues for which plans would have to be developed, these included links between Luton, Dunstable and Houghton Regis and other major urban centres, which would need to be given full consideration. Members therefore agreed it was important LTP3 was representative of the whole of Central Bedfordshire and considered that the development of a single LTP would enable the Council to agree a set of objective criteria that could be applied across the whole Central Bedfordshire area to prioritise transport schemes.
- 1.4 Taking into account the advantages of a single plan option Members of the Committee were unanimously supportive of developing one LTP for the whole of the Central Bedfordshire area whilst strengthening partnerships with all of our neighbours, particularly Luton.
- 1.5 Members discussed the current Joint Transport Committee and were told that legal advice was still being clarified, but it might be that its terms of reference would need to be reviewed with Luton to ensure they remained 'fit for purpose'. Members commented that it was essential there was an effective means of continuing a partnership approach to developing LTP3, which enhanced the positive experience of the current Joint Transport Committee.

RESOLVED

- 1. That the Executive be advised that the Sustainable Communities Overview and Scrutiny Committee is of the unanimous view that Central Bedfordshire Council should produce a new Local Transport Plan, which would be composed of a single plan as described in the Portfolio Holder's report, and that the Council maintains a formally constituted transport planning partnership body with Luton to oversee preparation of transport planning policy covering the Luton/Dunstable/Houghton Regis Growth Area.**

- 2. That the Executive also be advised that the Committee believes the Council should develop stronger partnerships with all neighbouring authorities covering transport strategy and issues over a broader area with agreed policy responses documented in each authority's own Local Transport Plan, taking account of the priority which needs to be maintained to deliver transport infrastructure and sustainable travel within Growth Areas.**

Sustainable Communities

Portfolio Holder Sustainable Development - Cllr Tom Nicols
Portfolio Holder for Safer and Stronger Communities - Cllr David McVicar
Portfolio Holder Economic Growth and Regeneration - Cllr Ken C Matthews

Director : Gary Alderson

Indicators	Linked to LAA	Unit	Good is	Outturn 08/09	Quarter 1 June 09	Year to Date	Performance Judgement (Q compared with Q)	Target 09/10	Comments
NI 16 - Serious Acquisitive Crime	Yes	No. Per 1,000 population	Low	15.12 (3815 crimes)	3.249 (819 crimes)	3.249	On track	14.2	Target is 14.2 per 1,000 population (3,321 crimes) based on the 07/08 outturn of 16.1 per 1000 population (4002 crimes). This indicator measures burglary in a dwelling; aggravated burglary in a dwelling; robbery of business and personal property; theft or unauthorised taking of a motor vehicle; aggravated vehicle taking; and theft from a vehicle.
NI 30 - Number of convictions recorded against Prolific and other Priority Offenders	Yes	No.	Low	NA	NA	NA	–	-16%	Data not available until 4 months after the close of the quarter Target is 16% reduction in offences from baseline of 96 (no more than 81 offences)
NI 32 - Percentage reduction in repeat victimisation for those domestic violence cases being managed by a Multi-Agency Risk Assessment Conference (MARAC)	Yes	%	High	18.0	19.0	19	–	NT	3-Year action plan being implemented to improve data, prevention, protection and support. Performance in 2009/10 will set a baseline.
PDCLP3 DC Satisfaction - The percentage of planning applicants satisfied with the service received from the Planning department	No	%	High	NA	NA	NA	–	82%	Forms have been re-designed, and new survey for Development Management customer satisfaction will commence on 1/9/09.
Quality of applications approved	No	No.	High	NA	NA	NA	–	NT	Target to be agreed. Commencement scheduled for Q4. Building for Life is a scheme run by CABE (Commission for Architecture and Built Environment) to assess the design quality of development across a range of criteria.
NI 168 % Principal Road network where maintenance should be considered	No	%	Low	2.10%	NA	NA	–	2.80%	Indicator measured annually. Target set as top quartile nationally. The progress with structural maintenance programme will be taken as a proxy indicator for Q2.

Sustainable Communities

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 Portfolio Holder Economic Growth and Regeneration - Cllr Ken C Matthews

Director : Gary Alderson

Indicators	Linked to LAA	Unit	Good is	Outturn 08/09	Quarter 1 June 09	Year to Date	Performance Judgement (Q compared with Q)	Target 09/10	Comments
NI 169 % Non Principal Classified Road network where maintenance should be considered	No	%	Low	5.10%	NA	NA	–	6.00%	Indicator measured annually. Target set as top quartile nationally and progress with structural maintenance programme taken as a proxy indicator
NI 147 road accident casualties (All people killed or seriously injured)	No	No.	Low	205	137	137	Off track	121	The figure quoted is the number of people killed or seriously injured in previous 12 months and will be used to calculate the % reduction for the NI
NI 148 % road accident casualties (Children under 16 killed or seriously injured)	No	No.	Low	17	15	15	Off track	9	The figure quoted is the number of children under 16 killed or seriously injured in previous 12 months and will be used to calculate the % reduction for the NI
PPI 536 - Emergencies responded to within 2 hours	No	%	High	99.20%	99.10%	99.10%	On track	95%	Local indicator used to manage emergency response performance
PPI 537 - % of customer requests for service investigated and/or closed out as recorded on weekly Highways Members Bulletin	No	%	High	99.34%	99.53%	99.53%	On track	99%	Local indicator used to manage response to customers

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Indicators	Linked to LAA	Unit	Good is	Outturn 08/09	Quarter 1 June 09	Year to Date	Performance Judgement (Q compared with Q)	Target 09/10	Comments
Progress against LDF - Mid & South	No			NA	See Commentary	NA	Off track	NT	CBC has 2 Local Development Frameworks (LDFs) - one for the former MBDC area and a joint one for the SBDC and Luton area. The Local Development Scheme (LDS) is a timetable of implementation for the LDF documents and is used to monitor performance. For the former MBDC area the LDF is progressing in accordance with the agreed LDS except for the Gypsy and Traveller DPD which is running 9 months behind timetable. In the former SBDC area the joint Core Strategy with Luton is being progressed to timetable, however other DPDs (Development Management Policies, Site Allocations and Gypsy and Traveller Policies) are currently around 4 months behind as work focuses on delivering the Core Strategy.
Progress against LTP3	No			NA	NA	NA	-	NT	Draft guidance for LTP3 was produced at the end of 2008 and final guidance has recently been released. We are developing and actioning plans to work with other sections, CBC Directorates, adjoining Local Authorities and stakeholders to produce LTP3 by the required date. A report requesting that Members agree to the method of LTP3 preparation is to be considered by OSC on 29 September 2009 and thereafter will go to Executive on 13 October 2009.
NI 191 - Kg of Residual Household waste per household	No	Kg	Low	NA	531.3	531.28	-	NT	These figures are based on input data from the various weighbridge information that is given to CBC. Much of this data is controlled by Bedford Borough Council and as such we are subject to their final audit process prior to final submission to Waste Data Flow. Overall waste arisings appear to be lower than expected, and a possible reason for this can be attributed to the economic downturn.

NT = No Target, ND = Not Due, NR = Not Recorded
 N/A = Not Available, NEW = New Indicator

Sustainable Communities

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Indicators	Linked to LAA	Unit	Good is	Outturn 08/09	Quarter 1 June 09	Year to Date	Performance Judgement (Q compared with Q)	Target 09/10	Comments
NI 193 - Percentage of municipal waste land filled	No	%	Low	NA	42.4	42.44	–	NT	These figures are based on input data from the various weighbridge information that is given to CBC. Much of this data is controlled by Bedford Borough Council and as such we are subject to their final audit process prior to final submission to Waste Data Flow. Overall waste arisings appear to be lower than expected, and a possible reason for this can be attributed to the economic downturn.

MEETING:	Executive
DATE:	13 October 2009
SUBJECT:	Budget Management Report 2009/10 as at 31 August 2009
REPORT AUTHOR:	Cllr Maurice Jones, Portfolio Holder for Corporate Resources
PURPOSE:	To provide information on the budget position at 31 August 2009 to enable decisions to be taken on resource allocation and service delivery.

Advising Officer: Clive Heaphy, Director of Corporate Resources
 Contact Officer: Matt Bowmer, Assistant Director Financial Services
 Public/Exempt: Public
 Wards Affected:
 Function of: Executive
 Key Decision Yes
 Reason for urgency/ Exemption from call-in (if appropriate) N/A

<p>RECOMMENDATIONS:</p> <p>That the Executive be recommended to:</p> <ul style="list-style-type: none"> (a) Note the latest budget projections for the year and also that further work is ongoing to establish the likely out turn for 2009/10. (b) Approve the Directorate action plans and Financial Recovery plan for the Director of Adult Social Care Health and Housing (c) Approve the transfer of £2.74m previously earmarked reserves to General Fund (d) Agree, subject to the views of the School's Forum, that the final decision in respect of school balances is delegated to the Director of Children's services, after consultation with the Portfolio Holder for Children's Services

<i>Reason for Recommendations:</i>	Council members asked that robust monitoring took place from day one so that corrective action could be taken. This was not only to ensure that spend was delivered to budget but also to ensure that the resources have been allocated appropriately.
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1 Introduction

- 1.1 The report sets out the indicative financial position to the end of August 2009 and the forecast position at year end. Appendix A1 shows the net revenue position and appendix B1 the capital position.
- 1.2 The 2009/10 budget is the first one produced by Central Bedfordshire and members are aware that it is one which carries relatively high risk. Robust monitoring has been in place since day one as any revenue overspend will be a call on General Fund balances. The authority will have expended an estimated £15.4m of its reserves to repay over five years which are also funded from General Fund Balances. If spend is delivered to budget, these balances will be less than £3m at year end, just over half of their target level.
- 1.3 Work is ongoing by service managers and Financial Services to ensure that effective budget monitoring and management. Whilst significant progress has been made, there is further work to do to ensure all budgets are adequately monitored and forecasts produced. In particular, potential areas of underspend still need to be identified and forecast to year end.
- 1.4 Close down work of the three legacy authorities is now complete subject to final audit and it indicates that the opening General Fund balances for Central Bedfordshire will be £14.37m which is broadly in line with the forecast in the budget agreed at Council on 26 February 2009. A review of the adequacy and appropriateness of earmarked and general reserves together with provisions has been undertaken. The details are shown at Appendix C.

2. Executive Summary - Revenue

- 2.1 The current forecast outturn position based on the financial position at 31 August is shown at Appendix A1. This forecast indicates a potential worst case overspend of **£8.7m representing 5.1% of the net budget**. This is a reduction of £584k, (0.4%), since July's report and is evidence that management actions are beginning to take. Certain known underspends have yet to be factored into these figures
- 2.2 However, Director's have continued to develop action plans in response to members' concerns about the forecast overspend. Based on the most up to date information available the forecast outturn position is an overspend of **£6.7m**. This updates the known position at 31 August with the detailed on going work on directorate action plans to bring the authority's spend in line with budget. The actions set out in Appendix A4 total £4.0m of which £1.5m were already included in the August forecasts and £0.6m assessed as 'red' and having less certainty of being achieved.
- 2.3 A specific focus is on projecting staff costs; and work is continuing to ensure a full reconciliation of establishment, vacancies and expenditure. Section 9, below outlines the detailed analysis. It is recognised that some of the potential savings arising from vacancies will have been utilised by agency or

consultant staff.

2.4 There is an expectation that vacant posts are filled only with the express approval of the relevant Director. Last month it was also agreed that there should be a moratorium on the creation of new posts, except in exceptional circumstances, and in line with the Financial Procedures be subject to the approval of the relevant Director in consultation with the Director of Corporate Resources.

2.5 A more detailed commentary on the revenue forecasts for each of the directorates is set out in Appendix A1. Children, Families and Learning has pressures of £2.2m, Corporate Resources £0.8m and Sustainable Communities £0.5m. However, the greatest pressures continue to be experienced in Social Care, Health and Housing where there is a potential forecast overspend of up to £5.0m in Adult Social Care. The reduced forecast overspend when compared to last month, demonstrates the previous management actions are beginning to take effect.

Transition Costs

2.6 The Transition budget is forecast to overspend in the region of £1.0m. Given that these costs can be repaid back over a period of up to five years there is some flexibility in that the Medium Term Financial Plan assumed a payback period of just over four years. However, the expenditure is backed up in the short term against General Fund Balances which will be at a very low level at the end of 2009/10. The position here will need to be considered against the known position on the balances from the legacy authorities, including the review of the earmarked reserves.

Pay Award 2009/10

The payroll forecast now includes a forecast of 1% which is in line with the NJC settlement of 1.5% and 1% for the most junior staff and other staff respectively.

3. Executive Summary - Capital

3.1 Actual spend to date of £10.6m against an adjusted capital budget of £69.4m, reflects an initial slow start to the programme, reflective of the need for a review of schemes by the new Council. Outline details are shown on Appendix B1, together with more detailed commentary in Appendix B2. There has been particular focus this month to ensuring accurate forecasts, and the £22.0m forecast underspend reflects of the slow start to the programme for this year.

3.2 The Capital Asset Management Group is reviewing the overall capital programme in light of the slippage of £5.6m (net of grant funded schemes), which has been brought forward from the three legacy authorities. The total slippage brought forward is £20.8m, including £15.2m funded from specific grants. The review will be considered by the Executive in November. The £69.4m adjusted budget in 3.1 is, therefore, technically unapproved until the review is approved by Council later in November.

3.3 The Capital approvals process in the Constitution is also under review and is being considered by the Constitution Working Group. It is envisaged that a detailed business case will be required for a scheme to commence rather

than a Project Initiation Document (PID) as is currently the case.

4.0 Revenue Virement Requests

4.1 There are no virements to report at this time. The threshold for key decisions has been set in aggregate at £200k in the Council's Constitution and all virements above this level will require Executive approval. Members recognised the volume of work required in 'realigning' budgets immediately post 1st April 2009 and virements up to the election date did not require approval.

5. Key Risks and Cost Drivers

5.1 Work is underway to produce for each Directorate, financial information and performance data in the key areas of activity (most likely three or four) which impact most significantly on financial performance.

6. Achieving Efficiency Savings

6.1 The agreed budget includes £8.54m of efficiency related savings.

6.2 Further work is to be undertaken by finance next month to measure these.. The information will be required for the mid-year Annual Efficiency Assessment and for the year end return.

7. Reserves Position

7.1 The accounts of the legacy authorities are now closed, subject to audit. They are in line with the assumptions made in the approved budget. A review of the three legacy authorities' earmarked reserves has been undertaken. Details are shown at Appendix C. It is recommended to agree with the proposals to transfer £2.739m previously earmarked reserves to general fund.

7.2 This would increase the opening balance from £14.732m to £17.111m.

7.3 The following table details the reserves position:

General Fund Balance	£m	£m
Opening balance		14.372
Less budgeted transitional costs	(15.400)	
Less additional transitional costs	(1.000)	
Less use to support Invest to Save programme	(1.338)	(16.738)
Less forecast revenue overspend		(8.660)
Add proposed transfer form earmarked reserves		2.739
Add repayment of transition costs		4.600
Closing Balance		(3.687)

7.4 Local Authorities have a duty to examine schools surplus balances (i.e. reserves)), as at 31st March each year, over and above a certain threshold (8% for nursery, lower and special schools: 5% for middle and upper). In particular, the Authority has to consider whether any clawback of excess surplus balances, at individual school level should be made. This is set out through directed revisions to the local Scheme for Financing Schools. Whilst

the DCSF expect Schools' Forums to be involved in the process and the Central Bedfordshire Scheme for Financing Schools provides for this, the final decision remains with the Local Authority. It is recommended that after the views of the School's Forum have been ascertained, that the final decision is delegated to the Director of Children's Services, after consultation with the Portfolio Holder for Children's Services.

8. Carry forward Requests

8.1 None

9. Workforce Data

9.1 Financial Services have been working closely with Human Resources and services to ensure that the establishment figures held by HR tie in with those agreed in the budget agreed by Council. Further work has been done to tie the establishment back to budget, including posts funded from budget re-alignment or virements. The following table shows the latest position, it should be noted that the actual column does not include interim or agency staff filling vacancies.

Directorate	Original Budget	Funded Changes	Changes Not Funded	Revised Budget	Actual	Variance
	fte	fte	fte	fte	fte	fte
Business Transformation	241.0	0.0	0.0	241.0	223.4	- 17.6
Children's Families & Learning	846.1	10.0	6.5	862.6	702.3	- 160.3
Corporate Resources	327.0	0.0	0.0	327.0	295.2	- 31.8
Social Care Health & Housing	660.0	0.0	33.3	693.3	531.3	- 162.0
Sustainable Communities	443.0	14.0	0.0	457.0	396.9	- 60.1
Total	2,517.1	24.0	39.8	2,580.9	2,149.1	- 431.8

There is continued progress on the establishment data and further detail including numbers of agency staff will be reported in September.

10. Aged Debt Analysis

10.1 Debt outstanding for Central Bedfordshire as at the end of August was £2.8m. A breakdown by Directorate is shown at Appendix D1. The inherited debt from the Bedfordshire County Council is £5.0m, which is slightly reduced from the last reported amount of £5.6m in March and includes £3.2m PCT debt. Details by Directorate are also shown in Appendix D2. Debt analysis from Mid and South Beds legacy authorities is currently undergoing

a data cleanse. These figures should be available next month.

11. Other Financial Indicators

11.1 Central Bedfordshire's terms are 30 days for payment and 21 days for small businesses. Whilst BVPI8, (the percentage of invoices paid within 30 days or agreed terms), is no longer in the national indicator set it continues to be monitored.

11.2 The overall performance for the year to date, excluding schools is as follows:-

April 96.2%

May 95.7%

June 97.3%

July 98.2%

August 97.2%

Performance has been consistently high and this is to be applauded, especially in light of the implementation of the new financial systems in April.

11.3 Performance will be reported in the next monitoring report, by Directorate.

11.4 Appendix E is the Council's Treasury Management Report from the first quarter. The report for the half year will be included in the September Budget Management Report. There are no issues at this time. The overall interest earned in investments has remained arbitrarily high due to the rates in the order of 4.5% being available when money was lent out last year.

12. List of Appendices

Appendix A1 Summary of Central Bedfordshire Council Revenue Position

Appendix A2 Table of Forecast Changes by Directorate since last month

Appendix A3 Detailed Revenue Analysis by Directorate

Appendix A4 Action/Financial Recovery Plans per Directorate

Appendix B1 Summary of Central Bedfordshire Council Capital Position

Appendix B2 Detailed Capital Analysis by Directorate

Appendix C1 Review of Earmarked Reserves

Appendix D1 Debt position Central Bedfordshire

Appendix D2 Legacy position for Bedfordshire County Council

Appendix E Treasury Management Report

13. Background Papers

Directorate August Budget Monitoring reports

Reserves position statements from Legacy Authorities

REVENUE BUDGET MONITIRNG BY DIRECTORATE

Director	Annual Budget	Profiled Budget to date	Actual to date	Variance	Adjusted Forecast Outturn	Forecast Variance	Non Discretionary Carry Forwards/provisions	Revised Forecast Variance	Proposed Transfer to reserves/provisions	Forecast Variance after proposed new reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executive	309	129	554	425	309	0		0		0
Business Transformation	6,442	2,684	-805	-3,489	8,066	1,624		1,624	-1,427	197
Children, Families & Schools (excluding schools)	37,974	15,822	15,981	159	40,217	2,243		2,243		2,243
SCH&H	46,651	19,438	26,337	6,899	51,678	5,027		5,027	-74	4,953
Sustainable Communities	39,335	16,390	15,461	-929	39,817	482		482		482
Corporate Resources	19,826	8,261	12,752	4,491	20,614	788		788		788
Corporate Costs	14,587	6,078	5,947	-131	14,584	-3		-3		-3
Repayment of Transitional Costs	4,600	1,917	0	-1,917	4,600	0		0		0
TOTAL Excluding Schools	169,724	70,719	76,227	5,508	179,885	10,161	0	10,161	-1,501	8,660
Schools only	919	382	342	-40	919	0		0		0
Total	170,643	71,101	76,569	5,468	180,804	10,161	0	10,161	-1,501	8,660

Transition Expenditure*	3,762	382	1,753	1,371	4,762	-1,000		-1,000		-1,000
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Budget of £3.762m is derived from total anticipated spend on transition costs of £15.4m less the actual amount spent in 2008/09

APPENDIX A2

CHANGE IN FORECAST VARIANCE

Director	July Forecast Variance after proposed new reserves.	August Forecast Variance after proposed new reserves.	Shift in Variance
	£000	£000	£000
Chief Executive	0	0	0
Business Transformation	-33	197	230
Children, Families & Schools (excluding schools)	2,554	2,243	-311
SCH&H	5,113	4,953	-160
Sustainable Communities	634	482	-152
Corporate Resources	979	788	-191
Corporate Costs	-3	-3	0
Transitional Costs	0	0	0
TOTAL Excluding Schools	9,244	8,660	-584
Schools only	0	0	0
Total	9,244	8,660	-584

APPENDIX A3

Detailed Revenue Analysis by Directorate

1. Business Transformation
2. The full year forecast position is £196k over budget. This is an increase of £242k since the position reported last month. Policy, Partnership and Performance is forecasting an underspend of £140k. This is due to a £221k forecast under spend against the staff cost budget resulting from all but 2 of the 10 vacancies that existed at the start of the financial year gradually being filled before the end of the financial year, a £42k over spend against Agency staff budget due to some of the posts being filled by agency personnel and a £39k overspend against the remainder of the Supplies and Service budget. This £39k overspend includes £20k of professional services costs associated with the Comprehensive Area Assessment (CAA) for which the budget provision was removed.
3. Business Transformation and Customer Services is forecasting an overspend of £344k, which is due to a £140k forecast overspend in salary costs because of the inability to achieve the vacancy savings. There is an additional £367k for agency costs due to covering vacancies, and further DWP grant funded work, which is being offset in part by £203k additional Admin Subsidy and £117k additional DWP grant for additional resources due to economic climate issues. There is also a net reduction in recharges for Registrars of £185k due to budget being overstated, offset by an increase in Coroners recharges of £26k in line with an increase in expenditure.
4. The overall position does show a movement from that reported in July. The Policy Partnership and Performance forecast has improved from an underspend of £46k previously reported to an underspend of £140k. This is primarily due to a reduction in the forecast for staff costs as a consequence of a decision to delay filling two vacant posts - one within the Policy and one within the Performance team and a reduction in the assumed pay award from 2% to 1%. Business Transformation and Customer Service are forecasting an overspend of £344k as set out above.
5. There is a significant variation between the actual to date variance £3.489m and the forecast outturn variance of £0.197m.
6. Children's Families & Learning
7. The full year forecast position is £2.2m over budget compared to last month's position of £2.6m. This represents a decrease of £0.4m. As corporate actions to date have not stabilised the financial data, CFL have initiated with Finance and HR an establishment reconciliation/clean-up and is reviewing with each of the Heads of Service the actuals, budgets and forecasts on all cost centres. This also includes a review of HR organisational structure. To date 21% of the work has been completed the target is to complete this work before the end of October 2009. The impact of the exercise is not reflected in the current month's figures, but as the exercise progresses with greater clarity a positive impact is expected as from next month.
8. The areas contributing to this forecast overspend pressure are Children's Specialist Services - £1.3m (Intake & Family Support - £973k, Children with

Disabilities Service – £216k, SEN & Inclusion - £104k) Transport - £458k, Leisure & Culture - £623k (Countryside & Archives – £382k, Adult & Community Learning – £190k).

9. The £309k decrease over the previous month is mainly made up of movement in the following areas- Transport £303k and a projected proposed savings of £203k as a result of a 1% pay award (excludes Leisure & Culture due to establishment reconciliation/clean-up required) while Leisure and Culture increased over previous month by £197k.
10. A proposed saving of £203k as a result of a 1% pay award has been adjusted for in the forecast and while some budget managers have started to reflect the effect of vacancy savings, this still appears to be understated across the board. Close scrutiny of budgets/salary budgets must continue in the following months to mitigate the overspend as much as possible.
11. During the month of August managerial responsibility of a number of cost/profit centres transferred from the Joint Strategic Commissioning Service to the Children's Specialist Services for administrative and strategic reasons. This has resulted in a change in the cash limits between the 2 service areas. The cost/profit centres transferred contain mainly the high risk demand led budgets. Closer monitoring of these budgets will be undertaken as cost may be very volatile with significant impact and changes in children numbers.
12. The actual variance to date excluding Schools is £157k over budget. This is at odds with the actual to date to the full year forecast and is due to seasonal expenditure patterns, vacancies, and accrual de minimus levels. A proposed saving of £203k as a result of a 1% pay award has been adjusted for in the forecast and while some budget managers have started to reflect the effect of vacancy savings, this still appears to be understated across the board. Close scrutiny of budgets/salary budgets must continue in the following months to mitigate the forecast overspend as much as possible
13. Corporate Resources
14. The full year forecast position is £785k over spend, against a budget of £19.826m. This is a decrease of £183k since the position reported last month.
15. There are pressures across the majority of the directorate offset by contract rebates in procurement of £147k There is a £530k over spend within Property, the majority of which, £369k lies within Maintenance & Facilities, £301k relating to establishment budget pressures, £44k relating to unavoidable costs with no budgets, and the remaining £28k relates to minor over spends across this area. The remaining £161k falls within Property Assets and Capital Development, of which £75k is due to reduced rental income, which has been affected by the present economic climate, and £86k is due to establishment cost pressures.
16. Legal Services is £213k which relates to agency staffing costs for professional expertise required to cover for vacant positions which are being actively recruited to. Also reduced income forecast due to termination of contracts when transferred to Central Bedfordshire Council, and reduction in section 106 due to downturn in the housing markets. Legal Services are working with Finance to identify savings in other areas to offset this over spend.
17. There is a 98k forecast over spend within Democratic Services, £54k of which relates to the Elections which will be fully funded from reserves once they are

disaggregated and will reduce this over spend to £44k. Of the remaining over spend £5k is for the support for the Lord Lieutenant & High Sheriff, and £34k due to establishment pressures and £5k due to increased printing & stationery costs.

18. A £81k forecast over spend within Internal Audit & Risk Management of which £114k relates to lower levels of income arising from insurance, health & safety and school toolkit audit work, which is being offset by the reduced payroll forecasts within Corporate Risk due to vacant positions only being partly filled this year.
19. A £71k forecast over spend within HR, £140k of which relates to agency and permanent staff costs, £16k to a predicted income shortfall for School's HR and Heart Agency, which is offset by a £76k under spend against the forecast for permanent staff costs and a £9k increase in predicted CRB income.
20. This represents a reduction of £191k against the July position due to the agreement of the pay award nationally.

21. Social Care Health & Housing

22. The full year forecast position is £4.9m over budget, with variances over £100k detailed at paragraph below. The full year forecast would be reduced to £4.3m on the basis of the management actions detailed in the recovery plan. The overspend relates to the Directorate's adult social care budget – the table below analyses the current position.

	Inherited legacy pressures	Pressures from budget build	TOTAL
	£000	£000	£000
Learning disabilities pay – direct services	680	220	900
Mental Health packages	240	100	340
Unachieved efficiency targets	391	0	391
Older People - direct payments	161	639	800
Additional efficiencies	0	557	557
Undercostings on pay			
- Extra care sheltered housing	0	310	310
- Sheltered employment	0	110	110
	1,472	1,936	3,408
Current year operational pressures (balance)			1,545
Total Forecast overspend			4,953

In-year contract management issues have created pressure in the adult social care budget in relation to additional spot purchasing of residential and home

care for older people. The management team has produced an action/recovery plan to address the forecast overspend which is appended to this report.

23. There are three risks that are not currently possible to quantify:
- On the 1st April 2009 Councils took responsibility for the commissioning of learning disabilities services from Primary Care Trusts. Central Bedfordshire is still in the process of negotiating the sum to be transferred. This includes the reprovision of services from BLPT (February 2008) and other funding responsibilities from 2009/10. The funding transfer has not yet been approved.
 - Central Bedfordshire has inherited a long standing funding dispute with the PCT which is principally around the funding of ex long stay patients of Fairfield and Bromham Hospitals and continuing health care customers. Current forecasts assume 2008/09 funding levels plus inflation. No invoices have been raised for 2009/10 for these “agreements”.
 - Contracts Compliance – there are some contractual disputes with both domiciliary and residential care providers which may have a financial impact requiring a settlement.
24. A nil variance is forecast in respect of expenditure against Housing budgets – for both the Housing Revenue Account (HRA - the local authority’s housing stock) and the Housing General Fund (homelessness, private sector housing stock, disabled facilities grants). There is also a healthy HRA reserve of £4m available to offset any potential overspends. The small overspend projected in housing management will be met from the HRA reserve.
25. Sustainable Communities
26. The full year forecast position for Sustainable Communities is £0.482m (1.23%) over budget on a net revenue budget of £39.36m. This represents a decrease in projected overspend of £152k from last month. The bulk of this forecast overspend relates to the budgeted use of £0.5m of transition funds throughout the directorate. During the budget process the sum was allocated with the intention of utilising it in 2009/10 to enable harmonisation of processes and systems during the year. To date, savings of £140k have been specifically identified by Assistant Directors to meet this shortfall and further work is ongoing. The remaining overspend is in the Passenger Transport service and relates to the support of public bus routes. This overspend represents 2.5% on a net budget of £4.9m and has arisen due to the original disaggregated budget not matching the operational reality of the service. The service have prepared a full paper for executive proposing alternative service provision that may generate the required level of savings in year. In addition it should be noted that there are budgetary pressures on employee allowances (£220k) and travel (£70k) which are currently being met from an offsetting over performance in achieving vacancy targets and an expected pay award below budgeted levels (£290k). No provision was made for these elements during the budget setting process.
27. It should be noted that forecasting for this period was done at a high level reflecting the fact that budget realignment work has been ongoing. In addition, actual income postings have been limited to date due to processing problems in

the new income system. There is currently £1.2m of unreconciled income within the system which particularly affects Development Management actual income postings making income forecasting difficult. Finance and Planning are currently working together to provide an estimate of how much Development Management income is currently outstanding.

28. Transition Costs

29. £15.4m has been budgeted for transition costs, backed against limited General Fund balances, to be repaid over four years. Detailed work is being undertaken to assess the overall position on the Transition costs. There are two elements to this work. Firstly, ensuring that accrued expenditure for 2008/09 and commitments in 2009/10 are separately identified; and secondly, the identification and forecasting of ICT expenditure which can be capitalised. At this stage it is anticipated that the Transition costs will be circa £1m greater than planned. This is due to higher than expected transition staffing costs and voluntary redundancy costs. However it should be noted that these costs are one-off and enable immediate and on-going staffing revenue savings of £4.6m per annum.

	Forecast 09/10
Transitional Staffing HR	1,606,000
Accommodation/Property Advice	423,000
Training	9,250
Communications/Branding	622,000
Elections/Democracy	128,000
Recruitment	120,000
Early Retirement/Redundancy	808,000
Closedown of Accounts	196,000
ICT Costs	488,000
Change Management	407,000
Miscellaneous	32,000
Contract Novation	-85,712
Relocation (schedule E payments)	<u>200,000</u>
	<u>4,953,538</u>
Included in legacy accounts	11,738,000
TOTAL Transition costs	<u>16,691,538</u>

30. Invest to Save

31. To date £1.338m of the £1.5m identified in the Medium Term Financial Plan has been committed. There are a number of projects being progressed including the introduction of an integrated Environmental Management System, Web Self Service and a review of Passenger Transport. There are forecast savings of £0.315m in 2010/11 increasing to £0.355m in a full year which will be incorporated into the Medium term Financial Plan.

Action/recovery Plans to address the Current forecast overspend

Details of planned action	Expected Full Yr Savings £000	Savings to date £000	Status (RAG)	Comment
Business Transformation				
Freezing of vacant posts (PPP)	64	0	Green	Continued reduced service from Community / Customer Intelligence Team (1 post reduced from 3) and Corporate Policy (1 post reduced from 2). Expected savings for August 09-March 10 only. Savings for April 09-July 09 already realised.
Postpone implementation of Performance Management software to 2010/11 (PPP)	20	0	Red (To be agreed by Executive)	Delay in implementing our corporate performance management / information platform across CBC. Delay will mean continuation of 'manual methods' of data collection and may have minor impact on Performance Management judgements in CAA / UoR.
Undertake no Budget Consultation Work for 2010 Budget (PPP)	8	0	Red (To be agreed by Executive)	Detailed results from Place Survey provide an indication of public priorities. This survey work does not provide public opinion on scenarios relating to council tax

				levels and service provision. No further budget consultation work may impact UoR scores.
External venue hire (PPP)	8	0	Green	None for 2009/10.
Review of discretionary expenditure	20		Green	
Advance recruitment process. Two months potential saving (Feb & March) on Agency Costs. (Customer Accounts)	20	0	Red	There's a risk this would not be achievable, the risk of releasing the skilled agency staff too soon could outweigh any financial benefit
Reduced costs for annual council tax advice leaflet (distributed to all households in March)	10	0	Green	Requires a partnership approach or reduced production values for CBC leaflet.
Streamlined subscriptions to journals and newspapers	4	0	Green	Requires increased dependence on web publication review and news alert services.
TOTAL Business Transformation	154	0		
Children Families and Learning				
To review Organisational structure and open vacancies for savings To ensure actual salary costs are allocated to the correct cost centres, in order to allow for pay pressures, vacancy savings and variances to be identified and built into forecasts accordingly.	625	200	Green	Removal of posts through restructuring and vacancy removal. Forecasts to be adjusted by October to reflect

Finance /HR to ensure completion of this exercise in September/October, with confirmed structure charts and mapping by October. This will be effected via the current establishment reconciliation/clean-up exercise.				reductions (2.9% of budgeted headcount)
<p>To review forecasts for accuracy and opportunity for savings</p> <p>Forecasts need to be entered for all budgets. Salary forecasts need to reflect any vacancies, both to date and ongoing. It should not be assumed that individual services can spend these elsewhere, without senior manager approval. Posts have been held against the vacancy savings target of 5% and to pay for additional spend to be met within existing resources.</p>	108	TBC	Green	Target savings excluding salaries of 0.5% 54m* 40% =21.6M * 0.5%
Transport is subject to a major review over the next academic year to address the projected £458k forecast deficit. Any changes to the policy will not be implemented until September 2010 and therefore any savings resulting from any policy change will not have an impact until the 2010/11 financial year. Eligibility, commissioning and procurement to be reviewed to ensure forecasts are accurate and incorporate best estimates and that VFM (value for money) is being secured. Mainstream routes are to be re-tendered to commence in September and January and SEN routes to commence in September. The results of this will feed into future forecasts. A review of routes, with a view to rationalisation where possible, is being carried out on SEN transport.	350	303	Green	SEN savings to be identified

Close monitoring of Children's Specialist Service budgets that contain mainly demand led budgets constituting high risks and are easily subject to change. Additional budget projection work will be done for highly volatile needs led budgets to build up a more accurate picture to inform future budget reports.	0	0	Green	Placement of children in county where possible discussions with BBC continuing. Close review of numbers and forecast timelines
TOTAL Children's Services	1,083	503		
Social Care Health and Housing				
Weekly social care panels to continue to approve all new/revised placements	0	0	Green	All panels operating strictly in accordance with eligibility criteria
To review care package/purchasing forecasts to ensure that all forecasts and expenditure are robust and supported by activity /trends	900	650	Green	On-going review & challenge by service and finance
To consider and approve recruitment to posts only where service delivery and performance would be otherwise compromised	150	0	Green	No post recruited to unless approved by the Director
To identify and quantify the impact of cross-boundary transactions with other local authorities	To be determined		Amber	Financial analysis to be completed by service & finance & agreed with other authorities
To review the implications of block contract issues and potential remedy	30	0	TBA	Maximise use of block contract volumes/prices, seek best spot prices.
Maximise use of block contracted services including in-house services	0	0	TBA	
Clear the backlog in financial assessments and improve business process	135	0	Amber	Significant work has taken place to identify the backlog & suggest improvements to business process.

Identify eligible base budget expenditure to be funded from grants	100	0	Green	It is likely that some project work & associated costs would meet grant conditions
TOTAL Social Care Health and Housing	1,315	650		
Sustainable Communities				
Extend delay in recruiting to vacant posts within passenger transport.	40	40	Green	
Further review of budgets by ADs to identify potential delays to planned activities/ recruitment in order to meet budgetary shortfall in transitional funds. The bulk of savings found to date have been from further delays in filling vacancies. The consequence of this is a potential reduction in performance spread across Directorate. Work re-prioritised.	375	20	Amber	
Delaying some pre project feasibility work within the Highways Service until 2010/11.	85	85	Green	
Reduction in subsidy to supported bus services as detailed in Executive Report 15 September 2009, minute E/09/60 refers.	100	60	Green	
TOTAL Sustainable Communities	595	393		
Corporate Resources				
Financial Services				
Streamline Vendor Creation process. Internal promotion to E-Procurement Manager will	14	0	Green	Agreed.

free up Procurement Officer post which will be frozen. Possible full year efficiency for 2010/11.				
Vacancy Freeze Will review all posts becoming vacant. None appropriate at this time.			Amber	
Debt Restructuring Plans are in place to convert seven fixed rate loans totalling £26m to variable over the short term. The rates are being monitored on a daily basis to assess to right time to move.			Amber	Discount rates have started moving in Central Beds' favour and rumour of reduced premiums do make this feasible.
Total	14	0		
Internal Audit and Risk Management				
Staff recharge to the BCC Insurance run off fund	12.5	12.5	Green	This represents staff time spent on claims for BCC.
Reduce the professional services budget	30	0	Amber	Removes any contingency for any additional or specialist internal audit work.
Freeze Staff vacancies	20	0	Amber	Head of Strategic Risk leaving at the beginning of December, so freeze recruitment
Reduce training budget	2	0	Amber	Not all PDR's are completed but this would impact on the development of the new team.
Insurance admin.	15	0	Amber	There is a possibility that we will receive further fees in respect of insurance admin. fees payable by schools, highways claims and

				maybe H&S training courses
Sub Total	79.5	12.5		
Reduce Central Costs budget for the Audit Commission fees	80	0	Green	Not really a saving but Audit Commission fees under projected budget by £80k
SubTotal Finance	173.5	12.5		
Human Resources and Organisational Development				
Project and underspend (rather than current full spend forecast) on L&D / OD budgets (saves £50k on L&D and £30k on OD)	80	N/A	Amber	May limit the development work we are able to do across directorates, particularly as we begin to engage with employees, ensure PDR's are completed, and obtain a clearer mandate for OD
Reduce projection for HR training spend	5		Amber	Reduced capacity to commission L&D – half year remaining.
Sub Total HR/OD	85			
Property – Asset Management				
Additional work to be undertaken around associated charges so as to maximise income. The existing shortfall is less than 4% of the existing budget and in the current climate represents good value. This is subject to existing resource levels continuing as current.	None	None	Amber	
Reduce spend on Depots and Storage facilities – dependent upon review.	33		Red	
Sub Total	33			

Property - Capital Development				
Continuing to not backfill post caused by Maternity leave	14	none	Amber	
Sub Total	14			
Property – Facilities and Management				
Identify and arrange for budgets for the two staff at Dunstable who were mapped into other areas to be transferred into Property. Not a saving as such but this will reduce overspend.	58		Red	
Sub Total	58			
ICT				
Software Enterprise arrangement not renewed one off partial costs in 2009/10. Full year costs included within the 2010/2011 Budget Reductions. This will meet part of the forecast overspend by Property.	450		Red	
Sub Total	450			
Total Savings for ICT and Property	555	0		
Business Management				
The revenue budgets cover two costs, staff and Mouchel Fees. Mouchel Fees represents one of the currently unquantified risks, or an opportunity, because of the unresolved contractual position. CBC are liable for the costs of the contract.				

Staff forecast costs are showing as being on Budget. As Business Management now straddles both Property & ICT, a structure has been agreed to accommodate this development, which would naturally lead to an overspend against original Budget. This has now been agreed to be supported by ICT underspends, the forecast remains as Budget.				
Legal and Democratic				
Reduction in training and development for all lawyers	10		Amber	
Contract hire costs	10		Green	Finance amendment over costed
Freeze post 35022 whilst on maternity leave	7		Red	Reduce conveyancing capacity
Delete Member Training/Development post	10		Red	No dedicated Training Development Officer
Chairman's/Council Hospitality Budget	3		Green	Reduce teas and coffees at meetings
Chairman's car	1		Green	Car to be used only at major events
Sub Total Legal and Democratic	41	0		
Total Corporate Resources	854.5	12.5		
Grand Total – All Directorates	4,001.5	1,558.5		

Capital Summary

General Fund	Original Budget	Slippage from 08/09	Other Adjustments	In Year Budget Adjustments	Current Budget Unapproved	Actual to Date	Forecast Outturn	Slippage to 10/11	Forecast V to Current Unappr
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000
Chief Executive	0	0	0	0	0	0	0	0	
Business Transformation	140	715	0	83	938	29	179	0	(759)
Children, Families & Learning (schools & non shools)	15,635	6,038	(2,489)	120	19,304	3,759	14,397	(4,803)	(104)
Children, Families & Learning (leisure & culture)	8,739	373	100	576	9,788	203	3,675	(5,376)	(737)
SCH&H	4,225	8,313	158	0	12,696	1,695	2,607	0	(10,089)
Sustainable Communities	31,110	4,027	145	0	35,282	4,728	25,693	0	(9,589)
Corporate Resources	5,136	1,234	0	0	6,370	142	5,568	0	(802)
Less Assumed Slippage going forward	(15,000)	0	0	0	(15,000)	0	(4,821)	10,179	
Total Expendiure	49,985	20,700	(2,086)	779	69,378	10,556	47,298	0	(22,080)
Grants & Contributions	(32,341)	(15,247)	2,466	(1,145)	(46,267)	(4,627)	(46,267)	0	
Revenue Contribution	(70)	0	0	0	(70)	0	(70)	0	
Borrowing	(8,787)	0	0	0	(8,787)	0	(8,787)	0	
Capital Receipts	(8,787)	0	0	0	(8,787)	0	(8,787)	0	
NET General Fund	0	5,453	380	(366)	5,467	5,929	(16,613)	0	(10,080)

Capital Summary

Housing Revenue Account	Original Budget	Slippage from 08/09	Other Adjustments	In Year Budget Adjustments	Current Budget Unapproved	Actual to Date	Forecast Outturn	Slippage to 10/11	Forecast Va to Current B Unapproved
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000
SCH&H	5,686	(79)	0	0	5,607	468	5,686	0	79
Total Expenditure	5,686	(79)	0	0	5,607	468	5,686	0	79
Grants & Contributions	(3,649)	0	0	0	(3,649)	0	(3,649)	0	0
Revenue Contribution	(343)	0	0	0	(343)	0	(343)	0	0
Borrowing	0	0	0	0	0	0	0	0	0
Capital Receipts	(1,694)	79	0	0	(1,615)	0	(1,615)	0	0
NET Housing Revenue Account	0	0	0	0	0	468	79	0	79
NET TOTAL Capital Programme	0	5,453	380	(366)	5,467	6,397	(16,534)	0	(22,001)

APPENDIX B2

Detailed Capital Analysis

1. Business Transformation
2. The forecast capital position at the year end is currently showing a breakeven position.
3. Children Families and Learning
4. The forecast capital position at the year end is £11.0m under budget. This comprises £10.2m of slippage into 2010/11 plus forecast underspend of £0.8m. The main elements of the slippage into 2010/11 are £2.7m on Formula Capital (non-discretionary c/f), delays to the Community Football projects in Leighton and Dunstable (£2.4m and £2.3m), the Relocation of Roccroft Lower (1.3m) and the Sandy Sports & Leisure Centre (£0.6m). £650k of the underspend of £0.8m is the Saxon Pool / Sports Hall project which will not now go ahead in 2009/10.
5. Management Actions at this stage principally involve the following:
 - Ensuring that PIDs have been originated and taken to LTB before spend commitments are made.
 - Monitoring the progress of projects against the milestones outlined in the PID and forecasting slippage expediently. Other projects may be brought forward and we need to ensure that our resources are used efficiently.
6. Corporate Resources
7. The forecast capital position at the year end is £5.7m, which is on budget. At present there are some schemes within Corporate Resources which will eventually transfer to other more appropriate service areas.
8. Key Management actions
 - Budget Managers for capital projects to review and update forecasts on a monthly basis, and provide capital commentary to the finance team.
9. Social Care Health and Housing
10. The forecast capital position at the year end is an underspend of £10.045m. The data contained within this report is limited due to some managers not being able to input forecasts in SAP due to training and access issues. Good progress has been made in relation to the identification of project managers but not all have updated their SAP forecast.

In total £8.3 million has been identified as slippage from 2008/09 and is awaiting Executive approval. This includes the Learning Disability Campus Closure scheme - £6.1m – for which Central Bedfordshire is acting as the agent for Bedford Borough and Luton Borough. Further funding is expected in this financial year. The report on the Capital Programme Review to the

October Executive will provide further update on scheme progress.

Key Service Implications

In the case of externally funded projects, there is a risk that funding is time-limited and will need to be returned to the originator if not used.

11. Key Management actions

- To identify responsible officers for the following schemes where there is no identified project manager : - social care IT infrastructure
- To approve the use of new year capital grant items – Mental Health Supported Capital Expenditure and Social Care IT infrastructure.
- To note that external financing of all schemes could also be subject to volatility and that this too will form part of capital monitoring.
- To note that a Project Initiation Document needs to be completed for all Executive approved slippage schemes.
- The Head of Service to identify additional funding to fully support the forecast outturn on DFG.
- DMM to consider whether the legacy schemes accord with the service objectives and priorities of the new authority

12. Sustainable Communities

13. The forecast capital position at the year end is for potential £400k overspend. This relates to compensation claims on Ridgmont Bypass work by the primary contractor. No other over/ underspends have been identified to date, and at this stage it is not anticipated that the agreed programme will slip.

14. Key Management actions – To ascertain whether Ridgmont claims are valid and arrange final settlement. If additional costs are incurred, the capital programme will have to reviewed to identify compensatory savings/ slippage. A corporate review is also underway to.

APPENDIX C

REVIEW OF EARMARKED RESERVES

1. Background

- 1.1 Arising from the final accounts closedown work, the Council has now subject to audit determined the balances that it will inherit from the 3 demising authorities. These total £14.372m and are broadly as forecast

2. Relationship to General Fund

- 2.1 The Central Bedfordshire Shadow Council agreed at its meeting of 29th February 2009 that the risk assessed minimum level of General Fund Reserve for 2009/10 to be £4.68m. By utilising some of the earmarked reserves that would no longer be required by the new Council, and whilst coping with the immediate burden of Transitional Costs, this would be the minimum retained amount in General Fund.
- 2.2 Indications at the time of the above meeting were that retaining the minimum level of General Fund should be achievable and this report seeks to review the earmarked reserves position to confirm whether or not the above assumption remains the case.
- 2.3 This paper assesses the current requirements for each brought forward reserve and sets out for each demised authority a brief summary indicating which reserves are recommended to be returned to Central Bedfordshire Council general fund. The detailed assessment is set out in the background papers.

3. Bedfordshire County Council earmarked reserves position

- 3.1 The County Council had relatively few earmarked reserves and most of those coming forward are schools related and cannot, therefore, be returned to the General Fund. In carrying out accounts closedown activity as much as possible has already been returned to the General Fund which has closed down some £365k above earlier projections.
- 3.2 There are two, however, which need to be explained further – these are the Insurance reserve (£2.54m) and the 'Mid Beds' PFI reserve (£7.57m). No immediate recommendation can be given in respect of the Insurance reserve as this is subject to an actuarial check due to be completed over the next month or so. This will determine how much, if any, additional reserve is required over and above the provisions already in place for known insurance liabilities. Early indicators are that this earmarked reserve will need to be preserved.
- 3.3 In respect of the PFI reserve the question is whether any amount of that reserve could be freed up on a short to medium term basis, as the PFI scheme commitments are several years ahead. Of course once the scheme

starts to expend money, the fund would then need to be replenished by way of an annual budget contribution.

- 3.4 The only remaining reserves from the County which have the potential to be returned to General Fund are the £94k for Planning Salaries and the £100K for work associated with records management storage for the 'Shared Service of Archives'. This latter reserve would still be required in order to implement the envisaged scheme and it is understood that Mouchel have been commissioned to prepare a scheme for Riverside Building and the scheme would progress as soon as the detail has been agreed and approved by the Council.
- 3.5 Since both would realise only the CBC share and bearing in mind the, no doubt, detailed discussions required with Beds Borough on the archives scheme, it would seem prudent that these are left in place for present pending negotiations with the Borough.
- 3.7 There are, therefore, no recommendations at this time to return any ex County reserves to general fund.
- 3.6 It should be borne in mind that all the brought forward reserves from the County accounts will be subject to an agreed apportioned split with Bedford Borough Council and those discussions should take place as soon as possible.

4. Mid Beds earmarked reserves position

- 4.1 Closedown figures for 2008/9 show Mid Beds as bringing forward £5.140m of identified earmarked reserves which is £255k above initial projections. In general, Mid Beds had a number of reserves that were capital funded, or grant aided by outside bodies for specific on-going purposes and these must remain as earmarked reserves.
- 4.2 Of the total being carried forward, some £1.944m has been identified as returnable to the general fund; two of which merit greater explanations as follows:
- 4.3 **Interest Equalisation £1.287m:** This reserve was used by Mid Beds to smooth the effects upon budget of the possible reduction in interest receipts during volatile times. The overall principle being to add to the fund during good times and utilise the fund when interest receipts were below budget.
- 4.4 It is felt, however, that for Central Beds there is greater need to preserve the general fund level, which in any event exists to deal with unexpected needs in any given year, such as reduced interest income. Additionally, prudent budget planning will minimise risk in this area and the scale of the new Council compared to Mid Beds will also allow it to more ably bear the unexpected at corporate level.
- 4.5 **Benefit Subsidy Equalisation £1.438m:** This reserve was created by Mid Beds to deal with the variances arising year on year in respect of the overall

housing benefit subsidy claim and was also utilised to provide a remedy against reduced performance during system change as well as to bring in staff to deal with specific subsidy claim issues which would help reduce the risk of subsidy claim loss.

- 4.6 The size of the Central Beds benefits business is around £55m, which means that just a 1% negative variance on the subsidy claim would cost the Council £550k. In these early years where the business is settling down and familiarity with new systems is at less than optimum, there is a greater risk of subsidy loss and a prudent reserve would be in the order of 2%, i.e. £1.1m.
- 4.7. The current combined Mid and South Beds reserves carrying forward total £1.763. There are considerable commitments against this sum in the current year and it is therefore recommended that the remaining balance remain as a benefit subsidy equalisation reserve, in order to protect the new Council's budget position over the next 2 years. However, the South Beds element (£325k) should be released back to general fund.
- 4.8 The risk will reduce as all staff becomes familiar with new systems and the benefits business acclimatises to change. A further review of the reserve would be prudent next year.

5. South Beds earmarked reserves position

- 5.1 Provisional closedown figures for 2008/9 show South Beds as bringing forward £3.989m of identified earmarked reserves and this is £1.902k below initial projections. However, this because former South Beds colleagues have taken the opportunity to return a considerable sum of unutilised earmarked reserves to the General Fund prior to closedown. The probable closing General Fund balance for South Beds at £1.667m, is £1.557m above expectations reported at December 2008.
- 5.2 Of the total earmarked reserves being carried forward, some £795k has been identified as returnable to the general fund. Of note is the Dunstable Master Plan Reserve. None of the funds available (£1.791m), are currently committed. The Masterplan is due for completion in early 2010 and will include a costed action plan, which will provide a context for how the monies could be spent and allow Members to make an informed decision. Since it would appear that action is certain in the not too distant future, it is recommended this sum should be retained as an earmarked reserve.

6. **Summary**

- 6.1 If the recommended actions within this report are taken to return sums from earmarked reserves to General Fund in Central Bedfordshire, the General Fund position would be as follows:

Probable General Fund balance b/f (CB element only)	Total sum recommended to transfer from Earmarked	Revised General Fund for Central Beds
£m	£m	£m
14.372	2.739	17.111

- 6.2 Assuming that funds are transferred immediately in the current year, the latest Medium Term projections show that the minimum risk assessed general fund balance for 2009/10 would be maintained. Therefore, it is strongly recommended that the movements set out in the appendices are actioned.

DEBT MONITORING

Directorate	1 to 14 Days (Undue)	Total Debt %	15 to 60 Days	Total Debt %	61 to 90 Days	Total Debt %	91 to 365 days	Total Debt %	1 year and over	Total Debt %	Total Debts (Including undue)	Total Due Debts	Total Debt %
Children's Families & Learning	262,887	7.1%	29,950	0.8%	279,989	7.5%	74,545	2.0%	0	0.0%	647,371	384,484	13.7%
Social Care Health & Housing	205,192	5.5%	106,469	2.9%	96,662	2.6%	-16,640	-0.4%	0	0.0%	391,684	186,491	6.7%
Sustainable Communities	364,421	9.8%	125,788	3.4%	16,588	0.4%	2,356	0.1%	0	0.0%	509,153	144,732	5.2%
Corporate Resources	100,695	2.7%	168,561	4.5%	122,818	3.3%	22,412	0.6%	0	0.0%	414,485	313,790	11.2%
Business Transformation	0	0.0%	0	0.0%	823,967	22.1%	0	0.0%	0	0.0%	823,967	823,967	29.5%
PCT	21,728	0.6%	288	0.0%	0	0.0%	0	0.0%	0	0.0%	22,016	288	0.0%
Other (MBDC, SBDC & Unallocated)	-26,163	-0.7%	-22,208	-0.6%	-11,827	-0.3%	454,875	12.2%	523,213	14.0%	917,890	944,053	33.7%
TOTAL	928,761		408,848		1,328,196		537,548		523,213		3,726,567	2,797,806	100.0%

Note 1: All grant orders & house sales totalling £1.372m are excluded from the table
Of the total debt £15k is pending write off

APPENDIX D2

LEGACY DEBT – BEDFORDSHIRE COUNTY COUNCIL

Directorate	£
CFL	118,223
Corp Resources	391,200
SCH&H	897,051
Sustainable Communities	383,279
OTHER	42,349
PCT/ Choice Support	3,196,502
Directorate Total	5,028,604

APPENDIX E

Treasury Management Report

1. The Council has adopted the CIFA code of Practice "Treasury Managements in the Public Services" and all treasury management activities during 2009/10 are being carried out in compliance with this code.

Investments

2. Currently surplus funds are being invested in Call account. Money Market funds are set up, to give options of flexibility. All investments have been made to authorised counter- parties and none of the limits imposed by the authorised lending list have been breached. We are also moving towards a similar position on the call accounts.
3. During the three months to 30 June 2009 the level of internal temporary investment has varied from £38m to £58m. At the 30th June 2009 the amount invested was £48m. These investments have earned interest of £451k at an average rate of 3.74% compared to a benchmark of 1.14% (3 month Libid). Interest earned currently includes all of the former Bedfordshire County Council Investments. Work has commenced with Bedford Borough Council on the disaggregation of the Bedfordshire County Council's Balance sheet following its approval by the Audit Committee in July
4. Externally we have £10.6m deposited with external Fund Managers £5.6m with Investec and £5m with the Lime Property Fund, average rate of return on these are 3.77% and 4.13%.

Non- Specified Investments

5. No Non –specified investments (i.e. with a maturity exceeding one year) have been made in the financial year.

Lending List

6. In view of the on-going difficulties in the financial markets, we are continuing to operate a restricted lending list, limiting investments with only those Institutions who have access to the UK Government's Credit Guarantee Scheme and have a long term rating in the 'double A' category. This is being monitored daily in conjunction with our Financial Advisors, Arlingclose.

Temporary Borrowing

7. No temporary borrowings have been made in the financial year.

Long Term Borrowing

8. No long term borrowing has been under taken in the financial year. No repayments have been made. At 30 June 2009 long term borrowing was £156.3m, (agreement to split
9. Bedfordshire County Councils debt had already been reached as at 31st March 2009). The average cost of borrowing is 4.41%

Leasing Finance

- 10.No new leasing agreements have been entered into in the financial year.

Debt Restructuring

- 11.No debt restructuring has been undertaken during the financial year.

Capital Financing Costs

- 12.The September report will include an update on the forecast for capital financing cost against budgeted expenditure, compared to the prudential indicator.

Prudential Indicators

- 13.The table below compares the prudential indicators for financing limits with actual borrowing levels as at 30 June 2009

	£m
Authorised limits	360.0
Operating boundary	321.0
Actual borrowing	156.3
	%
Limit for variable rate borrowing	50
Actual variable rate borrowing	0



Central Bedfordshire Council

Members Acceptable Use Policy

Version 1.2

October 2009

Not Protected

Policy Governance

Accountable Director	Director of Corporate Resources
Policy Author (Title)	Assistant Director for ICT and Property in consultation with portfolio holders
Approved By (Title)	Executive Committee
Date Approved	
Issue Date	
Review Date	
Person Responsible for Review (Title)	AD for ICT and Property
Include in Publication Scheme (Y/N)	Yes
Publish to Web (Y/N)	Yes
Circulation	This policy is to be made available to all Elected Members.

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1. Introduction

The digital age brings with it many advantages as well as many threats. If used correctly, computer and telephony services can provide local authorities with the ability to serve its customers efficiently in an economical, secure, accessible and legally compliant manner.

Much of the Council's business is now conducted by electronic communication and Councillors are encouraged to routinely use ICT in the course of their duties. Central Bedfordshire Council is committed to ensuring that its elected Members can access the ICT equipment they need to carry out their duties as a Councillor.

It is Council policy for members to use either Council supplied ICT equipment or suitable ICT equipment provided by individual members. For the purposes of this document, the 'equipment' means any form of information and communications technology (ICT) equipment.

This policy applies to all Central Bedfordshire elected Members.

2. Telephony

For Members who use mobile phones we recommend the following best practice guidelines:

- store all mobile numbers in the sim card rather than the phone memory (unfortunately SIM's do not allow multiple numbers to be stored);
- ensure that a sim pin is entered and enabled and that no phone pin is used;
- do not divulge sensitive or confidential information unless you are sure of the other person's identity and are confident you can not be overheard; and
- do not use a mobile phone whilst driving.

3. Security of systems and information

Access to the Council's information systems via the equipment is subject to password security. The Councillor shall ensure that no one other than the Councillor is given access to those Council information systems and shall not reveal any such password to any other person.

Passwords will be changed every 30 days and the system will prompt Councillors to do so. Passwords must be a mixture of upper and lower case letters, include numbers and must be a minimum of 8 characters in length. You are expected to take all reasonable steps to ensure your password remains confidential to you.

All Council provided software is licensed only for use on the Council's equipment and must not be installed, copied, duplicated or used in any way other than that specified by the Council.

The Council regularly backs up systems and all the data held on them. However, it does not back up any information held locally. The Councillor is advised to back up any personal data held locally.

If any part of the equipment supplied ceases to function correctly, the Council will repair or replace it with another unit. Any private software or data may not be recoverable and the Council accepts no liability or responsibility for such loss.

All Councillors must use the 'Ctl-Alt-Delete' to lock their screens when they are out of view of their workstation. At the end of the day Councillors should choose the 'shut down' option and power down their machines, this requirement is essential for reasons of system backup.

4. Confidentiality

The Councillor may be able to access confidential Council information using the equipment and as such is responsible for ensuring the continuing security of any such confidential information that he/she receives, including the storage of such information on the equipment.

The Councillor is reminded of his/her obligations under the Council's code of conduct for Councillors not to disclose such confidential information to any third party.

Some of this information may be personal information relating to individuals. The unauthorised processing or disclosure of such information is prohibited under the Data Protection Act and the Councillor is responsible for ensuring that there is no such unauthorised disclosure from the equipment. Further guidance is provided in the Council's Data Protection Policy available on the intranet.

5. Software / hardware

Only approved, legal computer software may be used with Council ICT systems. For all Councillors who chose to use the Councils ICT provision all software and hardware has to be purchased and approved by the ICT service unless written permission is given to the contrary.

6. Virus checking

All computers have a virus scan system and this software must not be disabled. Please report any difficulties or identified viruses immediately to the ICT service desk. Until the issue is resolved the user must not use their PC.

PC equipment supplied by a member must be provided with a reliable virus checker updated regularly.

7. Mobile working

If taking Council equipment offsite please ensure where practical it is kept from public view as this decreases the chances of theft.

8. Private use

The Councillor may use the Council supplied equipment for private and family purposes and may permit members of his / her immediate family to use the equipment for private purposes but is then responsible for their use of it.

The Council is prohibited from publishing any material of a party political nature. If the Councillor uses the Council supplied equipment for the preparation of any material of such a nature, he / she must make it clear that such material is published in a private capacity and not by or on behalf of the Council, and that no costs have been incurred by the Council as a consequence of its publication.

Use of the Council supplied equipment for business purposes is not permitted.

The Councillor shall not use any part of the Council supplied equipment or, permit its use, in any manner which may bring the Council or the Councillor into disrepute. The Council reserves the right to remove or require the removal of any material that is unlawful, defamatory or likely to cause offence or bring the Council into disrepute.

Economic use of the Council supplied equipment will also make a cumulative contribution to reducing energy use and, ultimately, carbon emissions from Central Bedfordshire Council.

9. E-mail

Councillors must be aware of the following:

- An electronic mail message is not a confidential or secure means of communication, unless sent via the Government Connect system.
- E-mail has the same legal status as other paper and electronic media.
- The E-mail system should not be used to send racist or other discriminatory, pornographic, illegal, libellous or offensive material that might bring you, your service or the council into disrepute.

10. Audit

The Council reserves the right to inspect all Council owned equipment at any time. The Councillor is required to give Officers access at any reasonable time for such inspection and audit, which may be undertaken remotely and without notice to the Councillor. Councillors are advised that the equipment includes a history file, which records its use and particularly any websites it has accessed.

11. Ownership and safe keeping

Council supplied equipment is any equipment provided to the Councillor by Central Bedfordshire Council or by a predecessor Council. This equipment shall remain at all times the property of Central Bedfordshire Council

The Councillor is required to return the Council supplied equipment to the Council upon ceasing to be a Councillor.

The Councillor shall make reasonable arrangements for the safe keeping and the safe operation of the Council supplied equipment.

The Council reserves the right to require the Councillor to return the Council supplied equipment at any time and the right to recover it from the Councillor.

Agenda Item 21

Meeting: Executive
Date: 13 October 2009
Subject: Local Transport Plan

Legal and Constitutional Issues

1. Central Bedfordshire has inherited an agreement that was made in April 2007 between Bedfordshire County Council South Bedfordshire District Council and Luton Borough Council. Under this agreement the three councils agreed to work together on formulating the planning and transportation policies required to deliver the Government's sustainable communities agenda in respect of the Luton and South Bedfordshire Growth Area.
2. The land use planning aspects were subsequently incorporated into an Order made by the Secretary of State under section 29 of the Planning and Compulsory Purchase Act 2004.
3. The agreement contained separate and distinct arrangements for the development of the Local Transport Plan because this is a function of the Highway Authority and requires approval by the full Council. A joint committee was established under section 101 of the Local Government Act 1972 with the following terms of reference:

"Preparation, recommendation for approval and maintenance of a Local Transport Plan for the designated area. Final adoption of a Local Transport Plan remains the function of the Local Highway Authorities."

The designated area is the Luton and South Bedfordshire Growth Area and the terms of reference clearly state that the Section 101 Committee can only recommend the LTP for adoption by the constituent Highway Authorities.

4. These arrangements were incorporated into the Central Bedfordshire Constitution which describes the terms of reference of the Section 101 Committee at Part J2 para 2 in the following way:

"To work jointly in relation to the preparation, recommendation for approval and maintenance of a Local Transport Plan for the Luton and South Bedfordshire Growth Area. (Final adoption of the Local Transport Plan remains a function of the full councils of the constituent authorities.)."
5. The Executive has been invited to consider two alternative proposals for the development of LTP3: a two tier approach (outlined in section 6 of the report) or a two LTP approach (outlined in section 7 of the report).
6. The two LTP approach conforms to the terms of reference of the Joint Committee in that it would result in a single LTP covering the Luton and South Bedfordshire Growth Area and a separate plan covering the remainder of Central Bedfordshire.
7. The two tier approach could also be accommodated within the joint working arrangements with Luton but would require the agreement of both councils.

In the event that Luton do not agree to this way of working it is inevitable that they will pursue the line that the proposals are outwith the original spirit and intention of the local agreement. This could result in the cessation of joint working between Luton and Bedfordshire under the Section 101 arrangement.

8. In summary, the legal position is that either of the proposals under consideration by the Executive could be accommodated within the existing joint arrangements. However, ultimately the position is that Central Bedfordshire cannot have an LTP or any part of an LTP imposed on it through the mechanism of Joint Committee, since it retains the final decision on adoption for the entirety of its administrative area.

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 November 2009 to 31 October 2010**

- 1) During the period from **1 November 2009 to 31 October 2010**, 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 November 2009 to 31 October 2010

Key Decisions

Date of Publication: 5 October 2009

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.	Long Term Accommodation and ICT Solution -	To recommend a solution to resolve long term accommodation and ICT issues and to report on the approach for the development of the Long Term Accommodation Plan.	10 November 2009		Report	Cllr Maurice R Jones Comments by 14/10/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
2.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	10 November 2009		Report	Cllr Maurice R Jones Comments by 14/10/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services 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)
3.	Bedfordshire Music Service -	To consider options with regard to future governance and management arrangements for the Bedfordshire Music Service	10 November 2009		Report	Cllr Stephen F Male Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
4.	Safeguarding of Vulnerable Adults Annual Report for 2008/09 -	The Executive is to be requested to consider the Safeguarding of Vulnerable Adults Annual Report for 2008/09 covering the last twelve months of the County Council's operation. If satisfied note and endorse the contents, agree the priorities and improvement plan that have been put in place and endorse member participation through attendance at a special safeguarding training event for elected members.	10 November 2009	The Joint Safeguarding Vulnerable Adults Partnership Board for Bedford Borough and Central Bedfordshire	Report	Cllr Mrs Carole Hegley Comments by 14/10/09 to Contact Officer: Ed Thompson, Assistant Director, Adult Social Care ed.thompson@centralbedfordshire.gov.uk Tel: 01582 818060

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)
5.	Planning Enforcement Policy -	To approve the policy that sets out the principles within which the Enforcement Team will use the planning enforcement function of the Council.	10 November 2009		Report and Draft Policy	Cllr Tom Nicols Comments by 14/10/09 to Contact Officer: Sue Cawthra, Enforcement & Appeals Team Leader sue.cawthra@centralbedfordshire.gov.uk Tel: 01462 611369
6.	Lord Laming Action Plan -	To note and endorse the action plan which sets out Central Bedfordshire's position in relation to the recommendations set out in the Lord Laming report 'The Protection of Children in England: A progress report' and the Government's response to it.	10 November 2009	Stakeholders and the Local Safeguarding Children Board	Report and action plan 'The Protection of Children in England: A progress report' Lord Laming The Government response to the Lord Laming report.	Cllr Mrs Anita M Lewis Comments by 14/10/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
7.	Award of the re-roofing contract to housing properties council wide -	To approve the awarding of the contract to housing properties council wide.	10 November 2009	Assistant Director Housing Services	Report	Cllr Mrs Rita J Drinkwater Comments by 14/10/09 to Contact Officer: Ian Johnson, Housing Asset Manager ian.johnson@centralbedfordshire.gov.uk Tel: 0300 300 5202

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)
8.	Central Bedfordshire Town Centre Support Plan -	To approve the Council support mechanism for Central Bedfordshire's Town Centres and Town Centre Management arrangements across the whole area.	10 November 2009	Town Council's by mid july Key Town Centre Businesses questionnaire to be circulated	Report	Cllr Ken C Matthews Comments by 14/10/09 to Contact Officer: Helen Shore, Head of Business Growth helen.shore@centralbedfordshire.gov.uk Tel: 01234 276063
9.	Procurement Strategy -	To approve the Council's Corporate Procurement Strategy which is a requirement of the National Procurement Strategy published by CLG.	10 November 2009	RIEP	Report	Cllr Maurice R Jones Comments by 16/09/09 to Contact Officer: Robert Gegan, Head of Procurement robert.gregan@centralbedfordshire.gov.uk Tel: 01234 276570

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)
10.	The Central Bedfordshire Response to the Green Paper "Shaping the Future of Care Together" -	Shaping the Future of Care Together, the long-awaited green paper on the future of care and support system that is fairer, simpler and more affordable to everyone. It highlights the challenges faced by the current system and the need for radical reform of care and support services which will ensure everyone in England will have access to a National Care Service. It also offers several options for debate and proposes the establishment of a national care service. Contributions from our local public consultation event on 14 & 16 October will help to inform our response to the Government's Green Paper.	10 November 2009	Public Consultation event tbc	"Shaping the Future of Care Together" www.dh.gov.uk/publications	Cllr Mrs Carole Hegley Comments by 14/10/09 to Contact Officer: Patricia Coker patricia.coker@centralbedfordshire.gov.uk Tel: 0300 300 5521

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.	Developing Ultra Low Carbon Vehicle Technologies -	To approve the action plan to promote and develop the employment opportunities in the low carbon technology sector and promote the early adoption of ultra low carbon vehicles across the area as a response to climate change and reduction of greenhouse gas emissions.	10 November 2009	LSP Carbon Reduction Working Group Key Stakeholders and Portfolio Members	Report	<p>Clr Ken C Matthews Comments by 14/10/09 to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration liz.wade@centralbedfordshire.gov.uk Tel: 01234 228972</p>
12.	Job Investment Capital Programme -	To approve the priorities for the use of capital to facilitate the key strategic employment sites identified across Central Bedfordshire to come forward and attract development investment.	10 November 2009	Items will have been reviewed by the Central Bedfordshire Council Capital Assets Management Group (CAMG).	Report	<p>Clr Ken C Matthews Comments by 16/09/09 to Contact Officer: Jon Cliff, Head of Growth Programme jon.cliff@centralbedfordshire.gov.uk Tel: 0300 300 4373</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)
13.	East of England Plan Review to 2031 -	The Council response to a consultation by the East of England Regional Assembly on the review of the Regional Spatial Strategy to 2031, including four potential scenarios for new development requirements.	10 November 2009	Stakeholders members of the public Sustainable Communities OSC	Report	Cllr Tom Nicols Comments by 14/10/09 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 01462 611105
14.	LDF Core Strategy and Development Management Policies DPD -	To consider this Development Plan Document (DPD) in advance of consideration by Council for formal adoption. This follows the recent Public Examination and Inspector's Report. Once adopted by Council this document will become a statutory part of the Development Plan and will replace existing Local Plan.	10 November 2009	This DPD has been subject to extensive consultation over the last 4 years. Also considered by Sustainable Communities Overview & Scrutiny Committee.	Report and final DPD for adoption	Cllr Tom Nicols Comments by 14/10/09 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 01462 611105

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.	Planning Obligations Strategy SPD -	To adopt this revised Supplementary Planning Document, based on the Core Strategy and Development Management Policies DPD. This document specifies a range of developer contributions and will be used in the Development Management process.	10 November 2009	Stakeholders, members of the public, Sustainable Communities Overview and Scrutiny Committee	Report and final SPD for adoption	Cllr Tom Nicols Comments by 14/10/09 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 01462 611105
16.	Approval of Economic Participation Capital Programme Investment Strategy 2009/10	To approve the allocation of Economic Participation Capital Grant to projects.	10 November 2009		Programme Initiation Documents	Cllr Tom Nicols Comments by 14/10/09 to Contact Officer: Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166
17.	Site Allocations DPD for Submission -	To agree the site allocations DPD for submission. This relates to the LDF North area.	10 November 2009	Stakeholders Members of the Public Sustainable Communities Overview & Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 14/10/2009 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)
18.	Waste Core Strategy -	Approval to carry out public consultation on the Waste Core Strategy, including Strategic issues.	10 November 2009	<p>Methods: Internet, Exhibitions, Mailings</p> <p>Consultees: Technical Bodies, landowners, waster operators, residents, Parish Councils, adjacent Councils</p> <p>To be submitted to the Government Office on behalf of the Secretary of State</p>	Report	<p>Cllr Tom Nicols</p> <p>Comments by 14/10/2009 to Contact Officer</p> <p>Lester Hannington, Principal Minerals and Waste Planning Officer</p> <p>lester.hannington@centralbedfordshire.gov.uk Tel: 0300 300 6219</p>
19.	Medium Term Accommodation Programme -	To note the latest position and approve necessary contract awards related to the Programme.	10 November 2009	Medium Term Accommodation Programme Board	Report	<p>Cllr Maurice R Jones</p> <p>Comments by 14/10/09 to Contact Officer:</p> <p>Mark Bassett, Specialist Advisor - Property</p> <p>mark.bassett@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5609</p>
20.	Outsourcing of Community Alarms -		10 November 2009	Social Care Health and Housing Overview & Scrutiny Committee	Report	<p>Cllr Mrs Rita J Drinkwater</p> <p>Comments by 14/10/09 to Contact Officer:</p> <p>Mr T Keaveney, Assistant Director Housing Services</p> <p>tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210</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)
21.	Winter Maintenance Programme -	Winter maintenance is a vital process for keeping the network safe during poor weather conditions. This paper will reflect on the lessons learnt from last winter, when there was heavy snow and a limited salt supply. It will set out a strategy for dealing with varying weather conditions.	10 November 2009		Report	Cllr David McVicar Comments by 14/10/09 to Contact Officer: David Bowie, Head of Traffic and Safety david.bowie@centralbedfordshire.gov.uk Tel: 0300 300 6206
22.	Roecroft Lower School -	To approve the Capital funding for the enlargement and replacement of Roecroft Lower School on a new site - estimated cost - £5.8m and to approve a modification to the previously published and approved Statutory Notices to vary the implementation date from September 2010 to September 2011	10 November 2009	Corporate Asset Management Group	Report	Cllr Mrs Anita M Lewis Comments by 14/10/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239

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)
23.	Annual Monitoring Report 2009 for Minerals and Waste -	Approval to submit the Annual Monitoring Report 2009 for Minerals and Waste to the Government Office for the East of England	10 November 2009	<p>Methods: Internet, exhibitions, mailings</p> <p>Consultees: Technical bodies, landowners, waster operators, residents, Parish Councils, adjacent Councils</p> <p>To be submitted to the Government Office on behalf of the Secretary of State</p>	Report	<p>Cllr Tom Nicols</p> <p>Comments by 14/10/2009 to Contact Officer:</p> <p>Lester Hannington, Principal Minerals and Waste Planning Officer lester.hannington@centralbedfordshire.gov.uk Tel: 0300 300 6219</p>
24.	Luton-Dunstable Guided Busway -	To receive the Tender Returns and recommendations to progress the scheme.	8 December 2009		Report	<p>Cllr Tom Nicols</p> <p>Comments by 10/11/09 to Contact Officer:</p> <p>John Austin, Interim Head of Transport Strategy john.austin@centralbedfordshire.gov.uk Tel: 01234 228687</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)
25.	BEaR Project - Private Finance Initiative Credits -	To review the funding profile of the Bedfordshire Energy and Recycling Project to deliver a sustainable waste management solution for the council and to approve a funding strategy that optimises the level of Private Finance Initiative credits awarded to reduce the cost of the project to the council.	8 December 2009	A special meeting of the Sustainable Communities Overview and Scrutiny Committee will be held to consider the item with an invitation to all Members of the Council to attend.	Report	Cllr David McVicar Comments by 10/11/09 to Contact Officer: Alan Fleming, Project Director, Sustainable Communities alan.fleming@centralbedfordshire.gov.uk Tel: 01234 228608
26.	Improvement of Facilities at Day Services for Older People -	The report requests Executive to endorse the proposal to improve facilities at Day Services for Older People to support the reablement programme for people following illness.	8 December 2009		Report	Cllr Mrs Carole Hegley Comments by 10/11/09 to Contact Officer: Ed Thompson, Assistant Director, Adult Social Care ed.thompson@centralbedfordshire.gov.uk Tel: 01582 818032
27.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	8 December 2009		Report	Cllr Maurice R Jones 10/11/09 Matt Bowmer, Assistant Director Financial Services 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)
28.	Luton-Dunstable Busway -	To receive the Tender Returns and recommendations to progress the scheme. To consider the tender returns for the main construction works for the Luton/Dunstable Busway and agree the engagement of contractor who will undertake the construction works.	8 December 2009	Sustainable Communities Overview & Scrutiny Committee – 27 October 2009.	Report	Cllr Tom Nicols Comments by 10/11/09 to Contact Officer: John Austin, Interim Head of Transport Strategy john.austin@centralbedfordshire.gov.uk Tel: 01234 228687
29.	Eligibility for payments policy -	To agree the policy which will set out the principles under which services users within Children's Specialist Services may be eligible for payments.	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

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.	Raising Achievement Policy -	To agree the policy which outlines how resources within the council will be targeted to improve provision in schools and early years settings and raise achievement especially that of children and young people in vulnerable circumstances.	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821
31.	Approval of Economic Participation Programme Investment Strategy 2010/11 -	To approve the priorities and plan to spend the Economic Participation funds for 2010/11 provided by EEDA to support people into employment.	8 December 2009	LSP and Thematic Partnership for Environment and Economy	Report and Draft Investment Strategy	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer: Sarah Hughes, Head of Regeneration and Skills sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166
32.	Annual Performance Report of Adult Social Care for 2008/09 -	To receive a report produced by the Care Quality Commission.	8 December 2009		Available on the Care Quality Commission website	Cllr Mrs Carole Hegley Comments by 10/11/09 to Contact Officer: Julie Ogley, Director of Social Care, Health & Housing julie.ogley@centralbedfordshire.gov.uk Tel: 01462 611221

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.	Draft Budget Report -	To consider the draft budget report	8 December 2009		Report	Cllr Maurice R Jones Comments by 10/11/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 4254
34.	Statutory Consultation on Holmemead Middle School, Biggleswade -	This report will seek approval of statutory proposals to provide specialist autism provision at Holmemead Middle School, Biggleswade.	8 December 2009	Statutory Consultees - consultation carried out in April/May 2009 and Statutory Notices published June 2009.	Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 01234 276226

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)
35.	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 need 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.	8 December 2009	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 10/11/09 to Contact Officer: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Tel: 01234 228269
36.	Future of Special Schooling in the East of the Authority -	To decide on the future of special schooling in the east of the Authority following consultation.	8 December 2009	Formal Consultation 14/09/09 - 23/10/09	None.	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel:01234 276226

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)
37.	Local Delivery Vehicles and Growth Area Fund Programmes -	To approve funding for the Local Delivery Vehicles and to approve the revised growth area fund programmes in the two growth areas in the light of Government's reductions to the capital allocations in 2010/11.	8 December 2009	Key Partners (Luton Gateway, Luton BC, Renaissance Bedford and Bedford BC)	Report	Cllr Ken C Matthews Comments by 10/11/09 to Contact Officer: Jon Cliff, Head of Growth Programme jon.cliff@centralbedfordshire.gov.uk Tel: 0300 300 4373
38.	Procurement of new premises for All Saints' Academy, Dunstable -	To agree to include the procurement of new premises for All Saints' Academy Dunstable in the Council's capital programme	8 December 2009		Guidance on Academy procurement from Partnerships for Schools	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
39.	Transforming Teaching and Learning: The process and principles for the development of Central Bedfordshire's Educational Vision -	To note the progress of the development of Central Bedfordshire's Educational Vision, its principles and school review online.	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support Email: patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821

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)
40.	Award of Grass Cutting (North) Contract -	Request for the Executive to award the Grass Cutting (North) Contract.	12 January 2010		Report	<p>Clr Tom Nicols Comments by 10/12/09 to Contact Officer: Steve Whittaker, Contract Services Manager steve.whittaker@centralbedfordshire.gov.uk Tel: 0300 300 4344</p>
41.	Business Transformation Strategy -	To set out ambition, priorities and outcomes for the Council's Transformation over the next 5 years.	12 January 2010		Report	<p>Clr Richard Stay Comments by 10/12/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168</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)
42.	Development of a Uniformed Presence for Central Bedfordshire -	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.	12 January 2010	Relevant Portfolio Holders Sustainable Communities Overview & Scrutiny Committee	Report	Cllr David McVicar Comments by 10/12/09 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
43.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	12 January 2010		Report	Cllr Maurice R Jones Comments by 10/12/09 to Contact Officer: Matt Bowmer, Assistant Director Financial Services 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)
44.	Local Development Framework: District Wide Design Guide for Central Bedfordshire -	To approve a new district-wide design guide. The guide will be used to provide clear design guidelines against which planning applications will be determined and is intended to significantly raise the quality of new development.	12 January 2010	Member workshop 10 September 2009 Formal Public Consultation October 2009 for 6 weeks Stakeholder Event October 2009	Report	Cllr Tom Nicols Comments by 10/12/09 to Contact Officer: Fiona Webb, Team Leader, Conservation Project Design fiona.webb@centralbedfordshire.gov.uk Tel: 0300 300 4405
45.	Children's Workforce Development Strategy -	To agree the strategy which sets out how Central Bedfordshire is going to develop the children's workforce locally to create a worldclass workforce.	12 January 2010	Stakeholders and the Children's Trust	Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk tel: 0300 300 6821
46.	Early Childhood Intervention and Prevention Policy -	To agree the policy which outlines how resources will be used to improve the outcomes of all children, especially the most disadvantaged, by enabling, developing and supporting universal and targeted services, delivered by a range of partners.	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: 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)
47.	Fostering, Adoption and Private Fostering Policy -	To agree the policy which sets out what as an authority we will do to ensure that children who become looked after have their permanence secured through fostering or adoption and how we support these placements.	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
48.	Transforming Teaching and Learning: Central Bedfordshire's Educational Vision -	To approve Central Bedfordshire's Educational Vision which sets out the challenges to learning transformation and options for the future realisation of our aspirations.	9 February 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/01/10 to Contact Officer Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821
49.	Adoption of Central Bedfordshire Council Private Sector Housing Renewal Strategy -		9 February 2010		Draft document	Cllr Mrs Rita J Drinkwater Comments by 10/01/2010 Nick Costin, Head Private Sector Housing 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)
50.	Homelessness Strategy -	Recommend adoption of statutory strategy for Central Bedfordshire	9 February 2010		Report	Cllr Mrs Rita J Drinkwater Comments by 10/01/2010 to Contact Officer: Julie Ogley, Director of Social Care, Health & Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221
51.	Total Place - Final Report -	To endorse the Total Place Final Report	9 February 2010		Report	Cllr Richard Stay Comments by 10/01/2010 Sue Nelson, Head of Business Transformation sue.nelson@centralbedfordshire.gov.uk Tel: 0300 300 4305
52.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	9 February 2010		Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services 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)
53.	CCTV Service Options -	To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	9 February 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders	Report	Cllr David McVicar Comments by 10/01/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
54.	Gypsy and Traveller DPD for Submission -	To agree the Gypsy and Traveller DPD for Submission. This relates to the LDF North area.	4 May 2010	Stakeholders Members of the public Sustainable Communities Overview and Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 07/04/2010 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
55.	Property Acquisitions and Disposals Monitoring -	Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions.	9 February 2010	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG)	Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105

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)
56.	Revenue Budget -	Determination of the Revenue Budget for 2010/11.	9 February 2010		Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 4254
57.	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.	9 February 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 10/01/10 to Contact Officer Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
58.	Planning Obligations Supplementary Planning Document for Central Bedfordshire -	Adoption of the Planning Obligations Strategy as a Supplementary Planning Document for Central Bedfordshire, following the updating and combination of the adopted Mid Bedfordshire Planning Obligations Strategy and the emerging South Bedfordshire Strategy.	9 February 2010		None.	Cllr Tom Nicols Comments by 10/01/10 to Contact Officer: Pru Khimasia, Senior Planning Officer pru.khimasia@centralbedfordshire.gov.uk Tel: 01462 611473

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)
59.	Play Strategy -	To agree the strategy which will improve the lives of children and young people by delivering high quality and innovative play opportunities and experiences across Central Bedfordshire.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
60.	Child Poverty Strategy -	To agree the strategy which sets out how the Local Authorities 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 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.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 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)
61.	Transitions Policy -	To agree the policy which sets out how the Local Authority will work with children transferring from Children's Specialist Services either to service provision within Adult Social Care or to independent adult life to ensure that they are given the support necessary as they move into adulthood.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
62.	Looked After Children and Young People Policy -	To adopt the care Matters pledge which sets out the minimum standards and commitments of Central Bedfordshire to children in its care in line with the Children Act 1989, the Children and Young Persons Act 2008 and the Leaving Care Act 2000.	9 March 2010	Children and Young People Children in Care Council Corporate Parenting Panel	Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

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)
63.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and agree the latest position.	9 March 2010		Report	Cllr Maurice R Jones Comments by 10/02/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
64.	Children Missing Education Policy -	To agree the policy which sets out how the local authority will meet its statutory duties relating to the provision of education and to safeguarding and promoting the welfare of children.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Patrick Shevlin, Assistant Director Learning & Schools Support patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821
65.	Adoption of Policy and Framework for Licensing -	To adopt the Policy and Framework for the Licensing Act 2003 (Alcohol, late night refreshment and regulated entertainment) and Gambling Act 2005 (Betting).	9 March 2010	Licensing Trade Three month period commencing September 2009, meetings, publication on website and in other media.	Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Sandra Moore, Head of Public Protection (South) sandra.moore@centralbedfordshire.gov.uk Tel: 0300 300 5298

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)
66.	Agreement of Statutory Regulatory Service Plans -	To agree the Plans for food law, health & safety and underage sales.	9 March 2010	tbc	Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
67.	Agreement of Statutory Community Safety Plans -	To agree the Community Safety Plans and associated plans and strategies including domestic abuse, drugs and alcohol.	9 March 2010	Thematic Partners Key Stakeholders Responsible Authorities	Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
68.	Contaminated Land Strategy -	To agree the risk rating for contaminated land sites in Central Bedfordshire and approve the strategy.	9 March 2010	tbc	Report and Strategy	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394

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)
69.	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.	6 April 2010		None.	Cllr Mrs Anita M Lewis Comments by 10/03/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
70.	Budget Monitoring Report -	To consider the monthly Budget Monitoring Report and to agree the latest position.	6 April 2010		Report	Cllr Maurice R Jones Comments by 10/03/10 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
71.	Safeguarding Annual Report of the Local Safeguarding Children Board -	To receive the report of the LCSB which sets out how the 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.	4 May 2010		Report	Cllr Mrs Anita M Lewis Comments by 07/04/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

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)
72.	Gypsy and Traveller DPD for Submission -	To agree the Gypsy and Traveller DPD for Submission. This relates to the LDF North area.	4 May 2010	Stakeholders Members of the public Sustainable Communities Overview and Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 07/04/2010 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
73.	Cultural Strategy -	To agree the strategy which encapsulates the vision for cultural entitlement for all citizens in Central Bedfordshire moving to a strategic commissioning and entitlement model and recognises the cross cutting nature of cultural entitlement.	9 June 2010		Report	Cllr Stephen F Male Comments by ? to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 3004239

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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