



**TO EACH MEMBER OF THE  
EXECUTIVE**

08 January 2010

Dear Councillor

**EXECUTIVE - Tuesday 12 January 2010**

Further to the Chairman's Briefing meeting held on Tuesday 5 January 2010, please find attached the following additional information for consideration at the Executive meeting on Tuesday 12 January 2010:-

**2. Minutes**

Please find attached the Minutes of the meeting of the Executive held on 8 December 2009 that were marked to follow on the main agenda.

**8. Policy Approach to Enforcement of the Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and Associated Legislation**

To consider the comments and recommendation from the Sustainable Communities Overview & Scrutiny Committee from its meeting held on 4 January 2010.

**11. Business Transformation Strategy - phase 1 - Total Place Pilot Project**

Please find attached a revised report that replaces the report circulated with the main Agenda.

Please note that a presentation will be made to the Executive prior to discussion of this item.

**13. The Development of a Single Children's Workforce in Central Bedfordshire**

As the Children's Workforce Development Strategy is a statutory document which must be kept under constant review the Portfolio Holder for Children's Service is proposing an additional recommendation as follows:

- (c) It is recommended that the Executive delegate authority to the Director of Children Families and Learning, in consultation with the Portfolio Holder for Children's Services and the Children's Trust Board, to approve any future variations and reviews of the strategy, unless such variations or reviews materially affect the direction and purpose of the agreed strategy.

**15. Raising Achievement in Central Bedfordshire's Schools**

To consider the comments and recommendations from the Children, Families and Learning Overview and Scrutiny Committee meeting held on 5 January 2010.

**18. Members Allowances Scheme 2010/11**

Please find attached the report from the Portfolio Holder for Corporate Resources setting out the recommendations of the Independent Remuneration Panel.

**19. Strategic Risk Register**

Please note that Pages 71 – 88, containing Appendix A detailing the Strategic Risk Register, has been circulated with these papers as a separate A3 document.

**20. Proposed Voluntary Severance Scheme**

Please note that under Financial Implications assumptions about potential costs are set out in paragraphs 11 and 12 of the report and not paragraphs 12 and 13 as stated in the report.

**22. Forward Plan**

Please find attached the Forward Plan for the period 1 February 2010 to 1 January 2011 marked to follow on the main Agenda.

## **EXCLUSION OF PRESS AND PUBLIC**

To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following items of business on the grounds that the consideration of the items are likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

**23. Disaggregation of the Assets of the former Bedfordshire County Council**

Please find attached the report that was marked to follow on the Agenda.

**24. Award of Contracts (Construction and Furniture) for the Interim Accommodation Plan (Exempt Appendix B & C)**

Please find attached Exempt Appendices B & C that were marked to follow on the Agenda.

Should you have any queries regarding the above please contact Devina Lester, Senior Democratic Services Officer on Tel: 0300 300 4036.

Yours sincerely

Devina Lester  
Senior Democratic Services Officer  
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**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 8 December 2009.

**PRESENT**

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

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

Cllrs S F Male  
K C Matthews  
D McVicar  
T Nicols

Members in Attendance: Cllrs P N Aldis  
L Birt  
P A Blaine  
D Bowater  
A D Brown  
Dr R Egan  
A Fahn  
Mrs S A Goodchild

Cllrs Ms A M W Graham  
J G Jamieson  
D Jones  
Mrs J G Lawrence  
A A J Rogers  
J Street  
Mrs C Turner  
B Wells

Officers in Attendance

Mr G Alderson	Director of Sustainable Communities
Mr R Carr	Chief Executive
Mr R Ellis	Director of Business Transformation, CBC
Mrs E Grant	Deputy Chief Executive/ Director of Children, Families and Learning
Mr C Heaphy	Director of Corporate Resources
Ms D Lester	Senior Democratic Services Officer
Mrs B Morris	Assistant Director Legal & Democratic Services and Monitoring Officer
Mrs J Ogley	Director of Social Care, Health and Housing

E/09/118 **Minutes**

**RESOLVED:**

**The minutes of the meeting held on 10 November 2009 were confirmed and signed by the Chairman as a correct record subject to the inclusion of the attendance of Councillor John Street.**

E/09/119 **Declarations of Interest**

(a) **Personal Interests:-**

The following non Executive Members in attendance declared personal interests:

Councillor Susan Goodchild declared a personal interest as her husband was in receipt of adult care services provided by the authority.

Councillor Dr R Egan declared a personal interest as she lived in sheltered housing provided by the authority.

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

None.

E/09/120 **Chairman's Announcements**

The Chairman announced that she was going to vary the order of business and take the agenda items 12 to 16 from the Portfolio Holder for Children's Services first and take agenda item 19 from the Portfolio Holder for Sustainable Development as the last item of business in the public part of the meeting.

The Chairman then drew attention to the publication of the following Inspection Reports :-

**CAA (Comprehensive Area Assessment)**

The Audit Commission was publishing its first CAA (Comprehensive Area Assessment) reports on 9 December 2009 which examined how well councils and other public bodies worked together to meet the needs of the people they serve.

The CAA comprised two assessment reports. One that assesses the Council and one that assesses how the Council is working with partners to improve the Central Bedfordshire area.

Overall both assessments gave a fair and reasonably positive reflection of Central Bedfordshire and the Council. This was particularly pleasing as the Council was less than 6 months old when the inspection took place.

The reports commented that the Council had clear aims, worked well with partners, and that the area was clean, safe and green.

Summary information from the assessments would be made available to all Councillors.

### **Adult Social Care**

The Council had also received the Annual Performance Report for Adult Social Care published by the Care Quality Commission.

Despite the Council's clear challenges in this area, the CQC was supportive of the Authority's approach to recovery and acknowledged that the Council was aware of its performance position and was committed to driving improvements that will result in better outcomes for people.

### **Children's Services**

The annual Ofsted rating for Children's Services would be published on 9th December. Councillor Anita Lewis would be writing to all Members to advise them of the outcomes of this assessment.

E/09/121

### **Petitions**

There were no petitions presented to the Executive.

E/09/122

### **Public Participation**

The Chairman announced that there were seven requests to speak in accordance with the Scheme of Public Participation to be dealt with at the start of the following agenda items:-

Item 14 – Future of Special Schooling in the East of the Authority

Item 15 – Holmemead Special School – New Autism Spectrum Disorder Provision

Item 19 – Luton Dunstable Busway

E/09/123

### **All Saints' Academy, Dunstable - Procurement of New Buildings**

The Executive considered a report from Councillor Mrs Anita Lewis, Portfolio Holder for Children's Services proposing the inclusion of the scheme to rebuild All Saints' Academy, Dunstable within the Council's Capital Programme and to agree an appropriate arrangement for the Council to approve the Final Business Case during 2010.

The Portfolio Holder reminded Members that her report to the Executive on 15 September, 2009 (E/09/57 refers) had set out preliminary arrangements for the scheme. Formal inclusion into the Capital Programme was being sought to enable the scheme to commence during 2010.

Reason for decisions:

- (1) So that the scheme can commence and be formally included in the capital programme.

- (2) So that sufficient and appropriate resources are available to ensure that the Council's risks are effectively managed and its responsibilities are discharged fully, including maintaining the oversight of the scheme and the maintenance of agreed design standards.
- (3) So that the scheme is managed appropriately, which will require considerable technical input from the Council's corporate officers, in order to maintain the scheduled build programme, as set out in the Project Initiation Document, within the budget allocated by Partnerships for Schools

**RESOLVED:**

1. **That the Deputy Chief Executive/Director of Children, Families and Learning be authorised to commence the scheme to rebuild All Saints' Academy, Dunstable, subject to consultation, as appropriate, with the Director of Corporate Resources, including the approval of the Final Business Case for the Academy project on the Council's behalf.**
2. **That the additional requirement for project funding beyond that provided by external grant of £300,000, as set out in the financial comments section of the submitted report, be agreed and included within the planning of the Capital Programme in the relevant financial years.**
3. **That the Project Initiation Document for the All Saints' Academy, Dunstable project, as set out in Appendix A to the submitted report, be approved and the scheme for rebuilding the Academy be implemented within the budget provided by Partnerships for Schools.**

E/09/124

**Bedfordshire East Schools Trust Co-Location Project**

The Executive considered a report from Councillor Anita Lewis, Portfolio Holder for Children's Services seeking approval to commence the Bedfordshire East Schools Trust Co-Location Project. The project, which had been successful in a bid for Government funding, would provide physical facilities for local services in a single location.

The Portfolio Holder advised Members that the Government funding would be used to support capital projects that enabled the co-location of local services. The report outlined the facilities and services to be provided by the project to be based at Samuel Whitbread Community College in Shefford and the key benefits of the project.

Reason for decision: So that the scheme can be formally commenced and implemented within the budget allocated by Partnerships for Schools and contributions by the project's partners.



**RESOLVED:**

**That approval be given to commence the Bedfordshire East Schools Trust co-location project, as outlined in the project initiation document attached at Appendix A to the submitted report.**

E/09/125

**Future of Special Schooling in the East of the Authority**

The Executive received a report by Councillor Anita Lewis, Portfolio Holder for Children's Services summarising the responses to the consultation on the future of special schooling that had been initiated by the Executive at its meeting on 23 June 2009 (Minute E/09/09 refers). The report proposed the merger of Sunnyside and Hitchmead Schools.

Prior to consideration of the report and in accordance with the Scheme of Public Participation, the Executive received questions and statements from the following members of the public:-

1. Mrs Christine James
2. Mr Steve Court
3. Mr Paul Cross
4. Mrs Yvonne Talbolt

Councillor Mrs Lewis thanked the parents for attending the meeting and asking their questions. She explained that due to the late receipt of the questions, detailed written replies would be provided. The Portfolio Holder then drew attention to the questions which had also been raised at the Children's Services Overview & Scrutiny Committee on 1 December and the responses to those questions which had been circulated with the Chairman's briefing note.

In response to the questions and concerns raised by the parents present at the meeting, the Deputy Chief Executive/ Director of Children, Families and Learning gave an overview of the proposed merger. She explained that with falling pupil numbers the Council had to make a decision on the proposed merger in order to provide efficient education for children and young people with Special Education Needs (SEN). Members were assured that there would be no lessening of SEN education although the proposed merger, would reduce the fixed costs and lead to greater financial security for the schools. Should the Executive be minded to approve the proposed merger a further 6 week consultation period would commence leading to the start of detailed planning with the head teachers and governing bodies on governance arrangements for the new school. The Director concluded by explaining that individual letters on the detailed points raised in the questions would be sent to the parents.

The Executive then debated the proposed merger. The Chairman of the Children's Services Overview & Scrutiny Committee explained that the Committee had reviewed the proposals at great length. The Committee supported the proposed merger as the way forward whilst recognising the aim must be to have a purpose built special school should sufficient capital funding become available. In response to comments about a lack of financial detail, the Director of Children, Families and Learning explained that officers could

only prepare detailed financial information and an implementation plan, including school organisation information, should the proposed merger be approved. With regard to the legislative process, the Director clarified that the proposed merger fulfilled the requirements of competition legislation now in place.

The Portfolio Holder concluded the discussion by thanking the Children, Families and Learning Overview and Scrutiny Committee for their diligence in examining the proposals and confirmed that the points raised by the Committee would be taken on board in moving forward with the proposed merger.

Reason for decisions: So that the Council discharges its duty to secure special school provision in an efficient way and which meets the needs of children and young people with complex needs.

**RESOLVED:**

- 1. That the Executive supports the proposed merger of Hitchmead and Sunnyside Schools to create an area Special School, taking account of the views expressed by the people who responded to the consultation.**
- 2. That the Executive authorises the publication of Statutory proposals to cease to maintain Hitchmead Foundation Special School with effect from 31.08.10 and related proposals to make a prescribed alteration to Sunnyside Community Special School to become an Area Special School for pupils with complex needs aged 3 – 19 across the two current school sites from 01.09.10. The merged school could be renamed.**

**[N.B. The publication by the Council of Statutory Notices will provide a further consultation period of a minimum of 6 weeks.]**

E/09/126

**Holmemead Middle School - New Autism Spectrum Disorder Provision**

The Executive considered a report from Councillor Mrs Lewis, Portfolio Holder for Children's Services that sought approval to statutory proposals to establish a new 8 place Autistic Spectrum Disorder (ASD) base at Holmemead Middle School, with effect from September 2010.

In accordance with the Scheme of Public Participation, the Executive received a question from Mr Steve Court asking if the Executive foresaw any impact on the existing Sunnyside School satellite class as a result of the proposal to establish new Autism Spectrum Disorder (ASD) provision at Holmead Middle School. Councillor Mrs Lewis responded by explaining that the aim of the proposal was to improve ASD provision and not to remove provision from Sunnyside School.

Reason for decisions: Following the period of Statutory Consultations, there is a need to determine the proposals within 2 months of the end of the consultation period. The proposal will ensure improved provision within the East of the Council's area to meet an identified need for specialist ASD

provision. It will also ensure that capital funding is in place to support the capital costs associated with the establishment of the new provision.

**RESOLVED:**

1. **That the Statutory Proposals to establish new Autistic Spectrum Disorder (ASD) provision for pupils at Holmemead Middle School, Biggleswade with effect from 1 September 2010, as set out in the submitted report, be approved.**
2. **That approval be given to the allocation of £500,000 from within the Council's 2010/11 Capital Programme to support the capital costs necessary to implement the proposals.**

E/09/127

**Eligibility for Financial Support Policies**

The Executive considered a report from Councillor Mrs Anita Lewis, Portfolio Holder for Children's Services proposing the adoption of policies setting out the eligibility criteria for financial support for Adoption, Special Guardianship and Residence Orders.

The Portfolio Holder stressed the importance of the policies that provide financial support to enable some groups of children to have legal security in the households where they live so that they have their needs met within a stable environment until they reach adulthood.

Reason for decisions: To ensure that the Authority complies with regulations to offer an assessment for eligibility for financial support in order to support children in stable families who are able to their needs.

**RESOLVED:**

1. **That the policies for Adoption Financial Support, Residence Order Support and Special Guardianship Financial Support, as set out in the submitted report, be approved.**
2. **That delegated authority be given to the Director of Children's Services, in consultation with the Portfolio Holder for Children, Families and Learning, to review and approve any variations to the Adoption, Residence Order and Special Guardianship financial support policies.**

E/09/128

**Annual Performance Report of Adult Social Care for 2008/09**

The Executive considered a report from Councillor Mrs Carole Hegley, Portfolio Holder for Social Care & Health on the outcome of the annual performance assessment for adult social care services in Central Bedfordshire for 2008/09. As the report had been embargoed from publication by the Care Quality Commission (CQC) until 3 December 2009 the report had been circulated with the Chairman's briefing note. Central Bedfordshire Council had not been given a judgement about performance for 2008 - 2009 because of the transition to

unitary status in April 2009 and the performance reported was that of the former Bedfordshire County Council.

The Director of Social Care, Health & Housing gave a detailed presentation on the CQC's findings.

Members' were reminded that the Council had previously been advised that performance in this area was well below the national average and the Executive had already established a Recovery and Improvement Programme to secure the delivery of adult social care services (minute E/09/39 of the meeting held on 18 August 2009 refers). It was noted that the 11 key areas for improvement were being overseen by the Recovery Programme Board chaired by the Chief Executive and reporting to the Members Reference Group to ensure delivery of the recovery agenda. It was further noted that the recovery plan would continue to be closely monitored through the 6 weekly meetings with the CQC.

Members' attention was drawn to the recognition that had been given to the Council's swift response in producing a detailed plan for improvement along with focused leadership and corporate support. Whilst noting that the report indicated confidence in the Council's recovery and improvement plans, CQC were clear that there should not be unrealistic expectations about how quickly adult social care services will improve. The Director explained that the recovery phase was expected to take 12 months with significant improvements to performance being realised over 2 to 3 years.

Reason for decision: There is a requirement from the government regulators of social care services, (Care Quality Commission) that the outcome of the annual assessment is reported to the Executive. The Health and Social Care Act 2003, sections 79 and 81 require CQC to report to the Minister of State for care services on underperforming councils.

**RESOLVED:**

**That the report detailing the outcome of the Annual Report for Adult Social Care 2008/09 be noted.**

E/09/129

**Budget Monitoring Report**

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

The report set out details of the budget projections for the year end and the continuing further work to bring expenditure into line with the 2009/10 Budget. It was noted that the continuing work to ensure spend was delivered to budget had reached the stage where budget reporting could revert back to quarterly monitoring.

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

**RESOLVED:**

1. **That the report setting out the latest budget projections for the year and the continuing further work to bring expenditure into line with Budget 2009/10 be noted.**
2. **That approval be given to the virements set out in paragraphs 22 and 23 of the submitted report.**
3. **That the additional action plans savings, shown at Appendix A3 to the submitted report, be approved.**
4. **That approval be given to reverting back to quarterly budget monitoring for the Executive.**

E/09/130

**Draft Budget 2010/11 to 2014/15**

The Executive considered a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources seeking approval to the draft budget Medium Term Financial Plan (MTFP) for 2010/11 to 2014/15 as the basis for consultation with the Overview and Scrutiny Committees and other interested parties.

The submitted report included an update on the current economic position and the specific impacts on local government funding. This position, along with the closure of the legacy authority accounts and budget monitoring information from Central Bedfordshire, would inform the actions required to take the Council forward, guided by the priorities of the Council. The report also set out the proposed processes and timetable for consideration of the draft budget and MTFP leading up to their approval by Council on 25th February 2010.

The Portfolio Holder paid tribute to the Director of Corporate Resources and his team for the amount of hard work that had gone into putting together the draft budget.

Reason for decisions: To enable extensive consultation on the Medium Term Financial Plan 2010/11 to 2014/15 before its presentation to Executive in February 2009 for onward approval to Council.

**RESOLVED:**

**That the draft budget proposals for 2010/11, as detailed in the submitted report, be approved as the basis for consultation with the Overview and Scrutiny Committees and other interested parties.**

E/09/131

**Authorisation for Birmingham City Council to undertake investigations in Central Bedfordshire**

The Executive considered a report from Councillor David McVicar, Portfolio Holder for Safer and Stronger Communities seeking approval for Central Bedfordshire Council to authorise Birmingham City Council to investigate and institute proceedings against illegal money lenders operating within the Central Bedfordshire Council area as part of an investigation they are undertaking. It was noted that a number of other local authorities had delegated this function and as a result investigations had ensued and subsequent action had been taken.

Reason for decisions: Where illegal lending is found to be taking place in Central Bedfordshire this can be investigated and the perpetrators brought to justice. The nature of the crimes mean that criminal activity is difficult to identify and the illegal lending is often associated with more serious crime.

**RESOLVED:**

1. **That approval be given to delegation of the function of the enforcement of Part III of the Consumer Credit Act 1974 to be carried out in Central Bedfordshire Council by Birmingham City Council and that the power of prosecution be delegated to Birmingham City Council for any matters associated with or discovered during an investigation by the illegal money lending team.**
2. **That the “Protocol for Illegal Lending Team Investigations”, as attached as Appendix 1 to the submitted report, be approved and that the Assistant Director Community Safety & Public Protection be given delegated authority to enter into the agreement on behalf of the Council and approve minor alterations, if required.**

E/09/132

**Quarter 2 Performance Report**

The Executive considered a report from Councillor Richard Stay, Portfolio Holder for Business Transformation highlighting the key Quarter 2 performance indicators for Central Bedfordshire Council. The report set out areas of strong performance as well as areas for improvement. It was noted that the Overview and Scrutiny Committees continued to monitor the indicators relating to their service areas.

Reason for decision: To ensure a rigorous approach to performance management across Central Bedfordshire Council

**RESOLVED:**

**That the Quarter 2 Performance Report, including observations from the Overview and Scrutiny Committees that had previously reviewed the information, be noted. That it be noted that the Corporate Resources Overview and Scrutiny Committee will review performance information on 10 December 2009.**

E/09/133 **Management Review**

The Executive considered a report from Councillor Tricia Turner, MBE, Leader of the Council proposing revised senior management arrangements, taking account of the need to reduce the Council's costs and to deliver customer-focussed services.

The Leader of the Council explained that the current senior management arrangements that had been introduced by the Shadow Authority recognised the amount of set up and consolidation work that needed to be carried out in the early stages of the new Authority's life. Although the Council would remain in transition for some time to come, the next stage in Central Bedfordshire's evolution needed to be planned, particularly taking account of the financial pressures facing local government both now and in the future.

Reason for decision: To help the Council secure its financial future, focus on its objectives and respond to residents concern that we deliver value for money.

**RESOLVED:**

**That the proposals for moving to a four directorate model, as set out in the submitted report, be endorsed and the Chief Executive be authorised to implement the necessary arrangements, including a review of Assistant Director and Head of Service level posts, with a view to reducing the costs to this Council over time by 20%.**

E/09/134 **Audit Minutes**

The Minutes of the meetings of the Audit Committee held on 29 June, 27 July, 21 September and 30 October 2009 were received.

E/09/135 **Forward Plan**

The Forward Plan for the period 1 January 2010 to 31 December 2010 was received.

E/09/136 **Luton-Dunstable Busway**

The Executive received a report from Councillor Tom Nicols, Portfolio Holder for Sustainable Development seeking approval to progress the DfT funding application and, on a successful funding offer, support Luton Borough Council in awarding a contract for the construction of the Luton Dunstable Busway.

Prior to consideration of the report the Executive received statements from the following members of the public:-

1. Mr Harry Maughan, representing the Leighton Buzzard Society as Transport and Minerals Officer, presented a statement from the Society urging the Executive to consider railway possibilities as opposed to supporting the Luton Dunstable Busway together with a

diagram and supporting information showing the scope for Bedfordshire rail.

2. Mrs Christine McPherson in urging the Executive not to support the Luton Dunstable Busway, presented a petition from local residents opposing the Luton Dunstable Busway.

Councillor Nicols, Portfolio Holder for Sustainable Development thanked the members of the public for attending the meeting and for their contributions to the debate. He acknowledged that the Busway had been highly controversial during its 17 years history to reach the stage the project was now at and had generated intense opposition as well as support. He commented that when delivered, the Luton Dunstable Busway would make a significant contribution to sustainable transport within the south Central Bedfordshire growth area.

During the general discussion that followed, the Director of Sustainable Communities reminded Members that Luton Borough Council was the lead authority with powers to construct the Busway, as well as being the sole beneficiary of DfT funding. To ensure Central Bedfordshire had a say in how the scheme is delivered, the Council needed to be indicate its support to Luton Borough Council and to the Department for Transport.

Councillor Mrs Hegley speaking as a local ward Member referred to the fact that the Federation of Small Businesses considered the Busway to be a Luton based scheme. She explained that there was no benefit to the Downside area and in view of a high degree of opposition for the Busway in Dunstable she could not support the scheme.

Reason for decision: To enable the authority to input into the delivery of the Guided busway scheme.

**RESOLVED:**

1. **That the Executive confirms the Council's support on the Luton Dunstable Busway to Luton Borough Council and the Department for Transport.**
2. **That approval be given to proceed with award of contract for the Busway in accordance with the legal agreement between Central Bedfordshire Council and Luton Borough Council, as approved at the Shadow Executive on 17 March 2009, subject to the Department of Transport's Full Approval/funding offer.**
3. **That delegated authority be given to the Director of Sustainable Communities, in consultation with the Director of Corporate Resources, to deliver the scheme, subject to 6 monthly progress report to all Members.**
4. **That future revenue budget allowances be made for maintenance of the busway currently estimated at £50k for financial year 2012/13 increasing annually to £250k PA by year 3.**



E/09/137 **Exclusion of the Press and Public**

**RESOLVED:**

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

E/09/138 **Re-roofing Contract 2010 - 2015**

The Executive considered a report from Councillor Mrs Rita Drinkwater, Portfolio Holder for Housing proposing the award of the re-roofing contract 2010 – 2015. The contract related to the delivery of the re-roofing programme to ensure Council properties did not fall into non decency and are in a reasonable state of repair. Following a discussion of the evaluation criteria used to assess competitive tenders the Executive:-

**RESOLVED:**

**That the Portfolio Holder for Housing and Director of Social Care, Heath and Housing be authorised to award the Re-Roofing Contract for 2010 – 2015, following their review of the evaluation criteria used to assess competitive tenders.**

Reason for decision: To deliver the Re-Roofing programme, to meet the Decent Homes Standard and to protect the asset value of the Council's housing stock.

E/09/139 **Medium Term Accommodation Programme Update**

The Executive considered a report from Councillor Maurice Jones, Portfolio Holder for Corporate Resources seeking approval to a revised accommodation programme and proposing the re-naming of the programme to the Interim Accommodation Plan.

The Portfolio Holder explained that problematic discussions with the landlord for Technology House had resulted in an anticipated three month delay to the original timescale. Progress to date had been reviewed subsequently by the Programme Board which had concluded it was still in the best interests of the Council to continue with the work programme, modified as a result of the review, along with a revised timeframe because of the 3 month delay to the original programme.

In response to comments, it was noted that one of the principles of the Accommodation Plan was that staff must be in accommodation that is appropriate for their needs. Members were also advised that access within Technology House would be Disability Discrimination Act (DDA) compliant.

Reason for decision: To deliver agreed objectives and benefits through improvements to property and ICT infrastructure across the Central Bedfordshire Council office locations.

**RESOLVED:**

**That approval be given to the revised Interim Accommodation Plan, as set out in the submitted report.**

E/09/140

**Bedfordshire Energy and Recycling Project (BEaR) Project - PFI Outline Business Case Approval**

The Executive considered a report from Councillor David McVicar, Portfolio Holder for Safer & Stronger Communities seeking approval to a revised Outline Business Case (OBC) for PFI funding for the Bedfordshire Energy and Recycling (BEaR) Project. The report included details of the revised affordability envelope for the Project which took into consideration the latest market conditions and updated sensitivities. The report also sought to refresh the project following the withdrawal of Bedford Borough Council from the Partnership.

During consideration of the report the Director of Sustainable Communities advised Members that Luton Borough Council had withdrawn its support from the Project at its meeting the previous evening although the decision had been called in for review by the Overview and Scrutiny Committee on Thursday 10 December. The Executive was advised that DEFRA had been informed and an extension to the submission date for the OBC had been given.

Reason for decision: Approval of the above recommendations will enable the Partnership (Central Bedfordshire and Luton Borough Council) to submit its application for PFI credit funding of £78.8m to DEFRA for approval and commence the procurement of the waste treatment contract.

**RESOLVED:**

**1. That the Executive:-**

- (a) Notes the detail of the revised Outline Business Case (OBC) for Private Financial Initiative (PFI) funding, as outlined in the submitted report, and authorises the Director of Sustainable Communities, in consultation with the Portfolio Holder for Sustainable Communities, to approve the final OBC for submission to DEFRA on the Councils behalf.**
- (b) Approves the revised affordability envelope, procurement costs and application for PFI credits, as set out in the submitted report.**
- (c) Authorises the BEaR Project Board to commence the procurement of a waste treatment solution on a technology neutral basis following PFI approval.**

- (d) **Re-affirms its commitment to achieve recycling/composting targets laid down in the Waste Strategy 2007 and where possible exceed these targets with the aim of achieving 60% recycling in the long-term future.**
- (e) **Authorises the Director of Sustainable Communities, in consultation with the Portfolio Holder for Safer and Stronger Communities, to approve the revised Joint Working Agreement between the Council and Luton Borough Council.**

**2. That the Executive commits to:-**

- (a) **Central Bedfordshire's division of the Reference Project cost over the period between 2016 and 2041, in the total sum set out in the exempt Appendix B to the submitted report.**
- (b) **Bridging the affordability gap to the sum indicated in exempt Appendix B to the submitted report based on the Reference Project assumptions and affordability envelope.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 1.48 p.m.)

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Appendix A

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**Meeting:** Executive  
**Date:** 12 January 2010  
**Subject:** Policy Approach to Enforcement of the Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and Associated Legislation

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**Response of the Sustainable Communities Overview and Scrutiny Committee**

1. At its meeting on 4 January 2010 the Sustainable Communities Overview and Scrutiny Committee considered a report regarding how Central Bedfordshire Council, through the Sustainable Communities Directorate, should implement its duties under the Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and associated legislation. The Assistant Director Community Safety and Public Protection explained to the meeting that the aim was to harmonise the different policy approaches previously adopted by the legacy authorities.
2. Members noted that the meeting was not being asked to consider the organisational arrangements required for the enforcement of the legislation as it was proposed that this was undertaken as part of the organisational review within the Sustainable Communities Directorate. In addition the Assistant Director stressed that the meeting was not being asked to consider the development of a uniformed or visible presence as this would be the topic of a separate report to the Committee in March.
3. In response to a Member's query regarding the need to ensure clarity for the responsibility of enforcement the Assistant Director stated that, in order to achieve this, it was proposed to enter in to a new memorandum of understanding with the Environment Agency.
4. The Chairman commented that the principles of 'total place' needed to be considered within the context of the report and that, during further consideration of the manner in which these services were delivered by the Council, the Committee should consider how communication with the public was undertaken.

**Recommended to the Executive:-**

That the Sustainable Communities Overview and Scrutiny Committee support the recommendations as set out in the report of the Portfolio Holder for Safer and Stronger Communities to the Executive on 12 January 2010.

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**Meeting:** Executive  
**Date:** 12 January 2010  
**Subject:** Business Transformation Strategy – phase 1 - Total Place Pilot project  
**Report of:** Cllr Richard Stay, Portfolio Holder for Business Transformation  
**Summary:** The report provides an update on the current progress of the Total Place Pilot Project which will inform the development of our approach to business transformation.

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**Advising Officer:** Richard Ellis, Director of Business Transformation  
**Contact Officer:** Clive Jones, Assistant Director of Business Transformation and Customer Service  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/ exemption from call-in (if appropriate)** N/A

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The transformation strategy will fundamentally support and enable the council to deliver its vision and five priorities.

##### **Financial:**

Until the outline business case is established, the resource implications are unknown. The final report is seeking an “in principle” agreement from all stakeholders to progress to a more detailed implementation plan, which will identify resource requirements and the governance arrangements (and key accountabilities) for the project going forward. Any detailed business case that is then produced will identify specific resource implications, which will require approval via the normal council processes and the necessary public sector partner organisations.

**Legal:**

Consultation on the proposals will be undertaken with all stakeholders.

**Risk Management:**

The authority will follow the principles of programme and project management contained within the Managing Successful Programmes (MSP) and Prince2 methodologies that embed full risk management processes. A risk log will be established and appropriate mitigation activities identified to minimise the risks.

**Staffing (including Trades Unions):**

Total Place will require organisations in the public sector to work closer together and the staff associations will be fully consulted as soon as possible if any organisational changes are identified.

**Equalities/Human Rights:**

As the implementation plan is developed and the business case is produced an Equality Impact Assessment will be undertaken.

**Community Safety:**

As one of the Total Place sub-themes is integrated offender management there will be some impact on community safety, both organisationally and across the public sector. This impact is expected to be positive in terms of how offenders are dealt with and in reducing crime and fear of crime in the area.

**Sustainability:**

If the recommendations of the Total Place Pilot are implemented it should contribute to a reduction in the Carbon Footprint citizens are creating in accessing current service provision.

**Summary of Overview and Scrutiny Comments:**

The Business Transformation Overview and Scrutiny Committee received a presentation on the progress of the Total Place pilot project in December 2009. The Committee noted the progress made and recognised the need for a Total Place-type approach and a more joined up provision of services across public sector agencies

**RECOMMENDATION(S):**

**That the Executive:**

- (a) Notes the progress made on the Total Place pilot**
- (b) Delegates sign-off of the final report (to be submitted on 5th February 2010 to the Leadership Centre for Local Government/HM Treasury) to the Leader of the Council and the Chief Executive.**



<i>Reason for Recommendation(s):</i>	<i>So that the Executive have been updated on the progress made on the Total Place Pilot and has endorsed the approach for submission of the final report to Central Government.</i>
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### **Executive Summary**

The report provides the background information on the transformation planning that has been undertaken this year and sets the context of the "Total Place" programme within a wider approach to transformation.

Throughout November, key stakeholders have been engaged in the development of the "Total Place" sub themes of:-

- Integrated Offender Management
- Access to Benefits

The outputs from that work are now being drafted into a final report to be submitted to Central Government by 5<sup>th</sup> February 2010. Given that this report is still work in progress, the Executive will receive a presentation of the key findings.

The Executive are requested to delegate final "sign-off" of the Total Place report to the Leader and Chief Executive of the Council, given the timescales laid down by Central Government.

### **BACKGROUND INFORMATION**

1. At the 17th February 2009 Executive, the Business Transformation Framework was presented. This identified the two key strands to Business Transformation planning to be:
  - The development of a medium term Business Improvement Plan
  - The development of a longer term Business Transformation Programme
2. At the 14th April 2009 Executive, the principle of a Business Improvement Plan, defining the key improvement activities being undertaken in the first few months was accepted. The commitment was given that once the new Executive and Management Team were in place the transformation programme would be further developed.
3. The wider corporate approach to business transformation is due to be presented to the Executive in February 2010.
4. A key contributor to the development of this approach will be the findings emerging from the Total Place pilot project

5. Central Bedfordshire and Luton Borough Council are jointly one of the 13 national pilots for the Total Place programme, aimed at driving service quality improvements and efficiencies in public services, through more effective partnership working. The timetable for the Total Place Pilot dictates that the final report and outline business case needs to be submitted to the Leadership Centre for Local Government/HM Treasury by 5th February 2010.
6. The Final Report will need the endorsement of all key stakeholders involved in the pilot, including the Executive of Central Bedfordshire Council.
7. The Total Place pilot project has been driven within a very tight timeframe, dictated by central government. Inevitably, there is still much work to be undertaken to produce the final report, and at this stage it must be recognised that this is very much work in progress.

## CONTEXT

8. Previous reports have outlined the background to the National Total Place pilot project. The development of the themes to be investigated and the high level “counting” exercise (identifying the totality of public expenditure in Central Bedfordshire and Luton) were summarised in the Interim report submitted to Central Government in September 2009.  
  
The overarching theme was identified as.... “From dependence to self-reliance”. This was then split into two sub-themes which were worked on in parallel – Integrated Offender Management and Access to Benefits.
9. The “Deep dive” process undertaken throughout November, was split into two phases for each of the two sub-themes:-
  - Grasping the situation – an analysis of the current position, identifying the customer experience, the agencies involved, the systems and processes, and the resources employed.
  - Future model – identifying the optimum delivery model for the future, on the basis of customer experience(value) and efficiency of operation
10. The methodology employed throughout was based upon a Lean Systems Thinking approach, which seeks to optimise customer value and eliminate “waste” in the system.
11. The “Deep Dive” process engaged over 250 colleagues from stakeholder organisations in 47 different workshop sessions – an intensive programme of work, and very effective in delivering the necessary outputs
12. A presentation will be made to the Executive to update on the current progress of the pilot project. Hard copy of the slides are attached at Appendix 1.

## ENGAGEMENT

14. The pace with which we have had to drive this project has meant that we have not been able to engage with all stakeholders as we would have liked, given that the focus has been very much on task delivery.
15. We are now producing a Communications/Engagement plan to ensure all key stakeholders are aware of what the project is about, the key findings and the implications going forward.
16. In addition, a wider Communications plan is being developed for all staff and members. This will focus on the findings of the pilot project, how we have gone about it and the key benefits we are looking to derive from it. Crucially, it will stress the fact that the Total Place pilot signals a new way of working for the Council and it's partners and will form a critical component of our overall approach to Business Transformation going forward.

### **Appendices:**

Appendix A – Presentation slides – Total Place Pilot project progress to date.

### **Background Papers:** (open to public inspection)

None

### **Location of papers:** Priory House, Chicksands

N/A

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# Total Place

“From dependence to  
self-reliance”



Total Place - Luton and Central Bedfordshire Pilot

## What is Total Place?

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- Announced as part of Operational Efficiency Programme in Budget (April 09)
- 13 national pilots: different themes but common objectives:-
  - Examine the totality of public spending, to cut duplication, save money and improve service delivery
  - Services redesigned around the Citizen
- pilots to “push at an open door for reform”

Total Place - Luton and Central Bedfordshire Pilot

## What's different?

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- “Perfect Storm”
- CAA
- National profile – cross dept buy-in
- Alignment of key drivers – customer value/efficiency/partnership working
- CLG/Treasury driven
- Escalation to Whitehall

Total Place - Luton and Central Bedfordshire Pilot

## Timetable

Recruited Programme Director & team, Established governance and methodology	June 09
Theme and sub-theme selection	July 09
Headline count	July 09
Interim report	Sept 09
Deep dive	Nov 09
Final report	05 Feb 2010

Total Place - Luton and Central Bedfordshire Pilot



## High level count

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### Broad figures:

- £3.4 billion public sector spend
- Population of 446,800 – 182,500 households
- Public sector spend of £6,800 per head/pa
- Highest spenders: CBC 22%, LBC 18%, NHS Beds 14%, NHS Luton 13%, HMRC 10%

Total Place - Luton and Central Bedfordshire Pilot

## Theme development

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### “ *From Dependence to Self- Reliance* ”

- Integrated offender management
- Access to benefits
- Worklessness (19- 25)
- Health and social care

Total Place - Luton and Central Bedfordshire Pilot

## What are we trying to do?

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Co-ordinate and focus service delivery to:

- Reduce crime and its impact (social & financial)
- Reduce fear of crime & increase public confidence

By:

- Using resources more efficiently
- Breaking the cycle of re-offending

Total Place - Luton and Central Bedfordshire Pilot



## Findings

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*Services involved:- local authorities, health, police, courts, probation, prison, job centre plus, 3<sup>rd</sup> sector*

### Focus on Prolific and Priority Offenders (PPOs)

- 2% of offenders account for 30% of crime
- 78 prolific and priority offenders on PPO scheme – 13 at liberty
- over eight out of ten of these offenders have a drug dependency
- Average cost to the public purse - c£500k

**Total Place - Luton and Central Bedfordshire Pilot**



## Issues

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- Services not delivered when offender needs them most
- 20+ agencies delivering disjointed services
- Drug treatment focused on maintenance rather than detoxification
- Gaps in transition:
  - youth offenders into adult criminal justice system
  - transition off intensive support like PPO programme

Total Place - Luton and Central Bedfordshire Pilot

## Opportunities

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- Co-location of agencies
- Common accessible database
- Develop appropriate and speedy sentencing
- Improve strategic and operational governance
- Produce a “One life” action plan per offender

Total Place - Luton and Central Bedfordshire Pilot



## Challenges- Support

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- Law abiding citizens vs offenders
- Timing of Service delivery
- Benefits System
- Getting Local Authorities to allocate houses for Offenders
- Jobs
- Treatment Plans

**Total Place - Luton and Central Bedfordshire Pilot**

## Challenges- System

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- Probation Resources
- Legislation and Resource
- Targets and Duplication
- Prisoner Location
- Structure
- Sentencing patterns

**Total Place - Luton and Central Bedfordshire Pilot**





## What are we trying to achieve?

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- Streamline current processes
- Enable people to claim their rightful entitlement
  - easily!
- Remove the barriers that discourage people coming off benefits and into work
- Set up next phase – encouraging people into employment

Total Place - Luton and Central Bedfordshire Pilot



## Issues

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- Benefits system is complex and difficult to access
- More than 50 different benefit types
- Duplication & waste - poor customer satisfaction and unnecessary cost and delay
- Benefits entitlement data is not joined up or shared within authorities, or between agencies
- Not tackling root causes
- Marginal tax rates - disincentive to come off benefit

Total Place - Luton and Central Bedfordshire Pilot

# The Improved Customer Experience

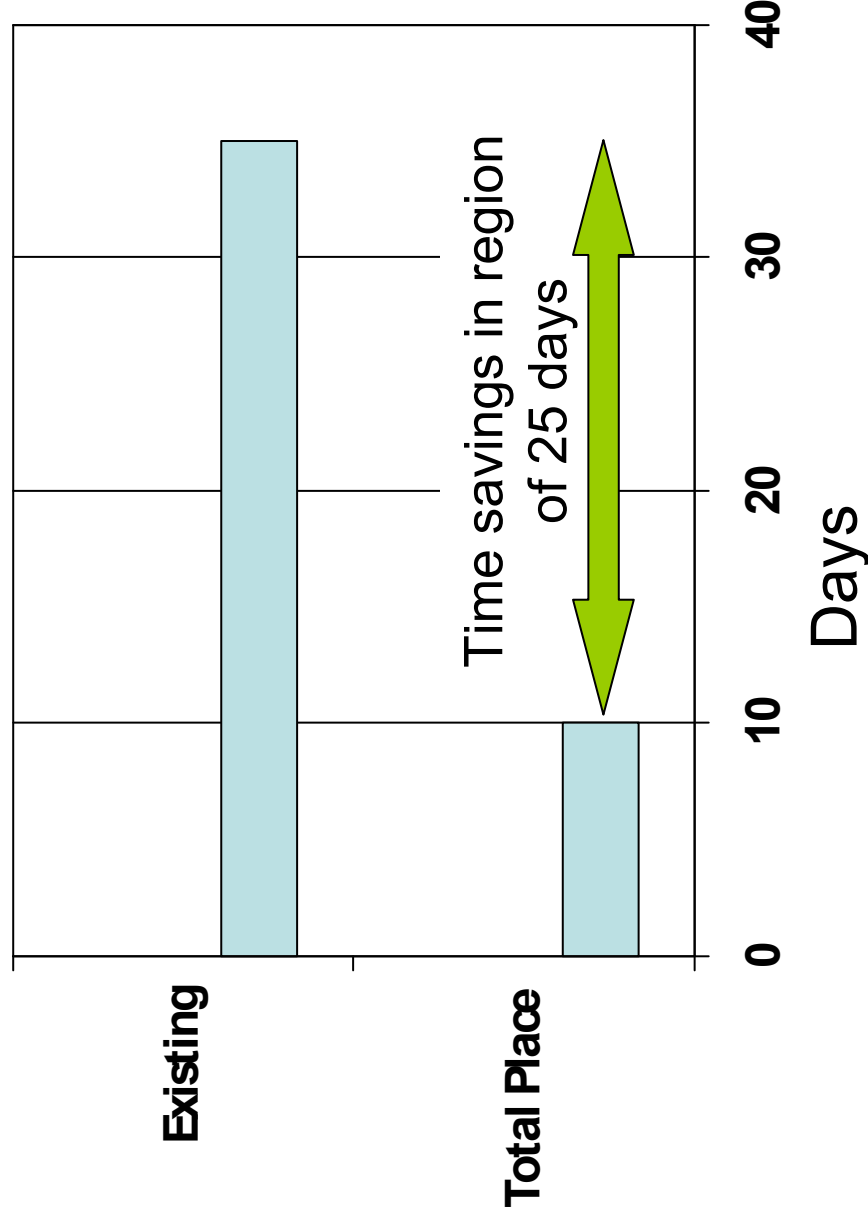
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- Right support: holistic package
- Right place: multiple channels
- Right time: faster access
- Right value: efficient - value for money

Total Place - Luton and Central Bedfordshire Pilot

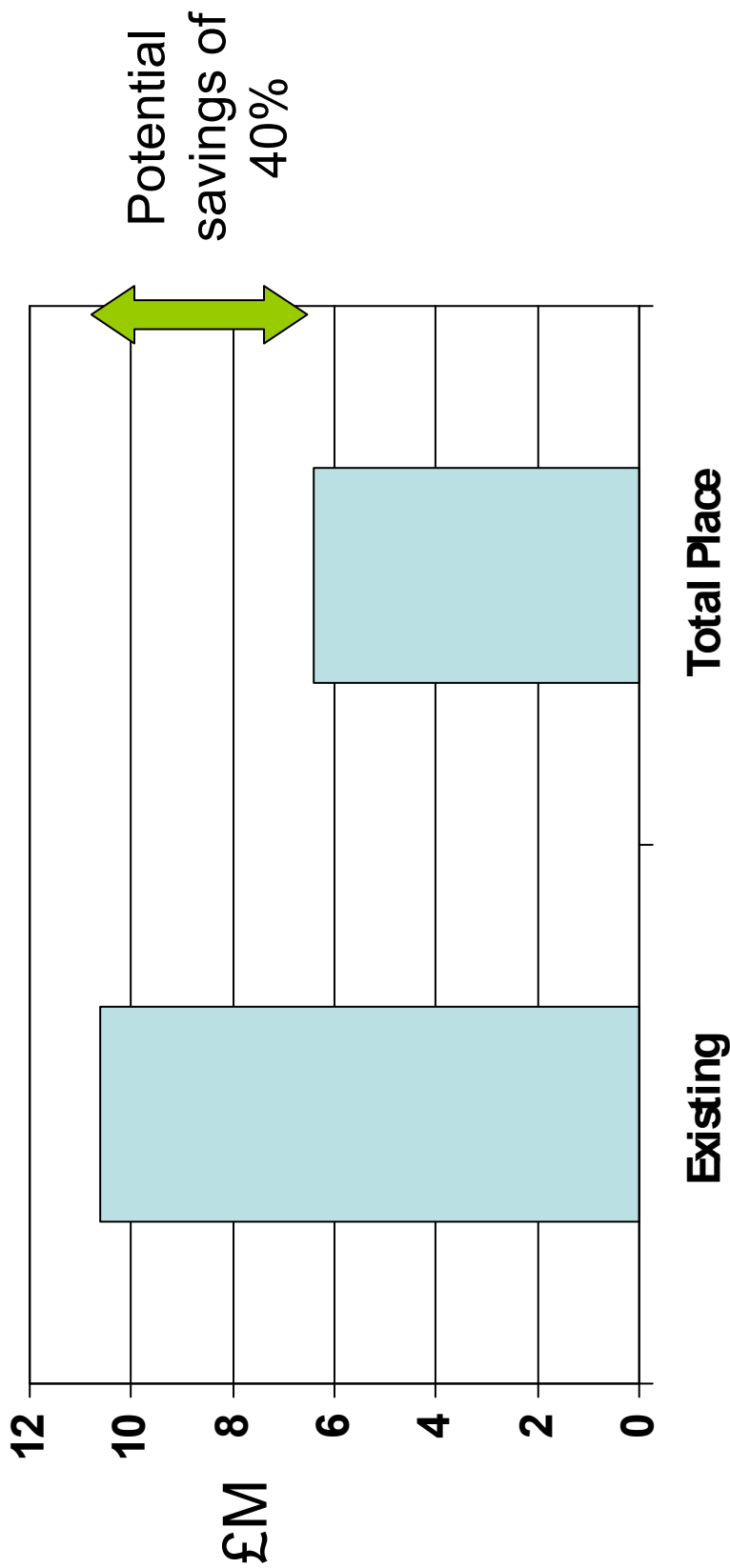
# Customer Experience: Days to Payment



Total Place - Luton and Central Bedfordshire Pilot



## Admin Cost Comparison



Total Place - Luton and Central Bedfordshire Pilot



## Challenges

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- Multiple government departments administering benefits
- Overly complex and historical legislation
- The lack of ability to pool budgets
- Shared risk taking and investment in change needed
- Lack of customer insight
- Allocation of future savings?
- ICT infrastructure is costly to change
- Significant organisational change required

Total Place - Luton and Central Bedfordshire Pilot

## Next Steps

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- Commitment to Total Place approach – strategic and operational
- Governance and resourcing needs agreeing
- Implementation of pilot projects
- Identifying and collaborating on new themes

Total Place - Luton and Central Bedfordshire Pilot

## Conclusion

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- Total Place has signalled a new way of working for public services in CB and Luton
- Pilot has delivered:-
  - Effective/robust methodology
  - Governance framework
  - Means of accessing Whitehall
  - Learnings from other areas
  - New relationships across public services
  - Potentially significant benefits (efficiencies and customer service quality) around specific sub-themes
  - Identified further opportunities for collaboration
- Reinforcement of the Council's leadership role

Total Place - Luton and Central Bedfordshire Pilot



**Appendix A**

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**Meeting: Executive**  
**Date: 12 January 2010**  
**Subject: Raising Achievement in Central Bedfordshire's Schools**

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**Response of the Sustainable Communities Overview and Scrutiny Committee**

1. At its meeting on 5 January 2010 the Children, Families and Learning Overview and Scrutiny Committee considered a report regarding the current position in relation to standards in Central Bedfordshire's schools and an overview of progress made with the priorities within the Enjoy and Achieve Plan.
2. The Committee discussed the report in detail and noted the following:-
  - 2.1 The Committee will receive a report for comment regarding the vision for transforming learning in Central Bedfordshire at their meeting in February. This report would raise the issue of trust federations and partnerships for the Committee's consideration prior to a report being submitted to the Executive.
  - 2.2 The Committee was disappointed with current standards in schools and was keen to see improvements in performance.

**Recommendation:-**

That the Committee

- (i) notes the principles detailed in the report with regards to the commissioning of central services from other providers or their relocation in trusts and partnerships; and
- (ii) notifies the Executive that the Committee wished to comment further on these principles following their next meeting in February where they would consider the vision for transforming learning.

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**Meeting:** Executive  
**Date:** 12 January 2010  
**Subject:** Members' Allowances Scheme 2010/11  
**Report of:** Cllr Maurice Jones , Portfolio Holder for Corporate Resources  
**Summary:** This report sets out the recommendations of the Independent Remuneration Panel, which held a final meeting on 21 December 2009.

Advising Officer: Clive Heaphy, Director of Corporate Resources  
Contact Officer: Stephen Cooke, Electoral/Members' Services Manager  
Public/Exempt: Public  
Wards Affected: All  
Function of: Council  
Key Decision: Yes  
Reason for urgency/  
exemption from call-in  
(if appropriate): Not applicable

#### **CORPORATE IMPLICATIONS**

**Council Priorities:**

The provision of a fair scheme of Members' Allowances is essential to the democratic process in ensuring an equal opportunity to all to become a Councillor.

**Financial:**

The financial implications arising from the recommendations of the Independent Remuneration Panel produce a saving of £39,560 in the overall cost of the Members Allowances Scheme for the year commencing 1 April 2010 as a result of recommended changes to Special Responsibility Allowances. Further details of the cost of the Scheme are set out in section 4 of this report.

**Legal:**

The Local Authorities (Members Allowances) (England) Regulations 2003

**Risk Management:**

None

**Staffing (including Trades Unions):**

None

**Equalities/Human Rights:**

The Scheme of Members' Allowances includes allowances for Dependants' Carers' to provide equality for any Member with caring responsibilities.

**Community Safety:**

None.

**Sustainability:**

None

**Summary of Overview and Scrutiny Comments:**

- Not applicable

**RECOMMENDATION(S):**

**That the Executive consider the financial implications of the recommendations of the Independent Remuneration Panel in relation to the Scheme of Members' Allowances for the year commencing 1 April 2010.**

<i>Reason for Recommendation(s):</i>	<i>To enable the Executive to address the financial implications of the recommendations of the Independent Remuneration Panel to the Council in relation to the Scheme of Members' Allowances for the year commencing 1 April 2010.</i>
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**Executive Summary**

Whilst the adoption of a Scheme of Members' Allowances is a matter reserved to the Council, the Executive are requested to consider the financial implications of the recommendations made by the Independent Remuneration Panel.

1. As mentioned in the previous report to this meeting of the Executive, the Independent Remuneration Panel held a final meeting on 21 December to complete consideration and make recommendations as to the Scheme of Members' Allowances for the year commencing 1 April 2010.
2. Section 3 of this report provides a summary of the recommendations of the Panel and section 4 provides details of the financial implications for all allowances. A copy of the full report of the Panel, giving reasons for the various recommendations is attached as Appendix A. Details of the allowances for the current financial year and those recommended for the year commencing 1 April 2010 is attached in tabular form as Appendix B.

**3. Summary of the Recommendations of the Independent Remuneration Panel**

3.1 Basic Allowance

That the Basic Allowance of £11,220 paid to all Members of the Council remain unchanged for 2010/11.

3.2 Special Responsibility Allowances (SRA)

3.2.1 Leader's SRA

That the Leader's SRA be reduced from 300% of the basic allowance to 275% of basic allowance for 2010/11.

3.2.2 Assistant Portfolio Holders

That the SRA paid to Assistant Portfolio Holders be increased from 7.5% to 15% of the Leader's SRA (this equates to 25% of the SRA paid to Portfolio Holders)

3.2.3 Audit Committee Chairman

That the SRA for the Audit Committee Chairman be reduced from 32.5% to 20% of the Leader's SRA for 2010/11.

3.2.4 Vice-Chairman SRAs

That SRAs for all Vice-Chairman posts be abolished from 2010/11 onwards.

3.2.5 Other SRAs

That no changes be made to the percentage link to the Leader's SRA for the following posts in 2010/11:

Deputy Leader (15%)  
Portfolio Holder (60%)  
Development Management Committee Chairman (40%)  
Overview and Scrutiny Committee Chairmen (32.5%)  
General Purpose Chairman (15%)  
Standards Committee Chairman (15%)  
Licensing Committee Chairman (7.5%)  
Regulation Committee Chairman (7.5%)  
Luton & South Beds Joint Committee Chairman (40%)  
Minority Group Leaders (7.5%)

3.3 Travel and Subsistence Allowances

3.3.1 That the travel and subsistence allowances schemes for newly appointed staff to Central Bedfordshire Council be applicable also to Members with effect from 1 April 2010.

3.3.2 That attendance at civic events, such as the annual civic reception, be not included on the list of approved duties for travel allowance purposes.

3.4 Dependants' Carers' Scheme

That:-

(a) the hourly rate allowance for child care and non-specialist care be increased to £5.80 (the national minimum wage for workers aged 22).

(b) the hourly rate for specialist care be up to 3 times the national minimum wage.

3.5 Co-opted Members' Allowance

That the existing method of payment per meeting be retained for the time being and that payment remain at £75 for a meeting or training event lasting up to 4 hours and £150 for a meeting or training event lasting more than 4 hours.

3.6 Civic Allowances

That the allowances for the Chairman and Vice-Chairman of the Council remain at 100% of the basic allowance for the Chairman (£11,220) and 25% of the basic allowance for the Vice-Chairman (£2805).

**4 Financial Implications**

4.1 If adopted, the recommendations of the Independent Panel would produce a reduction in the cost of the Members' Allowances Scheme and associated Member costs of £33,512 compared with the 2009/2010 revised out-turn figure.

4.2 For the financial year 2010/2011, the overall cost of the Scheme of Members' Allowances, together with employer costs, Members' ICT Allowances and Civic Allowances are estimated to be £1,306,329. This includes the sum of £25,020 for Members' ICT allowances for which a budget had not initially been provided for 2009/2010. Details of the estimated costs are as shown below:-

Basic Allowances	£740,520
Special Responsibility Allowances	£305,464
Travel and Subsistence Allowances	£63,450
Dependants' Carers' Scheme	£2,000
Co-opted Members' Allowance	£6,400
Employers National Insurance Contributions	£75,000
Employers Superannuation Contributions	£74,450
Civic Allowance, Chairman and Vice-Chairman	£14,025
Members' ICT Allowances	£25,020
<b>Total</b>	<b>£1,306,329</b>

- 4.3 The original budget for 2009/2010, as noted by Shadow Council on 26 February 2009 when the Scheme of Members' Allowances for 2009/2010 was adopted, was £1,318,682. This included a figure of £75,000 to cover employer costs for those Members who opted to join the Local Government Superannuation Scheme. A breakdown of the original estimate, together with revised out-turn figures, are shown below:-

	Original Estimate 2009/2010	Revised Out-turn 2009/2010
Basic Allowance	£740,520	£740,520
Special Responsibility Allowances	£328,887	£339,976
Travelling and Subsistence Allowances	£33,000	£63,450
Dependants' Carers' Scheme	£2,000	£1,000
Co-opted Members' Allowance	£5,250	£6,400
Employers National Insurance Contributions	£120,000	£75,000
Employers Superannuation Contributions	£75,000	£74,450
Civic Allowance, Chairman and Vice-Chairman	£14,025	£14,025
Members' ICT Allowances		£25,020
	£1,318,682	£1,339,841

- 4.4 The original estimate for special responsibility allowances for 2009/2010 was based on an Executive of Leader and 8 Portfolio Holders whereas the Leader of the Council appointed an additional Portfolio Holder.
- 4.5 The original estimate for Travelling and Subsistence Allowances is clearly inadequate, based upon the costs to the end of November.
- 4.6 The sum of £25,020 has been added to the revised out-turn figures for Members' ICT Allowances, as no provision for this was made in the original budget.
- 4.7 The estimate of £1,306,329 for 2010/2011, is less than the revised out-turn figure of £1,339,841 for 2009/2010 by £33,512.

## Appendices

**Appendix A – Report of the Independent Remuneration Panel**

**Appendix B – Table setting out the recommendations of the Independent Remuneration Panel**

**Background Papers:** (open to public inspection) None

**Location of papers:** Not applicable

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## APPENDIX A

### CENTRAL BEDFORDSHIRE COUNCIL

#### REPORT AND RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL CONCERNING THE SCHEME OF MEMBERS' ALLOWANCES FOR THE YEAR COMMENCING 1 APRIL 2010

**CENTRAL BEDFORDSHIRE**

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**Background**

1. This report presents the findings and recommendations of the Independent Remuneration Panel concerning the Scheme of Members' Allowances for the year commencing 1 April 2010.
2. The Local Authorities (Members' Allowances)(England) Regulations 2003 make it a requirement for every local authority to establish an independent remuneration panel for the purpose of making recommendations to the authority as to the amount of basic allowance that may be paid to every member of the authority. The Regulations also specify certain requirements concerning allowances for special responsibility, travelling and subsistence, dependants' carers' and co-optee's.
3. The Regulations place a duty upon an authority to have regard to the recommendations of its independent panel before making or amending its Scheme of Members' Allowances.
4. At the meeting of the Council held on 24 September 2009 the under-mentioned persons were appointed to serve as the members of the Panel established to make recommendations concerning the Scheme of Members' Allowances.

5. Person Appointed	Period of Appointment
Mrs B Heley	31 March 2012
Mr G Lambert	31 March 2013
Mr C Bell	31 March 2014

**The meeting of the Panel held 20 November 2009**

6. All members of the Panel were in attendance at the meeting together with Councillor Maurice Jones (Portfolio Holder for Corporate Resources), who left the meeting at the conclusion of the matters referred to in paragraph 10 below.
7. It was agreed that Mr C Bell be appointed as Chairman of the Panel for those meetings concerned with the Scheme of Members' Allowances for the year commencing 1 April 2010.

8. Members of the Panel were provided with the following documents:-
  - (a) The Scheme of Members' Allowances for the year commencing 1 April 2009.
  - (b) The formula previously adopted by the Panel for the calculation of basic allowance.
  - (c) A table of the recommendations made by the Panel in respect of the Scheme of allowances for the year commencing 1 April 2009 and the revisions adopted by the Council.
  - (d) Details of the allowances paid by other authorities within the Audit Commission Family Group.
9. The Chairman welcomed Councillor Jones to the meeting and invited him to explain the circumstances that gave rise to the Executive, at its meeting held on 20 January 2009, recommending to the Council, the adoption of a Scheme of Allowances that departed from the Scheme recommended by the Panel.
10. Councillor Jones explained the reasons that lead him to propose to the Executive that the Council be recommended to adopt a Scheme of Allowances that differed from that recommended by the Panel. In particular Councillor Jones mentioned that he was concerned about the inclusion of some of the authorities within the Audit Commission's Family Group, feeling that Yorkshire East Riding and South Gloucestershire provided more accurate comparators. He also asked the Panel to consider the adoption of a fixed spinal column point within the National Joint Council's Salary Scheme, in place of using the Local Government Association's Daily Rate Figure within the formula to calculate basic allowance.
11. Members of the Panel then requested the following information for a further meeting to be held on 7 December 2009:
  - (a) Details of the National Joint Council's Spinal Column salary scale
  - (b) Figures from comparison authorities as to
    - (i) Size of revenue budget
    - (ii) Number of Councillors
    - (iii) Population and area
    - (iv) Level of Council Tax Band D

### **The meeting of the Panel held 7 December 2009**

12. All members of the Panel were in attendance at the meeting.
13. Panel Members were reminded of the information presented in the documents circulated at the last meeting (Paragraph 8 above) although it was pointed out that the authorities used for Central Bedfordshire

comparison purposes are now those set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Comparator Group which is now used by the Audit Commission in place of their previous Family Group.

14. Members of the Panel were provided with the following further information:-
  - (a) allowances paid by other authorities within the Central Bedfordshire CIPFA Comparator Group;
  - (b) other comparative information namely population and area, general fund net budget, the level of Council Tax at Band D for 2009/10 and the number of councillors for those authorities;
  - (c) the same information as in (a) and (b) above for Luton Borough (as a neighbouring authority) and Yorkshire East Riding (at the request of the Portfolio Holder for Corporate Resources who had used that Council's allowances for comparison purposes in his submission to Members for 2009/10);
  - (d) the current Local Government Association Daily Rate figure which was last amended on 1 April 2008 but which was likely to be discontinued in the near future;
  - (e) details of the National Joint Council pay scale for Local Government staff in the light of a request by the Portfolio Holder for Corporate Resources to link the formula used to calculate the basic allowance to a point on that pay scale instead of the Local Government Association Daily Rate which he considered was no longer appropriate as a financial base;
  - (f) that, according to the most recent National Census of local authority councillors conducted by the Improvement and Development Agency in 2008, the average number of hours spent per councillor on council/political business amounted to 22 hours each week.
  
15. The main issues for the Panel were
  - (a) Determining the appropriate financial base (i.e. the Local Government Association Daily Rate figure or a point on National Joint Council pay scale for Local Government staff) and formula in calculating the basic allowance.
  - (b) Whether any change should be made to any of the allowances given the high Central Bedfordshire ranking on allowances against the Comparator Group.

- (c) Given that such allowances do not exist in other authorities, the case to justify payments to Assistant Portfolio Holders.
16. Regarding 15(a) above, Panel Members acknowledged that the Local Government Association Daily Rate was likely to be discontinued in the near future but were apprehensive about using a point on the National Joint Council pay scales as the financial base because a (potential) automatic annual increase would be built into the Allowances Scheme. In addition the Members requested information on the type of officer posts within the grading that includes spinal column point 34, that being the point suggested by the Portfolio Holder for Corporate Resources.
17. Regarding 15(b) above, Panel Members noted that the Leader's Allowance was the highest in the CIPFA Group and that all other SRAs were based on a percentage ratio of the Leader's Allowance. In the light of the comparisons in the CIPFA Group of authorities and the Council's difficult and challenging financial position, the Panel was not minded to make any recommendations to increase the level of any allowances. Given the information available as a result of the benchmarking exercise, the Panel decided to invite all Members of the Council to submit any observations (in writing or personally) they wished to be taken into consideration before the Panel determines its final recommendations.
18. Regarding 15(c) above, the Panel noted that the current Scheme provided for payments to 4 Assistant Portfolio Holders (APHs) and that no other authority in the CIPFA Group paid such allowances, although one, Cheshire East, paid a Special Responsibility Allowance (SRA) to 'Cabinet Support Members'. The Panel was advised of the duties undertaken by APHs but felt that an allowance should only be paid where genuine responsibilities could be demonstrated. Their initial view was that they would be amenable to recommending a one-off payment to an APH in exceptional circumstances and provided it was not ongoing but they would welcome further input and evidence from Members before making a recommendation.

19. **Civic Allowances**

The Panel **recommended** the continuation of the allowances paid to the Chairman and Vice-Chairman of the Council based on the present formula, namely 100% of the basic allowance for the Chairman of the Council and 25% of the basic allowance for the Vice-Chairman.

20. **Travel and Subsistence Allowances**

The Panel was advised that the travel and subsistence allowances paid to Members were in line with the rates adopted by one of the legacy authorities and fixed by reference to the National Joint Council for Local Government staff rates. The reason for those levels of allowance having been adopted was that no such rates had, at the time of agreeing the Members' Allowances Scheme, been adopted for Central Bedfordshire staff. Currently there are different allowances for legacy staff compared to those staff appointed directly to the new Council. The new Council

rates will be used in the harmonisation exercise to ensure equality of conditions of service for all staff by 1 April 2010.

The Panel **recommended** that the travel and subsistence allowances schemes for newly appointed staff to Central Bedfordshire Council be applicable also to Members with effect from 1 April 2010.

The Panel further **recommended** that attendance at civic events, such as the annual civic reception, be not included on the list of approved duties for travel allowance purposes.

**21. Dependants' Carers' Scheme**

The Panel **recommended** that:-

- (a) the hourly rate allowance for child care and non-specialist care be increased to £5.80 (the national minimum wage for workers aged 22).
- (b) the hourly rate for specialist care be up to 3 times the national minimum wage.

**22. Co-opted Members' Allowance**

The Panel **recommended** that the existing method of payment per meeting be retained for the time being and that payment remain at £75 for a meeting or training event lasting up to 4 hours and £150 for a meeting or training event lasting more than 4 hours.

**23. Panel Members requested the following information to be gathered for a further meeting to be held on 21 December 2009:**

- (a) Details of the type of officer posts within the grading of spinal column point 34.
- (b) Details of the percentage comparison of SRAs against the Leader's SRA across the CIPFA Group authorities and between Basic Allowance and the Leader's SRA.
- (c) Feedback from Members.

**The meeting of the Panel held 21 December 2009**

24. All members of the Panel were in attendance at the meeting.

25. At the meeting held on 7 December, Panel Members had indicated that they would welcome evidence from Assistant Portfolio Holders (APHs) to enable them to gain a greater understanding of the duties and responsibilities they undertake. As a consequence three APHs (Clrs D Bowater, Mrs C Turner and B Wells) were interviewed by the Panel.

26. In addition the Panel was provided with the following further information:-

- (a) Details of the Leader's Special Responsibility Allowance (SRA) as a percentage of Basic Allowance (BA) compared with the Leader's SRA across the CIPFA comparator authorities.
- (b) Details of the remaining SRAs as a percentage of the Leader's SRA across the CIPFA comparator authorities.
- (c) Written observations submitted by individual Members of the Council.
- (d) A selection of jobs (denoting their professional requirements) across the authority that included spinal column point 34 within the grade.
- (e) The frequency Committees meet throughout the year.
- (f) That budget savings could possibly be achieved through current Directorate re-structuring proposals which may reduce the number of Portfolios and Overview and Scrutiny Committees.

This information supplemented that provided at the Panel's two previous meetings.

#### 27. **Assistant Portfolio Holders**

Arising from the interview process the Panel was satisfied that APHs gave a clear indication of their accountabilities and responsibilities and how their roles interfaced with those of Portfolio Holders and concluded that there was compelling evidence and sufficient factual information to support the principle of payment of SRAs as well as increasing the current level of the SRA.

The Panel **recommended** that SRA to the four Assistant Portfolio Holders be increased from 7.5% to 15% of the Leader's SRA (this equates to 25% of the SRA paid to Portfolio Holders)

#### 28. **Basic Allowance**

The present formula used to calculate the Basic Allowance (BA) is based on the Local Government Association Daily rate. The Panel considered switching to link to a point on the National Joint Council pay scale for Local Government staff but concluded that this would be difficult and inappropriate to apply at this time given that the pay scales of the three legacy authorities are in the process of harmonisation and negotiations are not yet complete.

The Panel agreed that the LGA Daily rate would continue to be applied in respect of the calculation of the Basic Allowance.

- 29. The Panel was mindful that the two variables impacting on SRAs were the BA and the Leader's SRA (which was currently paid at a rate of 300% of BA – i.e. £33,600 for 2009/10). All other SRAs were then calculated as a percentage of the Leader's SRA.
- 30. The Panel acknowledged that the BA of £11,220 for 2009/10 was second highest in the table of CIPFA comparator authorities and

significantly higher than the comparator average of £9,174. However, the Panel was of the view that there was a case for the BA remaining in the top quartile during this transition period for the Council.

The Panel therefore **recommended** that the Basic Allowance of £11,220 remains unchanged for 2010/11.

31. **Leader's SRA**

The Panel noted that this was the highest in the table of CIPFA comparator authorities and that the formula of the Leader's SRA equating to 300% of BA was above the comparator authorities average of 275%. The Panel also expressed concern that the Leader's SRA was of the order of 30% above the comparator authorities average of £25,189 and that this was difficult to justify bearing in mind the Council's current budgetary pressures. The Panel were aware that Yorkshire East Riding paid a higher SRA to its leader, but that this authority was not within the CIPFA comparator group and had only been included at the request of the Portfolio Holder for Corporate Resources.

The Panel recommended that the Leader's SRA be reduced from 300% of BA to 275% of BA for 2010/11. (This equates to the average across the CIPFA comparator authorities and will result in a reduction of the Leader's SRA from £33,660 to £30,855)

32. **Portfolio Holder SRA**

The Panel noted that the SRA for a Portfolio Holder had been 60% of the Leader's SRA - £20,196 for 2009/10. The Panel again raised concerns that this substantially exceeded the comparator authorities average of £12,479. The Panel's view is that 50% of the Leader's SRA would be more appropriate and would bring the SRA closer to the comparator authorities average. However, the Panel was mindful that if the recommendation at 31 above to reduce the Leader's SRA is adopted, the SRA of Portfolio Holders will reduce also, albeit that the SRA will remain well above the average of the comparator authorities. Given this set of circumstances the Panel decided to defer detailed consideration of the percentage link to the Leader's SRA until the next review.

The Panel **recommended** that the SRA for a Portfolio Holder should remain at 60% of the Leader's SRA for 2010/11.

33. **Audit Committee Chairman SRA**

The Panel felt unable to justify maintaining the current level of SRA for this position when compared with an Overview and Scrutiny Committee Chairman in terms of responsibility and frequency of meetings.

The Panel **recommended** therefore that the SRA for the Audit Committee Chairman be reduced from 32.5% to 20% of the Leader's SRA for 2010/11.



34. **Vice-Chairman SRAs**

The Panel reviewed SRAs made to all Vice-Chairmen i.e. Overview and Scrutiny Committees, Development Management Committee and the Audit Committee and did not consider the level of responsibility of these posts to be sufficiently significant to merit SRA payments.

The Panel **recommended** that SRAs for all Vice-Chairman posts be abolished from 2010/11 onwards. (This is consistent with the recommendation made by the Panel during its last review).

35. **Other SRAs**

The Panel **recommended** that no changes be made to the percentage link to the Leader's SRA for the following posts in 2010/11:

Deputy Leader (15%)  
Development Management Committee Chairman (40%)  
Overview and Scrutiny Committee Chairmen (32.5%)  
General Purpose Chairman (15%)  
Standards Committee Chairman (15%)  
Licensing Committee Chairman (7.5%)  
Regulation Committee Chairman (7.5%)  
Luton & South Beds Joint Committee Chairman (40%)\*  
Minority Group Leaders (7.5%)\*\*

*\* While a CBC Member \*\* Subject to having at least 7 Members*

36. Taking into account all benchmarking data, the Panel is of the view that the revisions to the Scheme as recommended will result in Members remaining favourably ranked against comparator authorities whilst achieving savings. This would demonstrate that Members were creating efficiencies from within their own budget at a time when the Council finds itself faced with financial pressure.

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APPENDIX B

Costs in 2009/2010				Recommendations of the Independent Remuneration Panel for 2010/2011			
Allowance Type	Amount	Quantity	Cost		Amount	Quantity	Cost
Basic	£11,220.00	66	£740,520.00		£11,220.00	66	£740,520.00
Special Responsibility	% of leader's Allowance			% of leader's Allowance			
Leader	£33,660.00	1	£33,660.00		£30,855.00	1	£30,855.00
Deputy leader	£5,049.00	1	£5,049.00	15%	£4,628.25	1	£4,628.25
Portfolio Holders	£20,196.00	9	£181,764.00	60%	£18,513.00	9	£166,617.00
Assistant PFH	£2,525.00	4	£10,100.00	15%	£4,628.25	4	£18,513.00
O & S Cttee Chairmen	£10,940.00	5	£54,700.00	32.50%	£10,027.88	5	£50,139.38
O & S Cttee Vice-Chairmen	£2,525.00	5	£12,625.00	Nil		5	£0.00
Development Management Cttee Chairman	£13,464.00	1	£13,464.00	40%	£12,342.00	1	£12,342.00
Development Management Cttee Vice-Chairman	£2,525.00	1	£2,525.00	Nil		1	£0.00
Audit Cttee Chairman	£10,940.00	1	£10,940.00	20%	£6,171.00	1	£6,171.00
Audit Cttee Vice-Chairman	£2,525.00	1	£2,525.00	Nil		1	£0.00

General Purposes Cttee	15%	£5,049.00	1	£5,049.00	15%	£4,628.25	1	£4,628.25
Standards Cttee								
Chairman (Independent)	15%	£5,049.00	1	£5,049.00	15%	£4,628.25	1	£4,628.25
Licensing Cttee								
Chairman	7.50%	£2,525.00	1	£2,525.00	7.50%	£2,314.13	1	£2,314.13
Regulation Cttee								
Chairman	7.50%	£2,525.00	1	£2,525.00	7.50%	£2,314.13	1	£2,314.13
Luton & South Beds Joint Cttee	40%	£13,464.00	1	£0.00	40%	No allowance made on assumption that Chairman will be a Portfolio Holder	1	
Chairman (while a CBC Member) or Vice-Chairman when Chair is held by Luton Borough Council (See also note below)								
Minority Group Leaders (See note below)	7.50%	£2,525.00	1	£2,525.00	7.50%	£2,314.13	1	£2,314.13
Total of SRA's				£345,025.00				£305,464.50

<b>Notes</b>								
With the exception of the SRA for the Deputy Leader and the Chairman of Licensing and Regulation Citees, no Member may be paid more than one SRA. As the current Luton and S Beds Joint Committee Vice-Chairman is currently Portfolio Holder for Sustainable Development the Luton and South Beds Joint Cttee allowance is not paid								
Minority Groups must have at least 7 members for their Leader to qualify for the allowance								
<b>Travelling and Subsistence</b>								
Car or Motor Cycle								
Not exceeding 999cc	42.9p per mile						42.9p per mile	
1000 to 1199cc	47.7p per mile						47.7p per mile	
1200cc and over	60.1p per mile							
							19.91p per mile	
							8.3p per mile	
Addition for one Member passenger	3p per mile							3p per mile
Addition for each further Member passenger	2p per mile							2p per mile
Pedal cycle	20p per mile							20p per mile
Public Transport	Actual cost							Actual cost

Taxi (in cases of emergency or where no public transport is reasonably available)	Actual cost			Taxi (in cases of emergency or where no public transport is reasonably available)	Actual cost	
Breakfast	£6.28			Breakfast	£4.48	
Lunch	£8.65			Lunch	£6.17	
Tea	£3.42			Tea	£2.43	
Or Evening Meal	£10.72			Or Evening Meal	£7.64	
<b>Dependants' Carers'</b>				<b>Dependants' Carers'</b>		
Child and non specialist care	£5.73 per hour			Child and non specialist care	£5.80 per hour	
Specialist care	£17.19 per hour			Specialist care	£17.40 per hour	
<b>Co-opted Members</b>				<b>Co-opted Members</b>		
Meeting or training event up to 4 hours	£75			Meeting or training event up to 4 hours	£75	
Meeting or training event over 4 hours	£150			Meeting or training event over 4 hours	£150	
<b>Civic Allowances</b>				<b>Civic Allowances</b>		
Chairman	£11,220.00			Chairman	£11,220.00	
Vice-Chairman	£2,805.00			Vice-Chairman	£2,805.00	

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
<p><b>STR20001 - Adult Social Care</b></p> <p>a) Failure to improve Adult Social Care performance</p> <p>b) Failure to improve safeguarding practice</p> <p>Both of the above can lead to:</p> <p>1.Serious injury/death of an adult 2.Financial/Legal action 3.Damage to reputation</p>	Catastrophic 5	Very Likely 5	High 25	<ul style="list-style-type: none"> <li>Adoption of recovery and improvement programme approach <i>In Progress</i></li> <li>Use of improvement funding from Government Office and the Department of Health <i>In Progress</i></li> <li>Case file audit of all investigations <i>In Progress</i></li> <li>Immediate actions with Recovery Programme approach <i>In Progress</i></li> </ul>	Julie Ogley	31/12/2010 (Medium)	Severe 4	UnLikely 2	Medium 8
<p><b>STR20002 - Safeguarding Children</b></p> <p>a) Failure to improve service provision within Children, Families and Learning</p> <p>b) Failure to implement new safeguarding procedures, and update guidance and share good practice can lead to:</p> <p>1.Death of vulnerable children 2.Reputational damage 3.Failure to identify children at risk of significant harm</p>	Catastrophic 5	UnLikely 2	Medium 10	<ul style="list-style-type: none"> <li>Safeguarding Audit Policy in place <i>Implemented</i></li> <li>Review adequacy of the audit process <i>In Progress</i></li> <li>Verification that Safeguarding Policy is in place and working appropriately <i>In Progress</i></li> </ul>	Edwina Grant	23/12/2009 (Medium)	Major 3	UnLikely 2	Low 6

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Clear financial contingency in place for increased demand of high cost or high volume case management</b> <i>In Progress</i></li> <li>• <b>Clear communication strategy for managing high publicity cases within the media</b> <i>In Progress</i></li> <li>• <b>Develop and review action plan around statutory roles of Director and Lead Member</b> <i>In Progress</i></li> <li>• <b>Pro active financial modelling in place to identify case management trends</b> <i>Proposed</i></li> <li>• <b>Governance arrangements in place between children's trust partners for funding and supporting high need cases</b> <i>In Progress</i></li> <li>• <b>Children Workforce Development Plan in place to achieve sufficient qualified workforce in the public realm</b> <i>In Progress</i></li> </ul>	Clive Heaphy	01/04/2010 (Medium)			
					Edwina Grant	31/03/2010 (Medium)			
					Edwina Grant	31/03/2010 (Medium)			
					Edwina Grant	31/07/2010 (Medium)			
					Edwina Grant	30/10/2010 (Medium)			
					Edwina Grant	31/01/2010 (Medium)			



# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>Ensure that the Children and Young People Plan is targeted to need and that resources are focused on priorities <i>In Progress</i></li> </ul>	Edwina Grant	31/03/2010 (Medium)			
<b>STR20003 - Growth Agenda</b> Failure to plan for the effect of the extensive increase in properties over the medium term could lead to:  1. Inadequate infrastructure including roads, hospitals and other facilities 2. Poor quality of life for residents of CBC 3. Bad experience for visitors to the area 4. Increased congestion 5. Loss of reputation 6. Increased costs to the council	<b>Severe</b> 4	<b>Likely</b> 4	<b>High</b> 16	<ul style="list-style-type: none"> <li>Local Development Framework in place to control growth <i>In Progress</i></li> <li>Work with partners to ensure facilities/services are in line with growth targets <i>In Progress</i></li> <li>Ensure extensive communication/consultation is carried out on growth agenda <i>In Progress</i></li> <li>Management data and information available to help make informed decisions <i>In Progress</i></li> <li>Effective planning process in place to facilitate development <i>In Progress</i></li> <li>Medium Term Financial Plan and other key strategies take account of expansion <i>In Progress</i></li> </ul>	Gary Alderson  Gary Alderson  Gary Alderson  Gary Alderson  Clive Heapy	31/12/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)	<b>Severe</b> 4	<b>Possible</b> 3	<b>Medium</b> 12

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
<p><b>STR20004 - Recession</b> Failure to recognise the impact of the economic climate over the medium term could lead to:</p> <ol style="list-style-type: none"> <li>Poor overall well being and prosperity of residents</li> <li>Deserted Town Centres</li> <li>Financial Pressures</li> <li>Increased demand on services</li> <li>Increased unemployment</li> <li>Increased crime and anti-social behaviour</li> </ol>	<p><b>Severe</b> 4</p>	<p><b>Likely</b> 4</p>	<p><b>High</b> 16</p>	<ul style="list-style-type: none"> <li><b>Monitor data around the economic climate</b> <i>In Progress</i></li> <li><b>Effective communication around services available for those in need</b> <i>In Progress</i></li> <li><b>Effective resource planning to deal with statutory provision and demand led services</b> <i>In Progress</i></li> <li><b>Facilitate business support</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)	<b>Major</b> 3	<b>Possible</b> 3	<b>Medium</b> 9
<p><b>STR20005 - Waste</b> Failure to recognise and act on the waste agenda could lead to:</p> <ol style="list-style-type: none"> <li>Financial Loss</li> <li>Reputational Loss</li> <li>Severe environmental implications</li> <li>None achievements of targets</li> </ol>	<p><b>Catastrophic</b> 5</p>	<p><b>Very Likely</b> 5</p>	<p><b>High</b> 25</p>	<ul style="list-style-type: none"> <li><b>Strategy in place to deal with the waste agenda</b> <i>In Progress</i></li> <li><b>Communication of strategies</b> <i>In Progress</i></li> <li><b>Carry out options appraisal around waste strategy considering environmental impact of landfill and recycling</b> <i>In Progress</i></li> </ul>	Gary Alderson	30/09/2010 (Medium)	<b>Major</b> 3	<b>Possible</b> 3	<b>Medium</b> 9

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li><b>Promote awareness and responsibility of residents, businesses and other stakeholders</b> <i>In Progress</i></li> </ul>	Gary Alderson	31/03/2011 (Medium)			
<b>STR20006 - Climate Change</b> Failure to recognise the impact that climate change will have on the services and customers of the council can lead to:  1. Serious injury/death 2. Financial Loss 3. Flooding/Excess surface water 4. Poor carbon footprint 5. Reputational Loss	<b>Catastrophic</b> 5	<b>Likely</b> 4	<b>High</b> 20	<ul style="list-style-type: none"> <li><b>Corporate strategy in place to deal with the phenomena</b> <i>In Progress</i></li> <li><b>Risk Register prepared to capture risks associated with climate change</b> <i>In Progress</i></li> <li><b>Communication of strategies and action plans</b> <i>In Progress</i></li> <li><b>Business Continuity/Emergency plans in place to deal with effects</b> <i>In Progress</i></li> <li><b>Monitor Carbon Footprint and set actions to reduce/minimise impact of service provision</b> <i>In Progress</i></li> <li><b>Promote partnership awareness and responsibilities</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)	<b>Severe</b> 4	<b>UnLikely</b> 2	<b>Medium</b> 8

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Consideration of environmental impact of all new initiatives and projects</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)			
<p><b>STR20007 - Financial</b> Failure to make effective use of both revenue and capital resources may result in the Council not delivering quality services, not providing VfM and not achieving longer term financial stability can lead to:</p> <ol style="list-style-type: none"> <li>1. Pressure on budgets</li> <li>2. Inability to identify and achieve efficiency savings</li> <li>3. Potential for fraud</li> <li>4. Failure of corporate and directorate budgetary control or financial forecasting process</li> <li>5. Loss of income due to poor interest/investment and funding streams</li> <li>6. Pension fund issues</li> <li>7. Ineffective procurement procedures</li> <li>8. Breach of EUC regulations</li> </ol>	<b>Catastrophic</b> 5	<b>Very Likely</b> 5	<b>High</b> 25	<ul style="list-style-type: none"> <li>• <b>CAMG scrutinising schemes &amp; receiving programme for reviewing Capital Programme regularly</b> <i>In Progress</i></li> <li>• <b>Financial monitoring &amp; taking appropriate action by CMT &amp; budget managers</b> <i>In Progress</i></li> <li>• <b>Provision of training and education for budget managers</b> <i>In Progress</i></li> <li>• <b>The Executive to monitor financial performance quarterly &amp; approve appropriate actions</b> <i>In Progress</i></li> <li>• <b>Robust financial controls supported by comprehensive financial procedures</b> <i>In Progress</i></li> </ul>	Clive Heaphy  Clive Heaphy  Clive Heaphy  Clive Heaphy  Clive Heaphy	31/03/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)  31/03/2010 (Medium)	<b>Severe</b> 4	<b>Possible</b> 3	<b>Medium</b> 12

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Regular review and update of Medium Term Financial Plan &amp; monitoring economic conditions &amp; demographic indicators</b> <i>In Progress</i></li> <li>• <b>Develop &amp; publicise Whistle Blowing Policy &amp; Anti-Fraud and Corruption Strategy</b> <i>In Progress</i></li> <li>• <b>Effective procurement arrangements/guidance</b> <i>In Progress</i></li> <li>• <b>Monitor pension fund changes nationally</b> <i>In Progress</i></li> <li>• <b>Effective internal audit function</b> <i>In Progress</i></li> <li>• <b>To identify &amp; monitor efficiency targets</b> <i>In Progress</i></li> <li>• <b>Clear priority of objectives and services to determine effective resource allocations</b> <i>In Progress</i></li> <li>• <b>Establish Efficiency Management Framework</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Richard Carr	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Approval of an Asset Management Strategy</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
<b>STR20008 - People</b> Failure to recruit and retain sufficient suitably qualified staff, and/or train and support staff to carry out their jobs whilst responding to the financial pressures facing the authority can lead to:  1. Reliance on temps and interim's 2. Lack of capacity 3. Management stretch 4. Insufficient trained/experienced staff to meet targets 5. Inappropriate structures 6. Failure to define a culture within the organisation 7. Sickness/absence increases 8. Low morale	<b>Severe</b> 4	<b>Likely</b> 4	<b>High</b> 16	<ul style="list-style-type: none"> <li>• <b>Comply with current new &amp; national employment legislation</b> <i>In Progress</i></li> <li>• <b>Promote Equality &amp; Diversity &amp; monitor incidents &amp; claims</b> <i>In Progress</i></li> <li>• <b>Ensure that appropriate HR practices are embedded within the organisation and continued developments are on-going</b> <i>In Progress</i></li> <li>• <b>Establish professional and technical training &amp; organisational development strategy &amp; delivery</b> <i>In Progress</i></li> <li>• <b>Promote work/life balance ethos</b> <i>In Progress</i></li> <li>• <b>Establish net performance data &amp; monitoring to CMT on staff levels/agency staff</b> <i>In Progress</i></li> <li>• <b>Establish effective PDR process</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)	<b>Major</b> 3	<b>Possible</b> 3	<b>Medium</b> 9

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Ensure prompt job evaluations are undertaken</b> <i>In Progress</i></li> <li>• <b>Ensure harmonisation strategy is delivered promptly</b> <i>In Progress</i></li> <li>• <b>More flexible and less bureaucratic recruitment process to attract both internal and external candidates</b> <i>In Progress</i></li> <li>• <b>Clear communication around the potential changes and clear HR processes to support that change</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
					Clive Heaphy	31/03/2010 (Medium)			
<b>STR20009 - Information Management</b> Failure to implement Information Governance arrangements can lead to:  1. Reputational Impact 2. Financial Loss 3. Inefficiency 4. Non-compliance 5. Under performance	<b>Severe</b> 4	<b>Possible</b> 3	<b>Medium</b> 12	<ul style="list-style-type: none"> <li>• <b>Detailed and resourced programme plan</b> <i>In Progress</i></li> <li>• <b>Member/CMT priority to resource adequately or re-prioritise</b> <i>In Progress</i></li> <li>• <b>Complete suite of policy and procedures in place</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)	<b>Major</b> 3	<b>UnLikely</b> 2	<b>Low</b> 6
					Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Accessibility to information through the Intranet</b> <i>In Progress</i></li> <li>• <b>Staff, Member and partner awareness training</b> <i>In Progress</i></li> <li>• <b>Controls and monitoring in place to deal with breaches and performance issues</b> <i>In Progress</i></li> <li>• <b>Agreed code of conduct and disciplinary procedures</b> <i>In Progress</i></li> <li>• <b>Government Connect Code of Connection self assessment successfully completed</b> <i>Implemented</i></li> <li>• <b>Migration and implementation of Enterprise Content Management system</b> <i>In Progress</i></li> <li>• <b>Information Audit undertaken</b> <i>In Progress</i></li> <li>• <b>Corporate file planning and classification linked to retention scheduling</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			
					Clive Heaphy	30/09/2009 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			
					Richard Ellis	31/03/2010 (Medium)			



# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
<p><b>STR20010 - Partnerships/programmes/projects</b> Failure to develop and manage effective partnerships and influence the activities of partnerships leading to:</p> <p>1.Unforeseen/unknown liabilities falling on Central Beds Council 2.Poor decision making 2.Inadequate performance of the partnership 3.Outcomes not achieved because of shift/conflict of partner's priorities 4.Poor evaluation 5.Breakdown of communication 6.Income targets not being met &amp; budget overspends 7. Reputational Damage 8. Inability to provide VFM</p>	<p><b>Severe</b> 4</p>	<p><b>Likely</b> 4</p>	<p><b>High</b> 16</p>	<ul style="list-style-type: none"> <li>• <b>Ensure robust partnership management arrangements</b> <i>In Progress</i></li> <li>• <b>Agree a standard partnership management methodology</b> <i>In Progress</i></li> <li>• <b>Ensure all relevant managers receive partnership management advice/support</b> <i>In Progress</i></li> <li>• <b>Develop risk registers for all key partnerships</b> <i>In Progress</i></li> <li>• <b>Pro-actively lead the re-shaping of Central Bedfordshire Partnership &amp; the new Local Area Agreement</b> <i>In Progress</i></li> <li>• <b>Members engage with LSP Strategy</b> <i>In Progress</i></li> <li>• <b>Identify all key partnerships, stakeholders and objectives</b> <i>In Progress</i></li> <li>• <b>Agreed governance arrangements are in place</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)	<p><b>Major</b> 3</p>	<p><b>Possible</b> 3</p>	<p><b>Medium</b> 9</p>

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Training for all programmes/projects managers</b> <i>In Progress</i></li> <li>• <b>Appropriate guidance on programme &amp; project management adopted and embedded</b> <i>In Progress</i></li> <li>• <b>Appropriate governance evaluation arrangements are agreed and in place</b> <i>In Progress</i></li> <li>• <b>Procurement processes and procedures enforced</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)			
				<ul style="list-style-type: none"> <li>• <b>Appropriate guidance on programme &amp; project management adopted and embedded</b> <i>In Progress</i></li> <li>• <b>Appropriate governance evaluation arrangements are agreed and in place</b> <i>In Progress</i></li> <li>• <b>Procurement processes and procedures enforced</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)			
				<ul style="list-style-type: none"> <li>• <b>Appropriate governance evaluation arrangements are agreed and in place</b> <i>In Progress</i></li> <li>• <b>Procurement processes and procedures enforced</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
				<ul style="list-style-type: none"> <li>• <b>Procurement processes and procedures enforced</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
<b>STR20011 - Contracts/Commissioning</b> Failure to highlight contract/project risks, and establish robust governance arrangements can lead to:  1. Breakdown of communication between partners 2. Financial loss 3. Adverse reputational damage 4. Inability to provide VfM 5. Non delivery of outcomes 6. Poorly written contracts 7. Poor contract management skills 8. Poor customer experience 9. Increased customer contact	<b>Severe</b> 4	<b>Likely</b> 4	<b>High</b> 16	<ul style="list-style-type: none"> <li>• <b>Ensure all managers receive project management training</b> <i>In Progress</i></li> <li>• <b>Develop SLA's to deliver change</b> <i>In Progress</i></li> <li>• <b>Agree a standard project management methodology for all governance arrangement of contracts</b> <i>In Progress</i></li> </ul>	Richard Ellis	31/03/2010 (Medium)	<b>Major</b> 3	<b>UnLikely</b> 2	<b>Low</b> 6

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>Actively manage all contracts and ensure key performance indicators are met <i>In Progress</i></li> <li>Implement strategic commissioning framework <i>Implemented</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
				<ul style="list-style-type: none"> <li>Implement strategic commissioning framework <i>Implemented</i></li> </ul>	Edwina Grant	13/10/2009 (Medium)			
<b>STR20012 - Health and Safety</b> Failure of Members and officers to recognise their responsibilities to provide a duty of care and fully comply with Health & Safety Legislation leading to:  1. Loss, injury or death of staff/public/contractors etc 2. Site security & safety issues 3. Civil litigation or individual prosecution 4. Disability issues 5. Prosecution under Corporate Manslaughter 6.Reputational Damage	<b>Severe</b> 4	<b>Likely</b> 4	<b>High</b> 16	<ul style="list-style-type: none"> <li>Provide a robust Health &amp; Safety management system <i>In Progress</i></li> <li>Review Health &amp; Safety compliance through monitoring, audits and inspections <i>In Progress</i></li> <li>Provide a comprehensive Health &amp; Safety training programme for Members, employees and partners <i>In Progress</i></li> <li>Ensure Risk Assessments are completed for all high risk areas <i>In Progress</i></li> <li>Ensure schools are monitored for compliance, legionella, statutory checks &amp; Construction Design Management Regulations <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)	<b>Severe</b> 4	<b>UnLikely</b> 2	<b>Medium</b> 8

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>• <b>Monitor compliance with current &amp; new H&amp;S legislation</b> <i>In Progress</i></li> <li>• <b>Establish a 5 year audit programme</b> <i>In Progress</i></li> <li>• <b>Report regularly to Members</b> <i>In Progress</i></li> <li>• <b>Develop H&amp;S policy as part of SRM Strategy</b> <i>In Progress</i></li> <li>• <b>Ensure risk audits are actioned, implemented and monitored</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
<b>STR20013 - Service Level Agreements</b> Failure to formalise shared service arrangements with BBC/CBC can lead to:  1. Lack of appropriate government performance data 2. Breakdown in relationships 3. Increased costs 4. Jobs put at risk 5. Services not delivered	<b>Severe</b> 4	<b>Possible</b> 3	<b>Medium</b> 12	<ul style="list-style-type: none"> <li>• <b>Develop risk registers of all SLA's</b> <i>In Progress</i></li> <li>• <b>Monitor performance against SLA's and record finding &amp; take action</b> <i>In Progress</i></li> <li>• <b>Establish a process for feedback on shared services</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)	<b>Major</b> 3	<b>UnLikely</b> 2	<b>Low</b> 6

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
				<ul style="list-style-type: none"> <li>Develop governance arrangements around agreements <i>In Progress</i></li> <li>If required, negotiate and agree final solutions with BBC <i>Proposed</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
				<ul style="list-style-type: none"> <li>Develop governance arrangements around agreements <i>In Progress</i></li> <li>If required, negotiate and agree final solutions with BBC <i>Proposed</i></li> </ul>	Richard Carr	31/03/2010 (Medium)			
<b>STR20014 - Technological</b> Systemic failure of ICT as a result of merging legacy infrastructure, hardware and software applications can lead to: <ol style="list-style-type: none"> <li>Poor performance</li> <li>Reduced staff motivation</li> <li>Reduced customer service</li> <li>Loss of data</li> <li>Inefficiency</li> </ol>	Major 3	Likely 4	Medium 12	<ul style="list-style-type: none"> <li>Reduce the number of legacy software solutions <i>In Progress</i></li> <li>Resources in place to deliver ICT change programme <i>In Progress</i></li> <li>Move to one CBC network <i>In Progress</i></li> <li>Effective back up solutions <i>In Progress</i></li> <li>Communicate ICT strategies <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)	Major 3	UnLikely 2	Low 6
<b>STR20015 - Interim Accommodation Strategy</b> Delay or failure to implement the interim accommodation solution could lead to: <ol style="list-style-type: none"> <li>Poor motivation</li> <li>Continued inefficiency</li> <li>Poor service provision</li> <li>Inability to create CBC culture</li> </ol>	Major 3	Likely 4	Medium 12	<ul style="list-style-type: none"> <li>Establish programme board <i>Implemented</i></li> <li>Clear programme plan and monitoring arrangements <i>In Progress</i></li> </ul>	Clive Heaphy	30/10/2009 (Medium)	Major 3	UnLikely 2	Low 6

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
5.Lost financial opportunities 6.Poor relations with BBC				<ul style="list-style-type: none"> <li><b>Adequate resources employed to implement the programme</b> <i>In Progress</i></li> <li><b>Risk Register for the Programme developed and monitored</b> <i>In Progress</i></li> <li><b>Clear communication strategy to keep Members/staff informed</b> <i>In Progress</i></li> <li><b>HR to consult employees/unions on the changes</b> <i>In Progress</i></li> </ul>	Clive Heaphy	31/03/2010 (Medium)			
<b>STR20016 - Business Continuity</b> Effect of loss of service could lead to: <ol style="list-style-type: none"> <li>Poor service provision</li> <li>Loss of reputation</li> <li>Loss, injury or death of staff/public/contractors etc...</li> <li>Increased insurance claims</li> </ol>	Severe 4	Possible 3	Medium 12	<ul style="list-style-type: none"> <li><b>Clear Business Continuity plans</b> <i>In Progress</i></li> <li><b>Training to advise on roles and responsibilities</b> <i>In Progress</i></li> <li><b>Work with partners to understand roles and responsibilities within emergency response plans</b> <i>In Progress</i></li> <li><b>Arrange mock incidents to test plans</b> <i>In Progress</i></li> </ul>	Gary Alderson	31/03/2010 (Medium)	Severe 4	UnLikely 2	Medium 8

# Strategic Risk Register

Risk Register Owner: **Richard Carr**

Date: **4 January, 2010**

Risk (Threat to achievement of business objective)	Assessment of Current Risk			Risk Control Measures	Risk Owner	Target Date (Priority)	Assessment of Controlled Risk (Assume ALL CONTROLS in place)		
	Impact	Probability	Risk Rating				Impact	Probability	Risk Rating
<b>STR20017 - Emergency Planning</b> Effect of a major disaster could lead to:  1. Serious injury/death 2. Poor service provision 3. Loss of reputation 4. Increased insurance claims 5. Financial Loss	<b>Severe</b> 4	<b>Possible</b> 3	<b>Medium</b> 12	<ul style="list-style-type: none"> <li>• <b>Clear emergency response plans</b> <i>In Progress</i></li> <li>• <b>Training to advise on roles and responsibilities</b> <i>In Progress</i></li> <li>• <b>Work with partners to coordinate and understand responsibilities</b> <i>In Progress</i></li> <li>• <b>Arrange mock incidents to test emergency response plans</b> <i>In Progress</i></li> </ul>	Gary Alderson	31/03/2010 (Medium)	<b>Severe</b> 4	<b>UnLikely</b> 2	<b>Medium</b> 8

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**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 February 2010 to 31 January 2011**

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

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

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

4) The agendas for meetings of the Executive will be published as follows:

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

## Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 February 2010 to 31 January 2011

### Key Decisions

Date of Publication:

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.	Lets Rent -	To approve the innovative private sector housing option that allows households a choice to access a regulated private sector home, with all requisite support mechanisms for tenancy sustainment, if required.	9 February 2010		Report	Cllr Mrs Rita J Drinkwater Comments by 10/01/10 to Contact Officer: Julie Ogley, Director of Social Care, Health and Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4330
2.	3rd Quarter Budget Management 2009/10 -	To consider the quarterly 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)
3.	<p>Refurbishment of Timberlands Gypsy and Traveller Site at Pepperstock -</p>	<p>To approve the refurbishment of Timberlands Gypsy and Traveller site.</p>	<p>9 February 2010</p>		<p>Report and Outline Business Case</p>	<p>Cllr Mrs Rita J Drinkwater Comments by 10/01/10 to Contact Officer: Mr T Keaveney, Assistant Director Housing Services tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210</p>
4.	<p>Local Area Agreement (LAA) Refresh -</p>	<p>We will be reviewing the LAA following the publication of the CAA area assessment for Central Bedfordshire to determine whether delivery plans for certain matters have to be strengthened or otherwise amended and we have an opportunity to add in any additional indicators / targets or, in exceptional circumstances, to renegotiate existing targets following the LAA review.</p>	<p>9 February 2010</p>		<p>Report</p>	<p>Cllr Richard Stay Comments by 10/01/10 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships &amp; Performance ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529</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)
5.	Electricity Supply Contract for Streetlighting -	To approve the recommendations for re-tendering the streetlighting electricity supply contract.	9 February 2010	AD Highways - options paper to be prepared by 23/12/09	Report	Cllr David McVicar Comments by 11/01/2010 to Contact Officer: Robert Gregan, Head of Procurement robert.gregan@centralbedfordshire.gov.uk Tel: 01234 276570
6.	The Gambling Act 2005 - Gambling Policy -	To recommend the adoption of the Policy for Gambling Act 2005.	9 February 2010		Report	Cllr David McVicar Comments by 10/01/2010 to Contact Officer: nicola.preston@centralbedfordshire.gov.uk
7.	Approach to Business Transformation -	To set out the strategic approach for transformation and improvement of the Council to meet it's corporate plan vision.	9 February 2010		Report	Cllr Richard Stay Comments by 10/01/10 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 0300 300 4168

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Medium Term Financial Plan 2010/11 to 2014/15 -	To recommend a Medium Term Financial Plan to Council for approval.	9 February 2010		None.	Cllr Maurice R Jones Comments by 10/01/2010 to Contact Officer Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 3006147
9.	Asset Management Plan -	To agree the CBC Asset Management Strategy and the CBC Asset Management Plan.	9 February 2010		Report	Cllr Maurice R Jones Comments by 10/01/10 to Contact Officer: Caroline Carruthers, Assistant Director Property & ICT caroline.carruthers@centralbedfordshire.gov.uk Tel: 01234 288595 / 07825034761
10.	'Transforming People's Lives' - Transforming Care and Support Through Personalisation -	To approve the strategy	9 February 2010		Report	Cllr Mrs Carole Hegley Comments by 10/01/10 to Contact Officer: Mr D Jones, Assistant Director Commissioning david.jones@centralbedfordshire.gov.uk Tel: 01234 228649

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.	Capital Programme 2010/11 to 2014/15 -	To recommend a Capital Programme to Council for approval.	9 February 2010		None.	Cllr Maurice R Jones Comments by 10/01/2010 to Contact Officer: Matt Bowmer, Assistant Director Financial Services matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 6147
12.	Conservation Area Reviews -	To approve the Conservation Area Approvals for the wards of Toddington, Dunstable, Barton, Egington, Linslade, Streatley, Shefford, Millbrook and Heath and Reach.	9 February 2010		Report	Cllr Tom Nicols Comments by 10/01/10 to Contact Officer: Andrew Davie, Head of Development Management (North) andrew.davie@centralbedfordshire.gov.uk Tel: 0300 300 4426
13.	Approval of Core Funding for Luton Gateway 09/10 -	To approve the core funding for the Luton Gateway 09/10.	9 February 2010	Relevant Ward Members by email	Report	Cllr Ken C Matthews Comments by 10/01/10 to Contact Officer: Helen Shore, Head of Business Growth helen.shore@centralbedfordshire.gov.uk Tel: 01234 276063

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)
14.	Creasey Park Community Football Development Centre -	To award the building contract to build the Football Development centre.	9 March 2010	Stakeholder group Ward members PFH	Football Foundation Grant Conditions	Cllr Stephen F Male Comments by 10/02/10 to Contact Officer: Jill Dickinson, Community Services Manager jill.dickinson@centralbedfordshire.gov.uk Tel: 0300 300 2258
15.	Internal Business Plan - Central Bedfordshire, Energy and Recycling Project (CBEaR) -	To approve the Internal Business Plan for the CBEaR Project for the procurement of an integrated waste treatment facility.	9 March 2010	Consultation will take place with Parish Councils, Ward Members, Portfolio Holders for Safer and Stronger Communities and Corporate Resources and Sustainable Communities Overview and Scrutiny Committee.	Report to Executive and Internal Business Plan	Cllr Budge Wells Comments by 10/02/10 to Contact Officer: Alan Fleming, Project Director, Sustainable Communities alan.fleming@centralbedfordshire.gov.uk Tel: 0300 300 6968
16.	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 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



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	EU Programmes Report -	<p>The Executive to approve the Central Bedfordshire European Programme for 2010-13. The programme will include the European Social Fund (ESF), European Regional Development Fund (ERDF) and will give members an update on other activity such as the Rural Development Programme for England (RDPE) and the Framework 7 European funds that support research and development in enterprises to benefit economic growth in Central Bedfordshire.</p>	9 March 2010	LSP and Thematic Partnership for Environment and Economy EEDA Members' Bulletin and Cabinet Briefing Note Consultation Events	Report	<p>Clr Ken C Matthews Comments by 10/02/10 to Contact Officer Sarah Hughes, Head of Regeneration and Skills Sarah.hughes@centralbedfordshire.gov.uk Tel: 0300 300 6166</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)
18.	People Strategy -	To request the Executive to sign off the People Strategy for Central Bedfordshire.	9 March 2010	Draft Strategy will go through consultation with key stakeholders during November and early December 2009	People Strategy	Cllr Maurice R Jones Comments by 10/02/10 to Contact Officer: Gordon McFarlane, Acting Assistant Director Human Resources and Organisational Development gordon.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 6651
19.	Home to School Transport Policy -	To approve changes to the Home to School Transport Policy.	9 March 2010	28 day consultation using Internet and consultation meetings starting 6 January 2010.	Revised Policy	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522
20.	Social Care and Health Prevention Strategy -	To approve the consultation of the strategy prior to submission to Council.	9 March 2010		Report	Cllr Mrs Carole Hegley Comments by 10/02/10 to Contact Officer: Mr M Janes, Interim Assistant Director, Commissioning mark.janes@centralbedfordshire.gov.uk

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21.	Homelessness Strategy -	To recommend adoption of statutory strategy for Central Bedfordshire	9 March 2010		Report	Cllr Mrs Rita J Drinkwater Comments by 10/02/2010 to Contact Officer: Julie Ogley, Director of Social Care, Health and Housing julie.ogley@centralbedfordshire.gov.uk Tel: 0300 300 4221
22.	Adoption of Central Bedfordshire Council Private Sector Housing Renewal Policy -	To adopt the renewal policy to meet legislative requirements.	9 March 2010		Draft document	Cllr Mrs Rita J Drinkwater Comments by 10/02/2010 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)
23.	Highways Contract Novation	Following the paper received on 14 April 2009, this paper updates the Executive on progress made on negotiations with Bedford Borough Council (BBC) to secure highways services in Central Bedfordshire. The paper will inform members of expected dates for novating the existing highways contract and identify any risks/costs to service provision.	9 March 2010		Report	Cllr David McVicar Comments by 10/02/10 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228601

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Child Poverty Strategy -	To agree the strategy which sets out how the Local Authority and its partners intend to reduce child poverty by 2020. This includes 4 targets (relative low income, material deprivation, absolute poverty and persistent poverty). This 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

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25.	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, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
26.	Care Matters Pledge -	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, Deputy Director Children Families and Learning and 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)
27.	Review of Eligibility Criteria for Fair Access to Care Services -	To adopt the policy as recommended.	9 March 2010	<p>Members of the Social Care, Health &amp; Housing Overview &amp; Scrutiny Committee (by way of consultative report and final report.</p> <p>Staff within Social Care &amp; Health (by way of intranet, staff newsletter 'Connect' and management briefings</p> <p>Partner agencies and voluntary and charitable organisations (by way of correspondence and relevant business meetings already programmed to occur)</p> <p>Existing and potential services users/all adults in Central Bedfordshire (in collaboration with the Council's Communication Team, use some of the pre-arranged consultative forums and contacts; an item on the website inviting feedback and item in the Council's free magazine 'News Central'.</p>	Report	<p>Cllr Mrs Carole Hegley</p> <p>Comments by 10/02/2010 to Contact Officer:</p> <p>Althea Mitcham, Head of Business Infrastructure</p> <p>althea.mitcham@centralbedfordshire.gov.uk</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)
28.	Agreement of Statutory Public Protection 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
29.	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	Theamatic 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
30.	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)
31.	Climate Strategy -	Adoption of the Climate Strategy and approach of the Council to tackling climate change. Agreement and adoption of carbon footprint reduction targets for the Council's services and operations.	9 March 2010	Business Transformation Overview & Scrutiny Committee - 21 December 2009 Key staff consulted via Climate Change Management Board	Report and supporting documents	Cllr Richard Stay Comments by 10/02/10 to Contact Officers: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Stephen.mooring@centralbedfordshire.gov.uk
32.	Community Engagement Strategy and Delivery Plan -	Approval of the finalised Strategy and Delivery Plan which follows the key principles agreed at the October Executive.	9 March 2010		Report	Cllr Richard Stay Comments by 10/02/10 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 0300 300 6529

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33.	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.	6 April 2010	Relevant Portfolio Holders Key Stakeholders Sustainable Communities Overview & Scrutiny Committee – 25 March 2010	Report	Cllr David McVicar Comments by 10/03/10 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
34.	Consultation on the Draft East of England Plan to 2031 -	To agree the Council's response to the draft plan.	6 April 2010		Report	Cllr Tom Nicols Comments by 10/3/10 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

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35.	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.	6 April 2010	Sport England Redborne Upper School Flitwick Eagles Football Club The Football Association Flitwick Town Council meeting with PFH on 16 July 2009 agreed current approach to citing the football facilities.	Report	Cllr Stephen F Male Comments by 10/03/10 to Contact Officer Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
36.	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, Deputy Director Children Families and Learning and 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)
37.	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.	4 May 2010	Portfolio Holder for Business Transformation Divisional Management Teams CBC Equalities Forum Officer Workshops (June - October 2009)  The development of the Scheme has included consideration of national and local consultation evidence relating to the nature of inequality.	Report Draft Scheme and Action Plan	Cllr Richard Stay Comments by 07/04/10 to Contact Officer: Elaine Malarky, Head of Policy elaine.malarky@centralbedfordshire.gov.uk Tel: 01234 228269
38.	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, Deputy Director Children Families and Learning and Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484

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39.	Bedfordshire Music Service -	To consider options with regard to future governance and management arrangements for the Bedfordshire Music Service	4 May 2010		Report	Cllr Stephen F Male Comments by 07/04/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239
40.	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.	8 June 2010		Report	Cllr Stephen F Male Comments by 12/05/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 3004239

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41.	CCTV Service Options -	To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	8 June 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders Sustainable Communities Overview and Scrutiny Committee – May 2010	Report	Cllr David McVicar Comments by 12/05/10 to Contact Officer: Jane Moakes, Assistant Director Community Safety & Public Protection jane.moakes@centralbedfordshire.gov.uk Tel: 0300 300 5441
42.	Adoption of the Central Bedfordshire Housing Strategy 2010 -	The Executive are asked to give approval for the adoption of the strategy and the detailed action plan following consideration of the following points: 1. draft Central Bedfordshire Housing Strategy 2010 2. the consultation responses 3. whether the Housing Strategy will meet the housing needs for Central Bedfordshire 4. any recommendation by the Overview and Scrutiny Committee for Sustainable Communities	8 June 2010	15 January 2010: Key Stakeholders and Partners 28 January 2010: members consultation event Web based consultation December 2009 - February 2010	The Central Bedfordshire Housing Strategy 2010	Cllr Tom Nicols Comments by 12/05/10 to Contact Officer: Zoe Cox, Housing Research & Policy Officer zoe.cox@centralbedfordshire.gov.uk Tel: 0300 300 4479

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)
43.	Sustainable Community Strategy for Central Bedfordshire -	To agree the Sustainable Community Strategy for Central Bedfordshire which sets out the Local Strategic Partnership Board's vision and priorities for the Central Bedfordshire area.	8 June 2010	Wide range of consultation activity with residents, partners and stakeholders, including through: Town & Parish Council Conference (4/11/09), Central Bedfordshire Forum (14/01/10), MORI Residents' Panel (23/1/10) and Third Sector Assembly (3/2/10).	The Central Bedfordshire Sustainable Community Strategy	Cllr Mrs Patricia E Turner MBE Comments by 12/05/10 to Contact Officer: Peter Frazer, Head of Partnerships & Community Engagement peter.frazer@centralbedfordshire.gov.uk Tel: 0300 300 6740
44.	Gypsy and Traveller DPD for Submission -	To agree the Gypsy and Traveller DPD for Submission.  This relates to the LDF North area.	14 September 2010	Stakeholders Members of the public Sustainable Communities Overview and Scrutiny Committee	Report and draft document	Cllr Tom Nicols Comments by 1708/2010 to Contact Officer: Richard Fox, Head of Development Plan richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

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:

<b>Date of Publication</b>	<b>Period of Plan</b>
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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