

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



please ask for Martha Clampitt
direct line 01462 611032
date 29 June 2009

NOTICE OF MEETING

BUSINESS TRANSFORMATION OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 6 July 2009 9.30 a.m.

Venue at

Room 14, Priory House, Monks Walk, Shefford

Jaki Salisbury
Interim Chief Executive

To: The Chairman and Members of the BUSINESS TRANSFORMATION OVERVIEW
& SCRUTINY COMMITTEE:

Cllrs M Gibson (Chairman), R W Johnstone (Vice-Chairman), R A Baker,
Mrs A Barker, J A E Clarke, D J Hopkin, J G Jamieson, J Murray and J Nunn

[Named Substitutes:

Cllrs: P N Aldis, R D Berry, J Kane, Mrs J G Lawrence and J N Young]

All other Members of the Council - on request

**MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING**

AGENDA

1. **APOLOGIES FOR ABSENCE**

Apologies for absence and notification of substitute members

2. **MEMBERS' INTERESTS**

To receive from Members declarations and the **nature** thereof in relation to:-

- (a) Personal Interests in any agenda item
- (b) Personal and Prejudicial Interests in any agenda item
- (c) Any political whip in relation to items on the agenda

3. **CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS**

If any

4. **PETITIONS**

To receive petitions in accordance with the scheme of public participation set out in Annex 2 in Part 4 of the Constitution.

5. **PUBLIC PARTICIPATION**

To deal with general questions and statements from members of the public in accordance with the scheme of public participation set out in Appendix A referred to in the Public Participation Scheme.

6. **CALL-IN**

To consider any matter referred to the Committee for a decision in relation to call-in of a decision.

7. **DISCLOSURE OF EXEMPT INFORMATION**

To consider proposals, if any, to deal with any item likely to involve disclosure of exempt information as defined in the relevant paragraph(s) of Part I of Schedule 12A of the Local Government Act 1972 prior to the exclusion of the press and public.

Presentations

Item	Subject	Page Nos.
8	<p>Directorate Presentation - Overview/Key Issues & Challenges To provide Members with an overview of the key issues and challenges facing the directorate in order to assist Members in establishing an annual work programme for the Committee.</p>	*
9	<p>Suggested Work Programme An open discussion surrounding appropriate topics for review.</p>	*
10	<p>Forward Plan To consider the current Forward Plan to determine if any items require review.</p>	* 1 - 12

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 July 2009 to 30 June 2010**

- 1) During the period from **1 July 2009 to 30 June 2010**, Central Bedfordshire Council plans to make key decisions on the issues set out below. "Key decisions" relate to those decisions of the Executive which are likely:
 - to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
 - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are to be appointed at the Annual General Meeting on 18 June 2009.
- 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 July 2009 to 30 June 2010

Key Decisions

Date of Publication: 15 June 2009

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
1.	Medium Term Financial Strategy 2010/11 to 2014/15 - To consider the Strategy.	21 July 2009		Report	Comments by 24/06/09 to Contact Officer: Matt Bowmer, Head of Financial Services (including Procurement) matt.bowmer@centralbedfordshire.gov.uk Tel: 0300 300 4254
2.	Mid Bedfordshire District Council Financial Outturn 2008/09 - To report on the General Fund and Capital Programme outturns; to determine the financing of the Capital Programme for 2008/09; to report on the Treasury Management activity for 2008/09 to meet the requirements of the Council's Treasury Management Strategy and the CIPFA Code of Practice on Treasury Management in the Public Sector.	21 July 2009	Portfolio Holder (Corporate Resources)	Report	Comments by 24/06/09 to Contact Officer: Brian Mew, Interim Financial Services Manager, MBDC brian.mew@centralbedfordshire.gov.uk Tel: 01462 611070

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
3.	<p>Bedfordshire County Council Final Outturn 2008/09 -</p> <p>To note the Capital and Revenue Outturn positions for Bedfordshire County Council and to approve the setting up of specific earmarked revenue reserves, the level of general reserves to be shared between Central Bedfordshire and Bedford Borough Councils and any implications for successor authorities.</p>	21 July 2009	Portfolio Holder (Corporate Resources)	Report	<p>Comments by 24/06/09 to Contact Officer: Nyree Hone, Head of Corporate Finance nyree.hone@centralbedfordshire.gov.uk Tel: 01234 276359</p>

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
4.	<p>South Bedfordshire District Council Outturn 2008/09 - To report on the General Fund and Capital Programme outturns; to determine the financing of the Capital Programme for 2008/09; to report on the Treasury Management activity for 2008/09 to meet the requirements of the Council's Treasury Management Strategy and the CIPFA Code of Practice on Treasury Management in the Public Sector.</p>	21 July 2009		Report	<p>Comments by 24/06/09 to Contact Officer: Brian Mew, Interim Financial Services Manager, MBDC brian.mew@centralbedfordshire.gov.uk Tel: 01462 611070</p>
5.	<p>Change to arrangements for 16-19 Education Training - To advise of changes made.</p>	21 July 2009	SRG partners	Report	<p>Comments by 24/06/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522</p>
6.	<p>Empty Dwelling Management Orders Review - To review the Orders.</p>	21 July 2009		Report	<p>Comments by 24/06/09 to Contact Officer: Mr T Keaveney, Assistant Director Housing Services tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210</p>

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
7.	Local Transport Plan - To receive and approve the recommended approach	21 July 2009		Report	Comments by 24/06/09 to Contact Officer John Austin, Interim Head of Transport Strategy john.austin@centralbedfordshire.gov.uk Tel: 01234 228687
8.	Street Lighting & Bridge Maintenance Strategies - This paper is to gain a steer from Executive on how best to manage an ageing street lighting stock and to advise Members on how essential maintenance work will be carried out to ensure safe usage of the Council's bridge structures.	18 August 2009	Portfolio Holder (Sustainable Development) Director of Sustainable Communities Police Community Groups	Report	Comments by 02/08/09 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228477
9.	Property Acquisitions and Disposals Monitoring - Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions	18 August 2009	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG).	Report	Comments by 22/07/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
10.	Medium Term Accommodation Plan - To review the strategy for CBC office accommodation.	18 August 2009	Management Team CAMG All Service Areas	Report	Comments by 22/07/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038015

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
11.	Community Engagement Strategy - To approve the Strategy for Central Bedfordshire Council.	15 September 2009	Portfolio Holder (Business Transformation) LSP Partners	Report	Comments by 21/08/09 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 01234 276067
12.	Central Bedfordshire Children and Young People's Plan 2009 - 2010 - This is the first Children and Young People's Plan. Thereafter it will be refreshed annually.	15 September 2009	Consultation has already taken place with children and young people. Further stakeholder consultation will take place in May, June and July through a variety of mechanisms such as workshops, information published on our website and meetings with key partners.	Report	Comments by 21/08/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0845 849 6092
13.	Customer Services Strategy - To approve the Strategy.	15 September 2009	Portfolio Holder (Business Transformation) Directors	Report	Comments by 21/08/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168
14.	Licensing Policy and Framework - To approve the Policy and Framework.	15 September 2009	Licensing Trade Portfolio Holder (Safer and Stronger Communities) Chairman and Vice-Chairman of the Licensing Committee Three month period commencing 1 April 2009, meetings, publication on website and in other media	Report	Comments by 21/08/09 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 (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
15.	Property Services Review - To report on the process for reviewing future delivery of property services for CBC.	15 September 2009	Management Team CAMG All Service Areas Stakeholders	Report	Comments by 19/08/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
16.	Business Transformation Strategy - To approve the Strategy.	13 October 2009	Portfolio Holder (Business Transformation) Directors	Report	Comments by 22/09/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168
17.	Medium Term Property Strategy Update - To report on the progress of the implementation of the strategy.	13 October 2009	Management Team	Report	Comments by 13/10/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
18.	Property Acquisitions and Disposals Monitoring - Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions.	10 November 2009	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG).	Report	Comments by 14/10/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
19.	Luton-Dunstable Guided Busway - To receive the Tender Returns and recommendations to progress the scheme.	8 December 2009		Report	Comments by 10/11/09 to Contact Officer: John Austin, Interim Head of Transport Strategy john.austin@centralbedfordshire.gov.uk Tel: 01234 228687

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
20.	Development of a Uniformed Presence for Central Bedfordshire - To consider the options available for Central Bedfordshire to undertake enforcement of a range of environmental and community safety legislation (including the Environmental Protection Act (EPA) and Clean Neighbourhoods and Environment Act (CNEA)) and exploring the role that a uniformed team has in that respect.	12 January 2010	Relevant Portfolio Holders	Report	Comments by 10/12/09 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
21.	CCTV Service Options - To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	9 February 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders	Report	Comments by 15/01/10 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252

Ref No.	Issue for Key Decision by the Executive (and intended decision)	Indicative Meeting Date	Consultees and Date / Method	Documents which may be considered	Contact Members and Officer (Method of Comment and Closing Date)
22.	Property Acquisitions and Disposals Monitoring - Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions.	9 February 2010	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG)	Report	Comments by 13/01/10 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105

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

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

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

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

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