

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



please ask for Mel Peaston, Senior Democratic Services Officer
direct line (01234) 228200
date 30 June 2009

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 13 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 CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs J G Jamieson (Chairman), J A E Clarke (Vice-Chairman), Mrs A Barker, P A Duckett, D J Hopkin, R W Johnstone, D Jones, Mrs J G Lawrence and Mrs C Turner

[Named Substitutes:

Cllrs: A R Bastable, L Birt, D Bowater, M Gibson and P Snelling]

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

To receive any apologies for absence and notification of substitute members.

2. MINUTES

To receive the minutes of the last meeting of Bedfordshire County Council's Corporate Overview and Scrutiny Committee held on 19 February 2009.

3. DECLARATIONS OF INTERESTS

To receive from Members any 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 any items on the agenda.

4. CHAIRMAN'S ANNOUNCEMENTS AND COMMUNICATIONS

To receive any announcements from the Chairman and any matters of communication.

5. PETITIONS

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

6. PUBLIC QUESTIONS, STATEMENTS OR DEPUTATIONS

This is an opportunity for questions, statements or depositions from members of the public in accordance with the Public Participation Procedure as set out in section A4 of the Council's Constitution.

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 1 of Schedule 12A of the Local Government Act 1972 prior to the exclusion of the press and public.

8. **CALL-IN**

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

9. **DIRECTORATE PRESENTATION - OVERVIEW, KEY ISSUES AND CHALLENGES**

To provide Members with an overview of the key issues and challenges facing the Directorate to assist Members in establishing an annual work programme for the Committee.

10. **PROPOSALS FOR THE COMMITTEE'S WORK PROGRAMME**

There will be an open discussion on appropriate topics for review.

11. **FORWARD PLAN**

To consider the current Forward Plan, to determine whether any items require further review.

12. **DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled to be held on Monday 10 August 2009.

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Bedfordshire
county council

Minutes

Name of Meeting:	Corporate Overview and Scrutiny Committee
Date of Meeting:	19 January 2009
Present:	Councillors: P Blaine (Liberal Democrat) (Chairman), S Male (Vice-Chairman), Roger Baker, K Burley, G Colling, P Hand, D Lawrence, V Lee and R Younger
Other Members In Attendance:	Councillors:
Others in attendance	

08-09cosc68 APOLOGIES

Apologies for absence were received from Councillors Russell and Stay. Councillor Roger Baker sent apologies that he would be late.

08-09cosc69 MINUTES

The minutes of the meeting held on 6 November 2009 were approved as a correct record and signed by the Chairman.

08-09cosc70 DISCLOSURE OF INTERESTS

There were no disclosures of interest nor declarations of the existence of a political whip.

08-09cosc71 PETITIONS

No petitions had been received.

08-09cosc72 COMMUNICATIONS

The Committee was pleased to note that a letter had been received following the request at the last meeting for information relating to the new chaplaincy.

08-09cosc73 PERFORMANCE MONITORING QUARTER 2

The Committee received performance monitoring information for quarter 2. In relation to the indicator regarding payment of invoices, Members noted that in view of the

current economic climate the Council was making efforts to ensure invoices from small and medium businesses were paid as quickly as possible so that they were not further disadvantaged.

In relation to the indicator regarding debtor days, the Director of Resources indicated that he would provide further information to members after the meeting.

Members considered the indicator relating to amount of debt outstanding and noted that the PCT debt had increased to £4.7million at the end of the second quarter. They were very concerned that there continued to be problems of the PCT not paying undisputed invoices promptly and hence building up considerable debt to the County Council. The Director of Resources advised the meeting that subsequent to the report being drafted a significant amount of debt had been paid by the PCT. Members expressed concern that despite considerable efforts made by the officers and measures being put in place to prompt payments, the problem of routine and timely payments from the PCT still remained. Members felt that this issue should be brought to the attention of the two new unitary authorities.

The Committee noted that in quarter 2 there had been a £1.9m underspend on Capital Financing and Treasury Management due to an increase in interest income and decrease of financial charges to be paid out. The Committee discussed the current economic climate in which interest rates had plummeted, and matters which had been entirely unexpected in the financial sector had occurred impacting on all levels of business. A view was expressed that investments must be prudently made.

The Committee also received a report which had already been considered by the Executive on 25 November 2008 entitled September Quarter Budget Monitoring 2008-09 and Review of Medium Term Financial Strategy.

It was noted that the Leader's Fund was now defunct and the remaining funds had been absorbed into contingency. In response to a comment it was noted that there was no indication that NIRAH would need further draw-down.

The Director of Resources responded to a query and indicated that there was no expectation of any problems regarding re-financing in relation to the Public Works Finance Board loans.

RECOMMENDED to the Executive

- 1 that the Chief Executives of the two new unitary bodies be advised of the ongoing problem in securing the prompt payment of undisputed invoices by the PCT, with a copy of the letter being sent to the Chief Executive of the PCT.**
- 2. that the Council should remain risk averse in the current economic climate and avoid as far as possible any further long term investments for any period longer than a month.**

RESOLVED that the report be noted.

08-09cosc74 REPORT OF THE LGR TASK GROUP

The Committee considered the report of the LGR Task Group which it had set up to consider issues in relation to the Local Government Review and the abolition and creation of local authorities in the County in April 2009.

The Committee noted that the Task Group had met on eight occasions and had considered written documentation as well as receiving evidence from witnesses who had come before the Task Group.

Members noted that the Task Group had considered the Council's Transition Risk Register as part of evidence gathering and had formed the view that it needed further work. The Risk Register had been amended to become more comprehensive and had been brought before the Committee on 19 January and considered prior to this report (minute 75 below refers). The Committee noted that despite the mitigating actions contained in the Risk Register, considerable risk still remained, and asked that this comment be included as a footnote in the report.

A suggestion was made that a copy of the report should be sent to each of the people who had provided evidence to the Task Group.

RECOMMENDATION TO COUNCIL

That the report of the Task Group as now attached be referred to the Council for consideration

RESOLVED:-

1. that the report of the Task Group be referred to the Executive for noting;
2. that a copy of the report be sent to those people who presented evidence to the Task Group.

08-09cosc75 TRANSITION RISK REGISTER

The Committee considered the Transition Risk Register, which had been presented following comments that it had been insufficiently comprehensive when it was considered by the LGR Task Group. The Risk Register had been updated since then and had been presented to the Transition Board.

Comments were made that the Risk Register indicated quite a high level of risk with a considerable number of matters logged as medium risk. It was noted that this Council needed to address the safe transition of staff and services to the new authorities, and therefore needed to identify what it could do to support those aims. It followed that it was for the Council to highlight areas of risk to the new authorities.

Members noted that Transition Board was focusing on the areas of greatest risk, which included ICT. The risks relating to the successful creating of systems had been drawn to the attention of the new authorities, and both recognised the importance of appropriate and workable ICT.

A question was asked as to whether, in the context of a recent particular failure of child protection services in a London Borough, extra efforts were being made to ensure that children in the area would not be at extra risk due to the transition to the new authorities. The Director of Children's Services advised that a detailed list of

actions had been drafted to ensure that children remained protected during the transition, and that actions would be put in place accordingly.

RECOMMENDATION TO THE EXECUTIVE

The Overview and Scrutiny Committee noted the considerable amount of risk as set out in the Transition Risk Register, in particular relating to ICT. The Committee further noted that leaving aside the high risk matters, there were a considerable number of medium risk matters in the Risk Register.

In the light of the above the Committee recommends that:-

1. the Executive be asked to consider whether any further action could be taken to mitigate against transition risks; and
2. the Executive be asked to consider whether any further efforts could be made to communicate the extent of the risks to the new authorities.

08-09cosc76 FORWARD PLAN OF KEY DECISIONS

The Committee noted the Executive's Forward Plan of Key Decisions for the period January – March 2009.

08-09cosc77 DRAFT DECISIONS OF THE EXECUTIVE 25 NOVEMBER 2008

The Committee noted the draft decisions of the Executive arising from its meeting on 25 November 2008.

08-09cosc78 DATE OF NEXT MEETING

Members noted that there would be no further meetings of this Committee. The Chairman thanked the members of the Committee for their support during his term of office as Chairman, and also particularly thanked the Lead Officer, Tasnim Shawkat, and the Committee Adviser, Mel Peaston, for their help.

Chairman.....

Date.....

**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.	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.	21 July 2009		Report	Comments by 24/06/09 to Contact Officer: Brian Mew, Interim Financial Services Manager, MBDC brian.mew@centralbedfordshire.gov.uk Tel: 01462 611070
5.	Change to arrangements for 16-19 Education Training - To advise of changes made.	21 July 2009	SRG partners	Report	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
6.	Empty Dwelling Management Orders Review - To review the Orders.	21 July 2009		Report	Comments by 24/06/09 to Contact Officer: Mr T Keaveney, Assistant Director Housing Services tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5210

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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