

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** 29 July 2009

## **NOTICE OF MEETING**

### **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE**

Date & Time

**Monday, 10 August 2009 10.00 a.m.**

Venue at

Room 15, Priory House, Monks Walk, Shefford SG17 5TQ

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 any substitute members.

## 2. **MINUTES**

To agree as a correct record the minutes of the last meeting of the Committee held on 13 July 2009.

## 3. **DECLARATIONS OF INTEREST**

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 Council's 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. **CALL-IN**

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

## 8. **PROCUREMENT STRATEGY**

To receive an oral report on Central Bedfordshire Council's procurement process, providing the Committee with options when considering the Council's approach on efficiency and commercial awareness.

9. **ICT STRATEGY/ACCOMMODATION STRATEGY**

To receive an oral report on the Council's current position for the accommodation strategy and plan for rationalisation and migration with ICT.

10. **REVIEW OF THE COMMITTEE'S WORK PROGRAMME**

To consider the Committee's Work Programme for 2009/2010.

11. **FORWARD PLAN**

To consider the Executive's Forward Plan of Key Decisions for the period starting 1 August 2009.

12. **DATE OF NEXT MEETING**

The next scheduled meeting of the Committee is on Monday 7 September 2009.

This page is intentionally left blank

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held at on Monday, 13 July 2009

**PRESENT**

Cllr J G Jamieson (Chairman)  
Cllr J A E Clarke (Vice-Chairman)

Cllrs Mrs A Barker  
P A Duckett  
D J Hopkin

Cllrs D Jones  
Mrs J G Lawrence

Apologies for Absence: Cllrs R W Johnstone  
Mrs C Turner

Substitutes: Cllrs L Birt

Members in Attendance: Cllrs John Street, Ann Sparrow, David Lawrence, Mike Gibson, Maurice Jones, Adam Fahn.

Officers in Attendance: —

**CR/09/01 Apologies for absence**

Apologies for absence were received from Councillor Christina Turner. Councillor Lewis Birt was present as her substitute.

**CR/09/02 Minutes**

The minutes of the meeting of Bedfordshire County Council's Corporate Overview and Scrutiny Committee held on 19 February 2009 were received.

**CR/09/03 Declarations of Interests**

There were no declarations of interest nor of any political whip arrangements.

**CR/09/04 Chairman's Announcements and Communications**

There were no announcements from the Chairman nor any matters of communication.

**CR/09/05 Petitions**

No petitions had been received.

**CR/09/06 Public Questions, Statements or Deputations**

There were no public questions, statements or deputations.

**CR/09/07 Disclosure of Exempt Information**

There were no matters for consideration which might contain exempt information.

**CR/09/08 Call-in**

There were no matters of call-in.

**CR/09/09 Directorate Presentation - Overview, Key Issues and Challenges**

The Committee received a presentation from the Director of Corporate Resources, Clive Heaphy. He provided a wide-ranging description of his directorate, including details of the nine functions and five Assistant Directors' areas of responsibility. These were:

- Financial services
- ICT and Property
- Human Resources and Organisational Development
- Legal and Democratic
- Audit and Risk.

Members recognised that ICT had been identified in the lead up to April 1 2009 as an area where problem resolution was longer term. Considerable progress had been made since then and it was likely that achieving one network for the whole of the authority would be achieved within a 3-year period.

It was noted from the minutes of the last meeting of Corporate Resources Overview and Scrutiny Committee that Bedfordshire County Council had experienced difficulties regarding the management of the PCT's debts to the Council. The Director assured Members that the Committee would be kept informed regarding the status of PCT payments to the Council.

A comment was made that the Council was required to make many returns to Government and regulators, the benefits of which were not always apparent, and that that it might be worthwhile challenging whether all were really required.

Discussion ensued about risk management. It was noted that whilst the risk register framework was a responsibility of Audit Committee it was for the Executive to monitor risk. Members noted that the transition risk register had reached its conclusion and a new ongoing risk register was being put in place. A suggestion was made that consideration should be given by the Overview and Scrutiny Management Panel as to which Overview and Scrutiny Committee should most appropriately monitor it. The next meeting of this co-ordinating body was scheduled for 29 July 2009.

The Committee noted that reserves brought forward from the three predecessor authorities were likely to be approximately £15.8 million, slightly higher than anticipated.

**RESOLVED** that the detailed presentation be noted.

The Committee had a short comfort break from 11.15am to 11.30am.

## CR/09/010 **Proposals for the Committee's Work Programme**

Members received a draft Work Plan for the Committee which was tabled at the meeting. It was noted that this was a work in progress in that timescales had not yet become clear for some matters. The Committee noted that it would be appropriate to consider a topic for delegation to a task group where it required in-depth work and could be carried out as a finite task.

The Chairman commented that there were some major matters which should be the subject of overview by the Committee this year, as follows:-

- Human Resources issues such as harmonisation of terms and conditions
- Procurement (including contracts)
- Contracts
- ITC and Accommodation
- Budget
- Treasury
- Property .

Mention was also made of the need to scrutinise Shared Services, which would be picked up by the Business Transformation Overview and Scrutiny Committee, and the need to examine an opening Balance Sheet for the Authority, once available.

A discussion ensued regarding the overview of the budget for next year and it was noted that the Executive would be agreeing a timetable for the preparation of next year's budget, involving the Overview and Scrutiny Committees and taking into account the Directorate Plans. Members also discussed the need to ensure that scrutiny of Human Resources matters dovetailed into the work of the General Purposes Committee.

### **RESOLVED:-**

1. that topics for the next meeting would be as follows:-

- Accommodation and ICT – this would include the report to be considered by the Executive in July on accommodation
- Strategic overview of procurement – including the draft strategy currently being prepared and a list of the major contracts or groups of contracts, when they come up for renewal and who has responsibility for them
- Pre-budget processes – this would include options for this Committee to consider next year's budget and also a presentation on budget monitoring for the first quarter this year, drawing on the Budget Book.

- 2. to note the draft Work Programme and to give it further consideration at the next meeting when greater clarity had been achieved regarding some of the items; and to include the following item:
  - a. assessment of whether adequate training is in place for employees, particularly those below Assistant Director level.

CR/09/011 **Forward Plan**

**RESOLVED** to note the Executive’s Forward Plan of Key Decisions for the period 1 July 2009 to 30 June 2010.

CR/09/012 **Date of next meeting**

The Committee noted that the next meeting would be held on 10 August 2009 and that as with all the Overview and Scrutiny Committees, starting in August, it would commence at 10.00am.

Chairman.....

Date.....

(Note: The meeting commenced at 9.30 a.m. and concluded at 12.35 p.m..)



**Agenda Item:**

---

**Meeting:** Corporate Resources Overview & Scrutiny Committee

**Date:** 10 August 2009

**Subject:** Corporate Resources Overview & Scrutiny Committee  
Work Programme 2009 / 2010

**Report of:** Cheryl Powell, Overview & Scrutiny Officer

**Summary:** The report provides Members with information of the key strategic plans and priorities originating from the Corporate Resources Directorate.

---

Contact Officer: Cheryl Powell

Public/Exempt: Public

Wards Affected: All

Function of: n/a

Key Decision n/a

Reason for urgency/ n/a

Exemption from call-  
in (if appropriate)

---

**RECOMMENDATION:**

1. That the Corporate Resources Overview & Scrutiny Committee note the contents of this report for information.
2. That the Corporate Resources Overview & Scrutiny Committee begin to identify the areas of work that it wishes to scrutinise during the coming municipal year.

*Reason for Recommendation: Members are asked to identify issues that they would wish to consider during the coming year at this meeting so that officers can develop a detailed work programme.*

---

### **Introduction**

1. Setting the Work Programme for the Scrutiny Committees is an important stage in the scrutiny process. An effective work programme will identify the key topics that scrutiny will consider over the coming year. A well planned work programme will also help both officers and members plan their workloads as well as providing a clear picture to the public of planned scrutiny activity. It is vital that scrutiny members take responsibility for both drawing up and managing their own work programme.
2. At its meeting on the 13<sup>th</sup> July 2009, the Committee received presentations from the Director of Corporate Resources, the Assistant Director of Financial Services and the Assistant Director of ICT & Property. Each presentation discussed key strategies, plans as well as pressures within the Directorate. This enabled the Committee to decide on the items they felt would be appropriate to receive at their meetings throughout the 2009 / 2010 municipal year.
3. Within its terms of reference, the Committee discussed also relevant items from Executive's Forward Plan as well as the Policy and Planning Framework (PPF).

### **Scrutiny Work Programme 2009-10**

4. Some of the key principles for members to consider in setting the future Work Programme include:-
  - Topics included in the Work Programme must add value to the work of the authority
  - Where appropriate involve partners, stakeholders and the public.
  - Allow some flexibility to enable topics to be included as and when they arise
  - Ensure that the Work Programme reflects the priorities of the Council as laid out in the Strategic Plan
5. Some of the areas that Members may wish to consider as part of developing a work programme for the coming year include:
  - Updates from senior officers on the priorities and developments within the remit of the Committee so that the Committee can identify issues that it could constructively become involved with.
  - Consultation on policies and developments arising from the Forward Plan that the Scrutiny Panel could have a constructive input into.
  - Single issue scrutiny events where the Committee invites senior officers and external witnesses to explore a particular issue in depth.
  - Exploring performance objectives and the achievement of performance targets with senior officers.

- The monitoring of the outcomes of previous scrutiny recommendations and impact that these have had on the organisation and importantly the people and communities of Central Bedfordshire.
6. Members of the Scrutiny Committee now have the opportunity to re-visit the current Work Programme and consider whether the issues identified on it remain appropriate. Members may also wish to consider any additional items for inclusion onto the future Work Programme. For example Members may consider devising “cross cutting” Committee Task Forces to avoid duplication and to share resources. Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee’s perspective and resourcing work by Officers.

**Conclusion**

7. Members are therefore asked to note the contents of this report for information and consider the items suggested for scrutiny.

<b>CORPORATE IMPLICATIONS</b>
<p><b>Council Priorities:</b> Under its terms of reference, the Corporate Resources Overview &amp; Scrutiny Committee’s Work Programme will support the following Council priority of delivering value for money.</p>
<p><b>Financial:</b> n/a</p>
<p><b>Legal:</b> n/a</p>
<p><b>Risk Management:</b> n/a</p>
<p><b>Staffing (including Trades Unions):</b> n/a</p>
<p><b>Equalities/Human Rights:</b> n/a</p>
<p><b>Community Development/Safety:</b> n/a</p>
<p><b>Sustainability:</b> n/a</p>

## Draft Work Programme for Corporate Resources Overview & Scrutiny Committee 2009 – 2010

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
1.	Procurement Strategy	To receive a presentation / overview of Central Bedfordshire Council's Procurement process  To consider the strategy To consider the code of practice for contract management	10 <sup>th</sup> August 2009	The committee may wish too consider a presentation and complementary report setting out the Council's position and a way forward.
2.	Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	10 <sup>th</sup> August 2009	
3.	Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	10 <sup>th</sup> August 2009	
4.	Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	10 <sup>th</sup> August 2009	
5.	ICT Strategy	To consider the ICT Strategy  To consider the plan for rationalisation and migration of ICT	10 <sup>th</sup> August 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
6.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	10 <sup>th</sup> August 2009	
7.	Review of the Work programme		10 <sup>th</sup> August 2009	
8.	Medium to Long Term Accommodation Strategy	To receive a report / update on the long term solution to Office Accommodation	7 <sup>th</sup> September 2009	
9.	E-Procurement strategy and plans	To consider the strategy and plans	7 <sup>th</sup> September 2009	
10.	Review of results the staff survey	To consider the results of the survey	7 <sup>th</sup> September 2009	
11.	Short term marketing and resourcing strategy	To consider the short term strategy	7 <sup>th</sup> September 2009	
12.	Long term marketing and resourcing strategy	To consider the long term strategy	7 <sup>th</sup> September 2009	

<b>Ref</b>	<b>Report Title</b>	<b>Issue to be considered</b>	<b>Indicative Overview &amp; Scrutiny Meeting Date</b>	<b>Comment</b>
13.	Review of the Work programme		7 <sup>th</sup> September 2009	
14.	Strategy for maximising commercial opportunities within CBC	To consider the strategy	5 <sup>th</sup> October 2009	
15.	Maximisation of SAP within CBC	To consider the proposal	5 <sup>th</sup> October 2009	
16.	HR operating model proposal	To consider the strategy	5 <sup>th</sup> October 2009	
17.	Organisational development Strategy	To consider the strategy and the plan	5 <sup>th</sup> October 2009	
18.	Workforce Strategy and Learning & Development Plan	To consider the findings and recommendations	5 <sup>th</sup> October 2009	
19.	Health and Safety Audit of CBC properties	To consider the findings and recommendations	5 <sup>th</sup> October 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
20.	Insurance Review of CBC properties	To consider the proposal	5 <sup>th</sup> October 2009	
21.	Medium Term Property Strategy Update	To report on the progress of the implementation of the strategy.	5 <sup>th</sup> October 2009	
22.	Review of the Work programme		5 <sup>th</sup> October 2009	
23.	Approach to the review of transactional processes within Corporate Resources	To consider the approach	2 <sup>nd</sup> November 2009	
24.	Proposal for employee and manager self service	To consider the proposal	2 <sup>nd</sup> November 2009	
25.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	2 <sup>nd</sup> November 2009	
26.	Review of the Work programme		2 <sup>nd</sup> November 2009	

Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
27.	Asset area reviews	To consider the proposals set out in review in light of service asset planning to ensure efficient use of accommodation and that this meets service delivery needs	30 <sup>th</sup> November 2009	
28.	Employee engagement plan	To consider the plan	30 <sup>th</sup> November 2009	
29.	Review of the Work programme		30 <sup>th</sup> November 2009	
30.	Review of the Work programme		4 <sup>th</sup> January 2010	
31.	Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	1 <sup>st</sup> February 2010	
32.	Review of the Work programme		1 <sup>st</sup> February 2010	
33.	Review of Corporate Resources Support Services	Members may wish to consider : Feedback form Customer Satisfaction survey Schools level of take up of services and feedback Property partner feedback reviews	1 <sup>st</sup> March 2010	
34.	Review of the Work programme		1 <sup>st</sup> March 2010	



Ref	Report Title	Issue to be considered	Indicative Overview & Scrutiny Meeting Date	Comment
35.	Review of the Work programme		29 <sup>th</sup> March 2010	
36.	Review of the Work programme		26 <sup>th</sup> April 2010	
37.	Review of the Work programme		24 <sup>th</sup> May 2010	

**Other Topics of Interest/Potential Review:**

1. Programme of Category Reviews – In conjunction with the Accommodation Strategy Members may wish to consider how CBC identifies efficiencies throughout this strategic process
2. Shared Services (possible cross cutting Task Force with Business Transformation OSC )
3. Examination of Opening Balance Sheet

**Executive Dates:**

21<sup>st</sup> July 2009  
18<sup>th</sup> August 2009  
15<sup>th</sup> September 2009  
13<sup>th</sup> October 2009  
10<sup>th</sup> November 2009  
8<sup>th</sup> December 2009  
12<sup>th</sup> January 2010  
9<sup>th</sup> February 2010

This page is intentionally left blank

**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 August 2009 to 31 July 2010**

- 1) During the period from **1 August 2009 to 31 July 2010**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.

2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:

Member	Portfolio
Cllr Mrs Tricia Turner MBE	Chairman of the Executive and Leader of the Council
Cllr Richard Stay	Vice-Chairman of the Executive and Deputy Leader of the Council and Portfolio Holder for Business Transformation
Cllr Rita Drinkwater	Portfolio Holder for Housing
Cllr Carole Hegley	Portfolio Holder for Social Care and Health & Portfolio Champion for Business Transformation
Cllr Maurice Jones	Portfolio Holder for Corporate Resources
Cllr 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 August 2009 to 31 July 2010

### Key Decisions

Date of Publication: 15 July 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.	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	Police Community Groups	Report	Cllr Tom Nicols Comments by 02/08/09 to Contact Officer: Basil Jackson, Assistant Director Highways basil.jackson@centralbedfordshire.gov.uk Tel: 01234 228477
2.	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	Cllr Maurice R Jones Comments by 22/07/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property <a href="mailto:mark.bassett@centralbedfordshire.gov.uk">mark.bassett@centralbedfordshire.gov.uk</a> Tel: 01234 276889 / 07939 038105

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>Medium Term Accommodation Plan - To review the strategy for CBC office accommodation.</p>	18 August 2009	<p>Management Team CAMG All Service Areas</p>	Report	<p>Cllr Maurice R Jones Comments by 22/07/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038015</p>
4.	<p>Albion Archaeology - That all historic environment work of Albion Archaeology should be carried out in accordance with the Code of Conduct and other by-laws of the Institute of Archaeologists (IfA). Resolution required in order that Albion can maintain registration under the scheme.</p>	18 August 2009		IfA Code of Conduct IfA By-Law (Regulations for the Registration of Organisation)	<p>Cllr Tom Nicols Comments by 22/07/09 to Contact Officer: Gary Worth, Assistant Director Development Management gary.worth@centralbedfordshire.gov.uk Tel: 0300 300 5177</p>
5.	<p>Update of Design Guide for Central Bedfordshire - To approve the updated Design Guide.</p>	18 August 2009		Report	<p>Cllr Tom Nicols Comments by 22/07/09 to Contact Officer: Fiona Webb, Team Leader, Conservation Project Design fiona.webb@centralbedfordshire.gov.uk Tel: 0300 300 4405</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)
6.	<p>Review of Historic Building Grant Aid Scheme and Listed Buildings At Risk - To approve the Scheme.</p>	18 August 2009		<p>Buildings at Risk Survey (North Area) 2008 Buildings at Risk Survey (South Area) 2005</p>	<p>Cllr Tom Nicols Comments by 22/07/09 to Contact Officer: Robin Uff, Principal Planning Officer robin.uff@centralbedfordshire.gov.uk Tel: 01462 611339</p>
7.	<p>Rushmere Park - acquisition of land in partnership with the Greensand Trust - Approval to the commitment of external funding resources (registered in the capital programme) to the purchase of land for open access part of the provision of new green infrastructure for the Growth Agenda.</p>	18 August 2009	<p>Ouzel Valley Park Partnership (a consortium of representatives from the Leighton Linlade Town Council, The Greensand Trust, British Waterways, SUSTRANS, the Environment Agency, Buckinghamshire County Council and Council officers from Planning and Culture.) Councillors Peter Rawcliffe, Peter Snelling, Alan Shadbolt and Brian Spurr (Chairman of the Council) who attended a site meeting with the Portfolio Holder and the Greensand Trust on 25 June 2009.</p>	<p>Report</p>	<p>Cllr Mrs Anita M Lewis Comments by 02/08/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 300 4239</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)
8.	Children and Young People's Plan - To agree the Children and Young People's Plan.	15 September 2009	Stakeholders, members of the public children and young people	Report	Cllr Mrs Anita M Lewis Comments by 21/08/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522
9.	Community Engagement Strategy - To approve the Strategy for Central Bedfordshire Council.	15 September 2009	Portfolio Holder (Business Transformation) LSP Partners	Report	Cllr Richard Stay Comments by 21/08/09 to Contact Officer: Ian Porter, Assistant Director Service Policy, Partnerships & Performance ian.porter@centralbedfordshire.gov.uk Tel: 01234 276067
10.	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	Cllr Mrs Anita M Lewis 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



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.	Customer Services Strategy - To approve the Strategy.	15 September 2009		Report	Cllr Richard Stay Comments by 21/08/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation & Customer Services clive.jones@centralbedfordshire.gov.uk Tel: 01462 611168
12.	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	Cllr David McVicar Comments by 21/08/09 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) susan.childerhouse@centralbedfordshire.gov.uk Tel: 01462 611394
13.	Property Services Review - To report on the process for reviewing future delivery of property services for CBC.	15 September 2009	CAMG All Service Areas Stakeholders	Report	Cllr Maurice R Jones Comments by 19/08/09 to Contact Officer: Mark Basset, Specialist Advisor - Property mark.basset@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105

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)
14.	<p>Specialist Provision for Children with Autistic Spectrum Disorders at Holmemead Middle School, Biggleswade -</p> <p>To approve the proposal to set up a Specialist Provision for Children with Autistic Spectrum Disorders at Homemead Middle School, Biggleswade.</p>	15 September 2009	Statutory Consultees - consultation carried out in April/May 2009 and Statutory Notices published June 2009.	Report	<p>Cllr Mrs Anita M Lewis</p> <p>Comments by 21/08/09 to Contact Officer: Helen Redding, Head of SEN and Inclusion helen.redding@centralbedfordshire.gov.uk</p> <p>Tel: 01234 228148</p>
15.	<p>Business Transformation Strategy -</p> <p>To approve the Strategy.</p>	13 October 2009		Report	<p>Cllr Richard Stay</p> <p>Comments by 22/09/09 to Contact Officer: Clive Jones, Assistant Director Business Transformation &amp; Customer Services</p> <p>clive.jones@centralbedfordshire.gov.uk</p> <p>Tel: 01462 611168</p>
16.	<p>Commissioning Policy -</p> <p>To agree the policy</p>	13 October 2009	Stakeholder and the Children's Trust	Report	<p>Cllr Mrs Anita M Lewis</p> <p>Comments by 22/09/09 to Contact Officer: Sylvia Gibson, Interim Assistant Director, Policy, Planning and Commissioning</p> <p>sylvia.gibson@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 5522</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)
17.	Medium Term Property Strategy Update - To report on the progress of the implementation of the strategy.	13 October 2009		Report	Cllr Maurice R Jones 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	Cllr Maurice R Jones Comments by 14/10/09 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
19.	Harmonisation of Waste Management Services - To provide Members with the opportunity to comment on suggested service changes.	10 November 2009		Report	Cllr David McVicar Comments by 14/10/09 to Contact Officer: Steve Whittaker, Contract Services Manager steve.whittaker@centralbedfordshire.gov.uk Tel: 0300 300 4344

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.	Lord Laming Action Plan - To agree the plan.	10 November 2009	Stakeholders and the Local Safeguarding Children Board	Report	Cllr Mrs Anita M Lewis Comments by 14/10/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
21.	Eligibility for payments policy - To agree the policy	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
22.	Raising Achievement Policy - To agree the policy	8 December 2009		Report	Cllr Mrs Anita M Lewis Comments by 10/11/09 to Contact Officer: Patrick Shevlin, Head of School Standards and Improvement <a href="mailto:patrick.shevlin@centralbedfordshire.gov.uk">patrick.shevlin@centralbedfordshire.gov.uk</a> Tel: 0300 300 6821
23.	Luton-Dunstable Guided Busway - To receive the Tender Returns and recommendations to progress the scheme.	8 December 2009		Report	Cllr Tom Nicols Comments by 10/11/09 to Contact Officer: John Austin, Interim Head of Transport Strategy john.austin@centralbedfordshire.gov.uk Tel: 01234 228687

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)
24.	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	Cllr David McVicar Comments by 10/12/09 to Contact Officer: Jeanette Keyte, Community Safety Manager jeanette.keyte@centralbedfordshire.gov.uk Tel: 0845 849 6252
25.	Children's Workforce Development Strategy - To agree the strategy.	12 January 2010	Stakeholders and the Children's Trust	Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Patrick Shevlin, Head of School Standards and Improvement patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821

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)
26.	Early Childhood Intervention and Prevention Policy - To agree the policy	12 January 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/12/09 to Contact Officer: Glen Denham, Assistant Director Integrated Services 0-19 glen.denham@centralbedfordshire.gov.uk Tel: 0300 300 6125
27.	Cultural Strategy - To agree the policy.	12 January 2010		Report	Cllr Stephen F Male Comments by 10/12/09 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning roy.waterfield@centralbedfordshire.gov.uk Tel: 0300 3004239
28.	CCTV Service Options - To consider options available to move to a common approach to the provision of a CCTV service within Central Bedfordshire.	9 February 2010	Portfolio Holder (Safer and Stronger Communities) Key Stakeholders	Report	Cllr David McVicar Comments by 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)
29.	Property Acquisitions and Disposals Monitoring - Standing item for key decisions and quarterly basis monitoring and reporting of all property transactions.	9 February 2010	Items will have been reviewed and assessed by the CBC Capital Assets Management Group (CAMG)	Report	Cllr Maurice R Jones Comments by 13/01/10 to Contact Officer: Mark Bassett, Specialist Advisor - Property mark.bassett@centralbedfordshire.gov.uk Tel: 01234 276889 / 07939 038105
30.	Play Strategy - To agree the strategy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Roy Waterfield, Assistant Director Leisure and Culture, Libraries, Adult and Community Learning <a href="mailto:roy.waterfield@centralbedfordshire.gov.uk">roy.waterfield@centralbedfordshire.gov.uk</a> Tel: 0300 300 4239
31.	Child Poverty Strategy - To agree the strategy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 Glen Denham, Assistant Director Integrated Services 0-19 glen.denham@centralbedfordshire.gov.uk Tel: 0300 300 6125

Ref No.	Issue for Key Decision by the Executive (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)
32.	Transitions Policy - To agree the policy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
33.	Safeguarding Policy - To agree the policy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
34.	Child in Need Policy - To agree the policy	9 March 2010		None.	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
35.	Looked After Children and Young People Policy - To agree the policy.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484



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)
36.	Fostering Policy - To agree the policy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
37.	Adoption Policy - To agree the policy.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
38.	Private Fostering Policy - To agree the policy.	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Martin Pratt, Assistant Director Specialist Services martin.pratt@centralbedfordshire.gov.uk Tel: 0300 300 4484
39.	Children Missing Education Policy - To agree the policy	9 March 2010		Report	Cllr Mrs Anita M Lewis Comments by 10/02/10 to Contact Officer: Patrick Shevlin, Head of School Standards and Improvement patrick.shevlin@centralbedfordshire.gov.uk Tel: 0300 300 6821

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