

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



please ask for Mel Peaston, Senior Democratic Services Officer

direct line 0300 300 6076

date 25 September 2009

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 5 October 2009 10.00am

Venue at

Room 15A, 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 approve as a correct record the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 7 September 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 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 AND DEPUTATIONS**

This is an opportunity for questions, statements and deputations from members of the public in accordance with the Public Participation Procedure 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 the disclosure of exempt information as defined in the relevant paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 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. REQUESTED ITEMS

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

REPORTS/PRESENTATIONS

Item	Subject	Page Nos.
10	Directorate Overview: Human Resources & Organisational Development The Committee will receive an overview presentation on how the Human Resources & Organisational Development Department operates within the Corporate Resources Directorate. In view of the refresh of directorate strategies and plans, the presentation will take account of the key issues and challenges facing the Directorate in delivering the Council's priorities.	* 17 - 20
11	Budget Management Report At its meeting on 7 September, 2009 the Corporate Resources Overview & Scrutiny Committee considered the Budget Management Report for the period 30 June 2009. In view of its budgetary and resource responsibilities the Corporate Resources Overview & Scrutiny Committee is asked to consider an updated forecast and the accompanying plan to get back on budget.	* 21 - 38
12	Review of the Capital Programme The Committee will be advised on the proposals for the updated capital programme and the formal capital budget for the current financial year.	

- 13 **Work Programme** * 39 - 52
The Committee will consider the revised programme of items for 2009/2010.
- 14 **Date of Next Meeting**
The next meeting of the Committee will be held on 2 November 2009 in Room 15, Priory House, Shefford starting at 10.00am.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held at on Monday, 7 September 2009

PRESENT

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

Cllrs P A Duckett
D J Hopkin
R W Johnstone

Cllrs D Jones
Mrs J G Lawrence
Mrs C Turner

Apologies for Absence: Cllrs Mrs A Barker

Substitutes: Cllrs L Birt

Members in Attendance: Cllrs R Stay

CR/09/026 Apologies for Absence

Apologies for absence were received from Councillor Barker, and Councillor Birt was present as her substitute.

CR/09/027 Minutes

The minutes of the meeting held on 10 August were approved as a correct record and signed by the Chairman.

Comments were made regarding style and grammar and a request was made that minutes be written in line with the principles of Plain English.

CR/09/028 Declarations of Interest

There were no declarations of interest.

CR/09/029 Chairman's Announcements and Communications

The Chairman advised the Committee, in relation to minute CR/09/022 ICT Strategy/Accommodation Strategy, that the Accommodation Strategy would start to deliver changes before Christmas, achieving this earlier than previously anticipated.

CR/09/030 Petitions

There were no petitions.

CR/09/031 Public Questions, Statements and Deputations

There were no questions, statements or deputations from members of the public.

CR/09/032 Call-In

There had been no matters of call-in.

CR/09/033 Department Overview: Financial Services

The Committee received a presentation providing a department overview from Matt Bowmer, Assistant Director Financial Services. The slides are attached to these minutes at Appendix A.

Members were advised of staff changes and noted that Nyree Home had now taken up the role of Head of Business Finance and Adrian King the post of Corporate Finance. Robert Gregan remained as Head of Procurement.

The Committee was advised of a range of issues and challenges as set out in the slides.

A discussion ensued on the roles of second and first tier officers in developing Directorates' budgets. It was noted that in the last year preparing the budget had been carried out without the full complement of Directors. For the budget preparation period this year all Directors and most of the Assistant Directors were already in post. They would be working on their own Directorate's budget and had been asked to model on the basis of cuts to the order of 5%, 7% and 10% of the current year's budget. Officers would work together at a wide-ranging challenge session.

Members were advised that whilst the Financial Services team was seeking to maximise returns on balances and review borrowing costs the harsh economic climate had led to a low interest rate which limited options. It was noted that the Council's need to borrow remained unchanged. Whilst the Council had inherited a good portfolio it might become appropriate to switch borrowing to a variable rate – this was being monitored on a daily basis.

In response to a question it was noted that a cashflow model was nearing completion and that this would be refined as further data became available. It was noted that much cashflow was predictable (e.g. income arising from the Council Tax payments made through Direct Debit) but that other (e.g. capital schemes) were less certain. Adhering to good financial management procedures already in place contributed to managing this well.

The Committee noted the presentation.

CR/09/034 Budget Setting Process 2010/2011

The Committee received a presentation by the Assistant Director Financial Services setting out key dates for the budget setting process. The slides are attached to these minutes at Appendix B.

Members were concerned that there should be sufficient opportunity for the Committee to consider budget proposals. Members discussed how this should be approached and agreed that a meeting of the Committee in the week starting 8 December would be timely. The meeting scheduled for 30 November could be moved forward for this purpose. A suggestion was made that a Task Force should review the budget setting process, and comments were made that this would be valuable once lessons could be drawn from the process currently ongoing.

RESOLVED:-

1. to note the presentation on the Budget Strategy 2010/2011;
2. that the meeting of the Committee scheduled for 30 November 2009 should be moved to the week starting 8 December 2009 to enable scrutiny of the budget proposals within the Committee's remit;
3. that a Task Force be set up, comprising members of other Overview and Scrutiny Committees as well as this one, to review the budget setting process once lessons could be learned from the current process, and that its first meeting be held in January 2010.

CR/09/035 Quarter 1 Budget and Performance Information

The Committee considered a report providing information on the budget position as at 30 June 2009 as well as performance information. In response to a question the Director of Corporate Resources advised that a plan was in place to streamline the budget information flow such that up to date information would be submitted to this Committee and then considered by the Executive shortly afterwards.

The Committee noted that whilst it was important to clamp down on overspends, carrying some extra posts (e.g. as now in Human Resources to complete the harmonisation programme) would provide long term gains.

In response to a comment that much of the current overspend was property related, the Director advised that insufficient information had been provided in advance of Vesting Day regarding properties. Additional facilities management staff were on the Central Bedfordshire Council payroll and the Council also had responsibility for security for the additional buildings. Work was being undertaken urgently to rationalise office accommodation. The Director indicated that he would provide information after the meeting in response to a question as to the percentage of unlet council property.

A discussion ensued regarding the outstanding property issues yet to be agreed with Bedford Borough Council, including the County Farms. It was noted that a complete opening balance sheet must be in place from 1 April 2010 and that a negotiated settlement remained the best outcome. However, it was also noted that it might be necessary to go to arbitration in due course on all of the matters which had not been agreed. Members were advised that a

consequence of the opening balance sheet not being in place on time could be the qualification of the accounts, which must be avoided.

Members were concerned that cleaning and maintenance costs at Borough Hall were in the region of £40,000 per month but that the Borough may have been divesting itself of other properties with their associated costs. The Committee was advised that plans were in place to move the majority of Bedford-based employees to Technology House in the very near future and the remainder over the next three years. .

Members noted the cost implications of employing specialist lawyers in relation to child protection and were advised that where possible, working in partnership with neighbouring local authorities would be undertaken to reduce costs. The Director commented that increasingly, local authorities were seeking to work together to reduce costs.

A discussion ensued on the importance of reducing overspends by identifying issues early and seeking to address them. Members commented that identifying where savings might be made was important, and noted that the Council consistently held approximately 300 vacancies.

The Committee considered the performance information. It was noted that the Directorate did not have direct control over a number of the performance indicators. Discussions were being held with the Policy and Performance team as to how more meaningful performance indicators could be shaped.

The Director of Corporate Resources committed to provide the Committee with a robust updated budget forecast "as is" Corporate Resources for 2009/10 and the steps proposed to achieve the budget.

RESOLVED to note the report.

CR/09/036 **Task Force Feedback: Review of the Procurement Strategy**

The Chairman provided an update to the Committee on the work to date of the Procurement Strategy Task Force. Prior to doing so, he thanked the other members of the Task Force for their work and also on their behalf, expressed thanks to Robert Gregan, Head of Procurement and his team for their invaluable support.

Members noted that the Task Force had reviewed the Council's procurement practices with the Head of Procurement and also discussed issues with the Corporate Resources Portfolio Holder and the Director of Corporate Resources. No discussions had been held with other Directorates.

Background to the Council's spending on goods and services was provided to the Committee including figures for the number of suppliers and invoices received annually. The top 250 contracts had also been identified.

Findings included that:

- A significant proportion of current expenditure had been made without the full involvement of the procurement team

- A significant proportion of expenditure was thought to be off-contract
- Procurement policy was not always adhered to throughout the Council.

The Chairman detailed a number of matters which might be included in a successful Procurement Strategy. These included:

- that the role of procurement should be communicated clearly and understood by all budget holders
- the Strategy should have identifiable objectives, responsibilities and timing
- there should be a category review for the top six expenditure categories
- contract management structures should be improved and use made of Key Performance Indicators to facilitate better contract management.

Members noted that a number of recommendations arising from the Task Force's work would be reviewed with the Procurement Team and then the draft Procurement Strategy would be brought to the Committee. The Task Force had also suggested further work including focusing on a particular contract where there were issues and reviewing the strategy on a regular basis. Members also considered that it would be valuable to review the situation regarding procurement in 3 months time.

RESOLVED:-

1. to note the Chairman's report on the Task Force's work;
2. that the Committee should consider the draft Procurement Strategy at its November meeting, before it was submitted to the Executive;
3. that the Task Force reconvene in December/January to review the position in relation to the Procurement Strategy at that point.

CR/09/037 Revised Work Programme

The Committee received its revised Work Programme. It was noted that items at the next meeting would comprise the following:-

- Department Overview: Human Resources and Organisational Development
- Review of the Capital Programme 2009/10
- Medium Term Property Strategy
- Revised Budget Outturn.

CR/09/038 Executive's Forward Plan of Key Decisions

The Committee noted the Executive's Forward Plan of Key Decisions for the period starting 1 September 2009.

CR/09/039 Date of Next Meeting

The Committee noted that the next meeting would be held on 5 October 2009 at Priory House, Chicksands, Shefford starting at 10.00am.

Chairman

Date

(Note: The meeting commenced at 10.00 a.m. and concluded at 1.00 p.m.)



Financial Services

Issues/Challenges



New relationships/processes

- SAP
- Financial Procedures
- New directors and senior managers

• **Issues/Challenges (2)**



Financial Reporting

- Closure of legacy authority accounts
- Disaggregation of the County Balance Sheet
- International Financial Reporting Standards (IFRS)

Issues/Challenges (3)



Budget Monitoring 2009/10

- Working with business to deliver spend to budget

Budget Strategy 2010/11 to 2014/15

- Service provision v funding pressures

Issues/Challenges (4)



External Inspection

- Use of Resources

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Budget Strategy 2010/11 to 2014/15

Key Dates


August/ September	<ul style="list-style-type: none">•Directors to identify revenue efficiencies•Capital Bids submitted
October	<ul style="list-style-type: none">•Fees and Charges policy agreed•Asset Management Strategy agreed•2009/10 Capital Programme Reviewed•Individual Directorate challenge days and Corporate Challenge day to consider revenue options



Key Dates (2)


<p>December/ January</p>	<ul style="list-style-type: none"> • Local Government Finance Settlement • Draft Revenue Budget to Executive • Draft Revenue Budget to Overview & Scrutiny Committees • Public Consultation
<p>January</p>	<ul style="list-style-type: none"> • Treasury Management Policy agreed
<p>February</p>	<ul style="list-style-type: none"> • Executive recommends Budget • Council approves Budget

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Central Bedfordshire Council 


**Human Resources
and Organisational
Development**

Central Bedfordshire Council 1

Structure 

- Gordon McFarlane – Acting AD
- Rachel Hobbs – Head of Resourcing
- Catherine Jones – Head of Strategy and Policy
- Vikki Oakes – Head of HR Business Operations
- Sue Cooper – Head of Organisational Capability

Central Bedfordshire Council 2

Resourcing – Issues and Challenges 

- Create a clear employer brand
- Safe recruitment agenda including ISA implementation
- Handling volume, but also ensuring quality
- Exploiting commercial opportunities –
 - Agency contract
 - Heart supply agency
- Workforce planning

Central Bedfordshire Council 3

Strategy and Policy – Issues and Challenges



- Fit for purpose, modern policies and procedures
- Timely, accurate and relevant management information
- Quality of trade union relationships
- Harmonisation project

HR Business Operations – Issues and Challenges




- High quality and efficient transactional processes
- Quality and cost of our offering to schools – commercial opportunity?
- Business Partner model – support / coaching
- Flexible resources and support – high volume of organisational change and transformation

Organisational Capability – Issues and Challenges




- Core learning and development programmes – linked to statutory workforce strategies
- Organisational Development strategy – create and shape culture
- Importance / consistency of staff engagement
- Help to create 'one Council' with clear, visible leadership
- Achieve IiP and other reputational awards



Summary

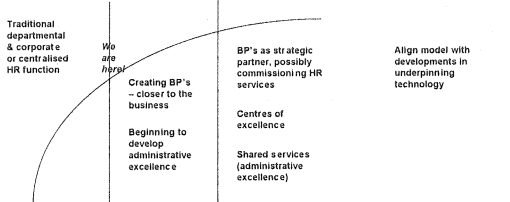
- Challenging organisational agenda
- HR improvement journey
- Importance of partnership working within Corporate Resources
 - People
 - Budgets
 - Contracts
 - Technology
 - Property
- Exploit opportunities for partnership / shared services

Central Bedfordshire Council 7



HR improvement journey

Change curve for delivery model



The diagram illustrates a change curve with three stages:

- Traditional departmental & corporate or centralised HR function** (Left side of the curve)
- Creating BP's - closer to the business** (Middle of the curve, with sub-points: "We are here", "Beginning to develop administrative excellence", "Centres of excellence", "Shared services (administrative excellence)")
- BP's as strategic partner, possibly commissioning HR services** (Right side of the curve, with sub-points: "Align model with developments in underpinning technology", "Centres of excellence")

Central Bedfordshire Council

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Meeting: Corporate Resources Overview & Scrutiny Committee

Date: 5 October 2009

Subject: Budget Management Report for the period as at 31st July 2009

Report of: Director of Corporate Resources

Summary: The report provides Members with information on the budget position at 31st July 2009 to enable decisions to be taken on resource allocation and service delivery.

Contact Officer: Finance Manager on behalf of Director of Corporate Resources

Public/Exempt: Public

Wards Affected: All

Function of: Council

RECOMMENDATION:

- 1. That the Corporate Resources Overview & Scrutiny Committee note the contents of this report for information.**
- 2. Note the latest budget projections for the year and the associated service implications.**
- 3. Agree to any management actions proposed at paragraphs 4.2 – 4.10(c) and determine whether any other changes to service provision need to be made in the light of these.**
- 4. Note budget virements since last report.**

Reason for Recommendation: So that Members of the Corporate Resources Overview & Scrutiny Committee are able to take decisions on resource allocation and service delivery

Introduction

1. The report sets out the financial position to the end of July 2009 and the latest forecast position at year end. Table A shows the net revenue position, Table B the forecast revenue movements to year and Table C the capital position

Executive Summary Revenue

2. The full year forecast position is £977k over spend, against a budget of £34,413k. Key Variances Include:
 - 2.1 A £141k forecast under spend within Procurement which relates to the recovery of rebate income which was not included in the original budget. This under spend is off setting forecast over spends on expenditure where there are no budgets.
 - 2.2 A £549k over spend within Property, the majority of which, £378k lies within Maintenance & Facilities, £311k relating to establishment budget pressures, £44k relating to unavoidable costs with no budgets, and the remaining £23k relates to minor over spends across this area. The remaining £170k falls within Property Assets and Capital Development, of which £75k is due to reduced rental income, which has been affected by the present economic climate, and £95k is due to establishment cost pressures.
 - 2.3 A £268k forecast over spend within Legal Services which relates to agency staffing costs for professional expertise required to provide this service. Also reduced income forecast due to termination of contracts when transferred to Central Bedfordshire Council, and reduction in section 106 due to downturn in the housing markets. Legal Services are working with Finance to identify savings in other areas to offset this over spend.
 - 2.4 A £97k forecast over spend within Democratic Services, £54k of which relates to the Elections which will be fully funded from reserves once they are disaggregated and will reduce this over spend to £43k. Of the remaining over spend £5k is due to unbudgeted support for the Lord Lieutenant & High Sheriff, and £38k to the lack of budgets for supplies & services.
 - 2.5 A £126k forecast over spend within Internal Audit & Risk Management of which £97k relates to lower levels of income arising from insurance, health & safety and school toolkit audit work.
 - 2.6 A £96k forecast over spend within HR, £77k of which relates to agency and permanent staff costs, £15k to a predicted income shortfall for School's HR and the remaining £4k to a predicted shortfall in The Heart Agency income.

- 2.7 Other minor forecast adjustments within payroll
- 3. Forecast variances over £100k:
 - 3.1 Procurement - £141k, Legal Services - £268k, Property - £549k, Internal Audit - £126k. (see 2.1 above for detail).
 - 3.2 Key Service Implications within Legal Services – reduced agency staff leading to reduced expertise, knowledge and service provision. Within Property – reduced service provision, increased overhead costs.
 - 3.3 Key Management Actions are to ensure monthly monitoring to produce accurate and robust forecasts so that any risk can be highlighted and addressed as soon as they occur. Legal Services to work with Finance to identify savings in other areas to offset the potential over spend in staffing costs and to ensure the timely billing of all income. Property services to work with Finance to manage overspend and reduce where possible. Internal Audit & risk management to identify any areas where costs can be reduced and relay information to finance for inclusion in the August monitoring report.
- 4. Forecast movement to previous month
 - 4.1 Under spends – There are no movements within the month.
 - 4.2 Overspends – Internal Audit £97k due to income shortfall. HR £51k due to increased Agency staff costs of £36k and an income shortfall of £15k.
- 5. Forecast Pay Award
 - 5.1 The forecast payroll costs include an assumed pay award of 1.5% (approx £190k).

Executive Summary Capital

- 6. The forecast capital position at the year end is £5.2m, which is on budget. At present there are some schemes within Corporate resources which will eventually transfer to other more appropriate service areas.
- 7. There is no slippage over £250k within Corporate Resources
- 8. Forecast reflects budgets in July. These are to be reviewed and further information will be provided in the August report.
 - a) There are no under spends forecast.
 - b) There are no over spends forecast.
 - c) There are no capital Key Service Implications.

- d) Key Management actions – Budget Managers for capital projects to review and update forecasts on a monthly basis, and provide capital commentary to the finance team.

9. Detailed Revenue Analysis by Operational Group

Table A – Revenue Actuals to date and Forecast Year End position.

		Annual Budget	Profiled Budget	Payroll Corrections	Manual Corrections to Actuals	Actual to Date	Actual Variance C-B	Forecast Outturn	Forecast Adj	Management Actions	Forecast Variance E - A
		£000	£000	£000		£000	£000	£000	£000	£000	£000
DCR											
Director of Corporate Resource	Income	-	-	-	-	-	-	-	-	-	-
Director of Corporate Resource	Expenditure	669	223	(418)	-	291	68	669	-	-	-
Director of Corporate Resource	Net Inc/Exp	669	223	(418)	-	291	68	669	-	-	-
Sub Total Director of Corporate Resource		669	223	(418)	-	291	68	669	-	-	-
Financial Services	Income	(1,280)	(427)	-	-	(233)	194	(1,280)	-	-	1
Financial Services	Expenditure	3,670	1,223	-	-	4,203	2,980	3,654	-	-	(16)
Financial Services	Net Inc/Exp	2,389	796	-	-	3,970	3,174	2,374	-	-	(15)
Payroll Processing	Income	-	-	-	-	(220)	(220)	-	-	-	-
Payroll Processing	Expenditure	-	-	-	-	595	595	-	-	-	-
Payroll Processing	Net Inc/Exp	-	-	-	-	375	375	-	-	-	-
Fully Funded Schools Suspense	Income	-	-	-	-	(14,560)	(14,560)	-	-	-	-
Fully Funded Schools Suspense	Expenditure	-	-	-	-	15,365	15,365	-	-	-	-
Fully Funded Schools Suspense	Net Inc/Exp	-	-	-	-	806	806	-	-	-	-
Control & Suspense Accounts	Income	-	-	-	-	-	-	-	-	-	-
Control & Suspense Accounts	Expenditure	-	-	-	-	0	0	-	-	-	-
Control & Suspense Accounts	Net Inc/Exp	-	-	-	-	0	0	-	-	-	-
Procurement	Income	-	-	-	-	(23)	(23)	(153)	-	-	(153)
Procurement	Expenditure	560	187	-	-	162	(25)	572	-	-	12
Procurement	Net Inc/Exp	560	187	-	-	139	(48)	419	-	-	(141)
Sub Total Financial Services (incl. proc)		2,949	983	-	-	5,289	4,306	2,793	-	-	(156)
Head of HR and OD	Income	(711)	(237)	-	-	(559)	(322)	(699)	-	-	11
Head of HR and OD	Expenditure	2,518	839	-	-	1,148	309	2,602	-	-	84
Head of HR and OD	Net Inc/Exp	1,807	602	-	-	589	(13)	1,903	-	-	96
Sub Total Human Resources & Organisation		1,807	602	-	-	589	(13)	1,903	-	-	96
Head of Service ICT	Income	(556)	(185)	-	(30)	(30)	155	(556)	-	-	-
Head of Service ICT	Expenditure	7,683	2,561	-	(1,167)	1,773	(788)	7,612	71	-	0
Head of Service ICT	Net Inc/Exp	7,127	2,376	-	(1,197)	1,743	(633)	7,056	71	-	0
Sub Total ICT		7,127	2,376	-	(1,197)	1,743	(633)	7,056	71	-	0

		Annual Budget	Profiled Budget	Payroll Corrections	Manual Corrections to Actuals	Actual to Date	Actual Variance C-B	Forecast Outturn	Forecast Adj	Management Actions	Forecast Variance E - A
		£000	£000	£000		£000	£000	£000	£000	£000	£000
Head of Legal & Democratic Ser	Income	-	-	-	-	-	-	-	-	-	-
Head of Legal & Democratic Ser	Expenditure	133	44	40	-	41	(3)	133	-	-	-
Head of Legal & Democratic Ser	Net Inc/Exp	133	44	40	-	41	(3)	133	-	-	-
Legal Services	Income	(465)	(155)	-	-	(52)	103	(490)	78	-	52
Legal Services	Expenditure	1,610	537	-	-	549	13	1,825	1	-	216
Legal Services	Net Inc/Exp	1,145	382	-	-	497	116	1,335	78	-	268
Democratic Services	Income	(397)	(132)	-	-	(0)	132	(401)	-	-	(4)
Democratic Services	Expenditure	1,245	415	130	-	452	37	1,346	-	-	101
Democratic Services	Net Inc/Exp	848	283	130	-	452	169	945	-	-	97
Sub Total Legal & Democratic		2,126	709	170	-	990	281	2,413	78	-	365
Head of Property & Facilities	Income	(171)	(57)	-	-	-	57	(171)	-	-	-
Head of Property & Facilities	Expenditure	166	55	-	-	39	(16)	166	-	-	-
Head of Property & Facilities	Net Inc/Exp	(5)	(2)	-	-	39	41	(5)	-	-	-
Property Assets	Income	(2,045)	(682)	-	-	(376)	306	(1,970)	-	-	75
Property Assets	Expenditure	941	314	-	-	257	(57)	1,003	-	-	62
Property Assets	Net Inc/Exp	(1,104)	(368)	-	-	(118)	250	(967)	-	-	137
Property Capital Development	Income	-	-	-	-	-	-	-	-	-	-
Property Capital Development	Expenditure	184	61	-	-	76	14	217	-	-	33
Property Capital Development	Net Inc/Exp	184	61	-	-	76	14	217	-	-	33
Maintenance & Facilities	Income	(133)	(44)	-	-	(18)	26	(1,317)	-	-	(1,185)
Maintenance & Facilities	Expenditure	4,399	1,466	-	-	1,449	(18)	6,002	(40)	-	1,563
Maintenance & Facilities	Net Inc/Exp	4,267	1,422	-	-	1,430	8	4,685	(40)	-	379
Property Business	Income	-	-	-	-	-	-	-	-	-	-
Property Business	Expenditure	1,196	399	-	-	430	31	1,196	-	-	-
Property Business	Net Inc/Exp	1,196	399	-	-	430	31	1,196	-	-	-
Sub Total Property & Asset Management		4,537	1,512	-	-	1,856	344	5,126	(40)	-	549
Internal Audit & Risk Manageme	Income	(356)	(119)	-	-	(13)	106	(243)	-	-	114
Internal Audit & Risk Manageme	Expenditure	967	322	-	-	297	(26)	990	(10)	-	13
Internal Audit & Risk Manageme	Net Inc/Exp	611	204	-	-	284	80	747	(10)	-	126
Sub Total Audit, Risk and H&S		611	204	-	-	284	80	747	(10)	-	126
Corporate Costs	Income	(2,140)	(713)	-	-	(667)	46	(2,140)	-	-	-
Corporate Costs	Expenditure	16,727	5,576	-	-	5,314	(262)	16,725	-	-	(2)
Corporate Costs	Net Inc/Exp	14,586	4,862	-	-	4,647	(215)	14,584	-	-	(2)
Sub Total Corporate Costs		14,586	4,862	-	-	4,647	(215)	14,584	-	-	(2)
Total Director of Corporate Resources		34,413	11,471	(248)	(1,197)	15,690	4,219	35,291	99	-	977

Table B – Movement on Forecast Year End Position (to previous month)

	Forecast Variance June £000	Forecast Variance July £000	Movement £000	Comments
DCR				
Director of Corporate Resource	-	-	-	
Sub Total Director of Corporate Resource	-	-	-	
Financial Services	(15)	(15)	(0)	
Payroll Processing	-	-	-	
Fully Funded Schools Suspense	-	-	-	
Control & Suspense Accounts	-	-	-	
Procurement	(141)	(141)	(0)	
Sub Total Financial Services (incl. proc)	(155)	(156)	(1)	
Head of HR and OD	45	96	51	Movement due to a £36k increase in the forecast for agency staff costs, and a £15k predicted shortfall in School's HR income
Sub Total Human Resources & Organisation	45	96	51	
Head of Service ICT	0	0	-	
Sub Total ICT	0	0	-	
Head of Legal & Democratic Ser	-	-	-	
Legal Services	268	268	-	
Democratic Services	97	97	-	
Sub Total Legal & Democratic	365	365	-	
Head of Property & Facilities	-	-	-	
Property Assets	137	137	-	
Property Capital Development	33	33	-	
Maintenance & Facilities	378	379	0	
Property Business	-	-	-	
Sub Total Property & Asset Management	548	549	0	
Internal Audit & Risk Manageme	29	126	97	Movement due to a £97k predicted shortfall in income received .
Sub Total Audit, Risk and H&S	29	126	97	
Corporate Costs	(2)	(2)	-	
Sub Total Corporate Costs	(2)	(2)	-	
Total DCR	830	977	147	

Director of Corporate Resources

10. The Director of Corporate Resources has a year to date over spend of £68k against a budget to date of £223k which reduces to a breakeven position at year end. This over spend is due to the exclusion of mis-posted payroll costs which will need to be transferred to the correct cost centres. A re-alignment exercise to address these issues will need to be undertaken with HR.
- a) Variances over £50k – none reported.
 - b) Service Implications – none reported.
 - c) Management Actions – Budget Manager to review forecasts in preparation for the August budget monitoring report.

Financial Services (including procurement)

11. The AD of Financial Services has a year to date over spend of £4,779k against a budget to date of £983k, which reduces to a £156k under spend position at year end. This over spend is due to the inclusion of payroll processing, fully funded schools suspense and Mid & South Beds year end cut over accruals, which have not been budgeted for and should all be net nil at year end.
- a) Variances over £50k - Procurement are forecasting a £141k under spend due to the recovery of rebate income which was not included in the original budget. This under spend is off setting forecast over spends on expenditure where there is also no budget.
 - b) Service Implications – Potential over spend within procurement if the forecast income is not recovered.
 - c) Management Actions – Regular monitoring of the rebates income within procurement to ensure the actuals are in line with forecast. To review and update forecasts on a monthly basis.

Human Resources & Organisational Development

12. The AD of Human Resources & Organisational Development has a year to date under spend of £13k against a budget to date of £602k, which increases to a £96k over spend at year end. This over spend is split between a £77k over spend for agency and permanent staff costs, a £15k shortfall in predicted income for School's HR and a £4k shortfall in predicted income for the Heart Agency.

- a) Variances over £50k – As noted above HR are forecasting a £77k over spend against the pay cost budget. This over spend includes costs associated with both agency and permanent staff costs. It is important however to put this into context and to appreciate that the £2.69m HR pay budget for 2009/10 has been arbitrarily split between HR and Transition. The HR element of this budget amounts to £1.89m for 42 funded posts and the amount held in transition amounts to £0.8m for 19 funded posts. Whilst the HR element of the forecast is showing an over spend of £77k, the transition element is forecasting an under spend of £299k. The net position is therefore an under spend of £222k. The over spend against the HR element is primarily due to the fact that all agency staff costs have been forecast against the HR budget and none included in the transition element. This is because few of the Agency staff are filling established positions and it has not therefore been possible to differentiate for expenditure or forecasting purposes.
- b) Service Implications – Potential to increase over spend if not monitored regularly. Reduced service provision to other service areas.
- c) Management Actions – To review the roles of agency staff and to breakdown the expenditure to date and forecast between HR and transition.

ICT

13. The AD of ICT has a year to date under spend of £633k against a budget to date of £2,376k, which reduces to a net nil position at year end. This over spend is due to no income being received to date.
 - a) Variances over £50k – none reported.
 - b) Service Implications – none.
 - c) Management Actions - To review and update forecasts on a monthly basis. There are some risks which have no financial impact at the moment. These are highlighted in 20 (v)

Legal & Democratic

14. The AD of Legal & Democratic Services has a year to date over spend of £281k against a budget to date of £709k, which decreases to a £365k over spend at year end. This over spend is due to the incorrect posting of £507.5k of Section 106 income within Legal Services which will need to be transferred to the correct cost centres. This will need to be corrected for the July monitoring.

- a) Variances over £50k - Legal Services are forecasting a £268k over spend on agency staff who are covering vacancies which are being actively recruited to and for professional expertise required to provide the service. Also reduced income forecast due to termination of contracts when transferred to Central Bedfordshire Council, and reduction in section 106 due to downturn in the housing markets. Democratic Services are forecasting a £97k over spend. £54k relates to the Elections which will be fully funded from reserves once they are disaggregated and will reduce this over spend to £43k. Of the remaining over spend £5k is due to unbudgeted support for the Lord Lieutenant & High Sheriff, and £38k to the lack of budgets for supplies & services.
- b) Service Implications – Potential to increase over spend if not monitored regularly. Reduced service as reduced expert knowledge
- c) Management Actions – Regular monitoring of the agency staff forecasts to enable the risk to be reduced. Legal Services to work with Finance to identify savings in other areas to offset the potential over spend in staffing costs.

Property & Asset Management

15. The AD of Property & Asset Management has a year to date over spend of £344k against a budget to date of £1,512k, increasing to a £549k over spend year end position. This over spend is due to establishment budget pressures within all three areas and a downturn in the rental market causing a reduction in income within Property assets.
- a) Variances over £50k – Property Capital Development - £33k, Maintenance & Facilities - £379k & Property Assets - £137k establishment budget pressure, and reduced rental income.
 - b) Service Implications – none
 - c) Management Actions – To carry out detailed analysis of the cost implications and to ensure that both the forecasts and finance are fully updated. There are additional risks which have no financial impact at the moment. These are fully updated. To ensure that staff transferring into Property do so with appropriate salary budgets. See 20 (iv) for detail.

Audit, Risk and H&S

- 16 The AD of Audit, Risk and H&S has a year to date over spend of £80k against a budget to date of £204k, which increases to a £126k over spend at year end. This over spend is due to there being no income received to date, although included within budget and full year forecast. There is a forecast shortfall in income.
- a) Variances over £50k –Audit are forecasting a shortfall in the income generation due to the reduction on the uptake of H&S training courses, school's toolkit audit works and insurance.

- b) Service Implications – none
- c) Management Actions – Audit to work with Finance to identify savings in other areas to offset the potential over spend. Also, to review and update forecasts on a monthly basis.

Corporate Costs

17. Corporate Costs have a year to date under spend of £215k against a budget to date of £4,862k, which reduces to a £2k under spend at year end. This under spend is due to the miss coding of Members costs which will need to be identified and transferred to Corporate costs where the budget was uploaded.
- a) Variances over £50k – none
 - b) Service Implications – none
 - c) Management Actions – To review and update forecasts on a monthly basis.

Transitional Costs

18. Transitional costs has a cumulative spend of £12,880k. Of this spend, £11,738k is included in the legacy authorities' 08/09 accounts and £1,142k in Central Bedfordshire 09/10 accounts. This area is under review. The forecast for Transitional costs is £16,500k, against an original estimate of £15,500k.

Revenue Virement Requests

19. There are currently no proposed virements over £100k to report. There were no virements or technical adjustments processed in July.

20 Key Risks and Cost Drivers

- (i.) HR over spend due to the £2.65m HR pay budget for 2009/10 has been arbitrarily split between HR and Transition. The HR element of this budget amount to £1.85m for 42 funded posts and the amount held in transition amounts to £0.8m for 19 funded posts. Whilst the HR element of the forecast is showing an over spend of £42k, the transition element is forecasting an under spend of £315k. The net position is therefore an under spend of £252k. The over spend against the HR element is primarily due to the fact that all Agency staff costs have been forecast against the HR budget and none included in the transition element. In addition, individual posts currently charged to transition are showing under spends against the budgeted costs due to increased agency staff forecast compared to budget to cover vacancies within the service. There will also be lower HR transition costs. Regular monitoring of the agency staff budget and forecast to reduce the risk.

- (ii.) Legal Services increased over spend due to the increased use of agency staff to increase knowledge and to cover vacancies. Regular monitoring of the agency staff budgets and forecast to reduce the risk. Also, supported recruitment to vacant positions would reduce this cost. There are reduced income due to the cessation of anticipated contracts and the downturn in the housing market reducing section 106 income.
- (iii.) Procurement under spend due to the recovery of rebate income. Regular monitoring to ensure income forecast is being met. This is being used to offset expenditure where there are no budgets, which would otherwise result in an over spend position.
- (iv.) Property has a budget pressure within their establishment of £396k due to budgets being less than post on costs and extra inherited posts not originally budgeted for. This will be an ongoing issue which will need to be addressed in future budget setting. In a number of cases staff have been transferred into Property without the relevant staffing budget, this is currently being resolved and will reduce the staffing overspend. There is no budget for surplus properties which will incur costs for legal & professional services, maintenance, security, NNDR on empty properties. There is uncertainty over the expected hosting costs passed from BBC, re: the Mouchel contract. There are concerns over whether the £500k budget for the recharged costs for Borough Hall will be sufficient, particularly as there is no agreement yet as to how these will be calculated. There is risk around the income received from County Farms. BBC reported as wanting significant share, if this was to happen it would have a negative impact on the budget. There is a risk of reduced income from commercial lettings due to void properties. There is no budget for the security of council buildings. There are issues being raised about centralised stationary, as there is no centralised stationary budget.
- (v.) Within ICT there are uncertainties surrounding the recharge expectations due to the lack of SLA's
- (vi.) Insurance Fund - further work is needed on the insurance fund to determine what the ongoing contributions are going to be and therefore any potential shortfall, and how it will be funded.
- (vii.) Interest Rate Risk - The Council is currently operating in an environment of extremely low interest rates, and returns on investments are consequently at a historically low level. Interest rates are now generally forecast not to increase for the remainder of the year. This interest rate environment was largely built into the 2009/10 budget; although rates are a little lower than anticipated. At present, indications are that overall investment interest should be around or slightly under budgeted levels. The position will be clearer at the point of Quarter 2 monitoring as the Council's role in running down the financial affairs of the three demised authorities diminishes and the cash balance is disaggregated.

Achieving Efficiency Savings

21. Corporate Resources has a 5% vacancy efficiency saving which equates to £417k. Of this savings target at present the directorate are achieving 92%, with £34k over spend being forecast on pay costs. Although the majority of this saving is being achieved it is offsetting over spends in other areas of the budget within Corporate Resources.

Reserves Position

22. This will be reported in the August monitoring report.

23. Carry forward Requests

None

24. Detailed Capital Analysis

Table C – Capital Actuals to date and Forecast Year End position. Manual forecast were input to match the budgets. The forecasts and comments on variances will be updated for the August monitoring report.

CAPITAL MONITORING - Corporate Resources			12/08/2009						
Capital Payments	SAP Code Number	2009/10 Agreed Programme	Adds to Programme, due to 08/09 Slippage (unapproved)	2009/10 Full Year Revised Budget	YTD Actuals	Manual Adjustment Forecast	SAP Full Year Forecast Variance	Comments on Variances	Responsible Officer
		£000	£000	£000	£000		£000		
ICT									
Planning IT and Equipment	1/CT/0000038	0.0	256.0	256.0	0.0	256.0	0.0		Rob Wood
Electronic Social Care Records 0809 (ESCR)	1/CT/0000022	0.0	107.0	107.0	0.0	107.0	0.0		Rob Wood
ICS Intergrated Childrens System 0809 (ICS)	1/CT/0000019	0.0	19.0	19.0	29.7	19.0	0.0		Rob Wood
ICS Swift System Training		0.0	33.0	33.0	0.0	33.0	0.0		
SWIFT PHASE 3	1/CT/0000021	0.0	0.0	0.0	0.0	0.0	0.0		Rob Wood
Partnership Working	1/CR/0000002	54.0	282.0	336.0	0.0	336.0	0.0		Rob Wood
EDRMS	1/CT/0000037	40.0	18.0	58.0	0.0	58.0	0.0		Rob Wood
Capitalised Equipment	1/CR/0000001	75.0	0.0	75.0	0.0	75.0	0.0		Rob Wood
ICT Infrastructure	1/CT/0000036	200.0	0.0	200.0	6.5	200.0	0.0		Rob Wood
Mid & South Beds T-Government Partnership	1/CT/0000035	109.6	0.0	109.6	0.0	109.6	0.0		Rob Wood
IT Infrastructure Project	1/CT/0000033	75.0	0.0	75.0	0.0	75.0	0.0		Rob Wood
Microsoft Software Licensing Enterprise Agreement	1/CT/0000032	64.0	0.0	64.0	0.0	64.0	0.0		Rob Wood
Server & Disk Storage Refresh Programme	1/CT/0000031	30.0	0.0	30.0	1.3	30.0	0.0		Clive Heaphy
Infrastructure refresh	1/CT/0000030	195.0	0.0	195.0	0.0	195.0	0.0		Rob Wood
Desktop Refresh	1/CT/0000029	318.0	0.0	318.0	0.0	318.0	0.0		Rob Wood
Members IT (Rolling Budget)	1/CT/0000034	15.0	0.0	15.0	24.4	15.0	0.0		Rob Wood
Total ICT		1,175.6	715.0	1,890.6	61.8	1,890.6	0.0		
Property									
Priory House 0809	1/CP/0000108	0.0	0.0	0.0	0.0	0.0	0.0	No Programme of works, planned so far.	Clive Heaphy
Haz Manor Demolition	1/CP/0000103	0.0	340.0	340.0	0.0	340.0	0.0	The occupants of HAZ Manor lost the appeal, have been given a right to partition the house of lords. Possible slippage while awaiting the decision.	Clive Heaphy
CBC Corporate Property Block Budget	1/CP/0000106 1/CP/0000107	4,000.0	101.0	4,101.0	0.0	101.0	0.0	Spend will occur in the latter half of the year, following decision on the accommodation programme.	Clive Heaphy
Access Improvements		0.0	8.0	8.0	0.0	8.0	0.0		
LTP Access Improvemnt Plan		0.0	88.0	88.0	0.0	88.0	0.0		
Total Property		4,000.0	537.0	4,537.0	0.0	537.0	0.0		
TOTAL Corporate Resources		5,175.6	1,252.0	6,427.6	61.8	2,427.6	0.0		

Detailed Commentary on Capital

- 25. a) Variances over £50k – none
- b) Service Implications – none
- c) Management Actions - To review and update forecasts on a monthly basis and to provide commentary on variances to finance for inclusion in the monitoring report.
- d) Virements approved by Corporate Asset Management Group (CAMG) - A virement is to be made to Business Transformation to be used to fund the new Call Recording and Workforce Management project. This will be actioned in August.

Workforce Data

- 26. This will be reported in the August monitoring report.

Aged Debt Analysis

- 27. Corporate Resources currently have £466k of Aged Debts greater than 60 days to report. A breakdown by Directorate of Aged debt less than 60 days is still being analysed and is not yet available to report by service area.

Payments Indicator

- 28. This will be reported in the August monitoring report.

Appendix A

Profit Centre Groups	Director	Annual Budget	Profiled Budget to date	Actual to date	Variance	Adjusted Forecast Outturn	Forecast Variance	Non Discretionary Carry Forwards/provisions	Revised Forecast Variance	Proposed Virements/Technical Adjustments	Proposed Transfer to reserves/provisions	Forecast Variance after proposed new reserves.
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
100	Chief Executive	309	103	534	431	309	0		0			0
200	Business Transformation	6,450	2,150	-4,675	-6,825	7,755	1,305		1,305	-13	-1,338	-46
400	Children, Families & Schools (excluding schools)	37,967	12,655	12,688	33	40,521	2,554		2,554			2,554
500	SCH&H	46,651	15,550	19,743	4,193	51,764	5,113		5,113			5,113
600	Sustainable Communities	39,335	13,112	12,728	-384	39,969	634		634			634
700	Corporate Resources (Excluding 7800 Corporate Costs)	19,826	6,609	11,043	4,434	20,805	979		979			979
7800	Corporate Costs	14,587	4,862	4,647	-215	14,584	-3		-3			-3
2002	Transitional Costs	4,600	1,533	4,952	3,419	4,600	0		0			0
	TOTAL Excluding Schools	169,725	56,574	61,660	5,086	180,307	10,582	0	10,582		-1,338	9,244
4600,4650, 4700, 4750, 4800, 4850,443430, 443520, 443530	Schools only	918	306	-7	-313	918	0		0			0
	Total	170,643	56,880	61,653	4,773	181,225	10,582	0	10,582	-13	-1,338	9,231

Detail of Virement Processed within the month

There were no movements to the budget within July.

CORPORATE IMPLICATIONS

Council Priorities:

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Development/Safety:

n/a

Sustainability:

n/a

Appendix A: Overall Position for Central Bedfordshire Council by Directorate
Appendix B: Details of Technical Adjustments and Virements
Location of papers: Priory House, Chicksands

Meeting: Corporate Resources Overview and Scrutiny Committee
Date: 5 October 2009
Subject: Work Programme 2009-2010
Report of: Overview & Scrutiny Officer
Summary: The report provides Members with details of the currently drafted work programme following initial discussion of the subject at the Committee's first meeting on the 13th July 2007.

Contact Officer: Cheryl Powell, Overview & Scrutiny Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

RECOMMENDATIONS:

- 1. That the Corporate Resources Overview and Scrutiny Committee considers and approves the work programme attached, subject to any further amendments it may wish to make; and**
- 2. That the Corporate Resources Overview and Scrutiny Committee considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Reason for Recommendation: So that Members of the Corporate Resources Overview and Scrutiny Committee can further refine its work programme for the municipal year 2009 - 2010.

Work Programme

1. At its first meeting, the Committee received a presentation which provided an overview of the work of the Corporate Resources directorate and the key issues and challenging facing it.
2. At this meeting, and with the support of the officers in attendance, Members highlighted a number of priority items for inclusion in an initial Committee work programme, a summary of which is attached at Appendix A.
3. The Committee is now requested to consider further the work programme attached and amend and/or add to it if considered necessary. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Task Forces

4. In addition to further consideration of the work programme, Members will also need to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Conclusion

5. Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they wish to establish a Task Force to assist the Committee in its work.

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities.

Financial:

n/a

Legal:

n/a

Risk Management:

n/a

Staffing (including Trades Unions):

n/a

Equalities/Human Rights:

n/a

Community Development/Safety:

n/a

Sustainability:

n/a

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

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
1.	5 th October 2009	Department Overview: Human Resources & Organisational Development	<p>To receive an overview of the Human Resources & Organisational Development function in light of the update and refresh of directorate strategies and plans, namely the</p> <ul style="list-style-type: none"> • HR operating model; • Workforce strategy; • Organisational development strategy ; • Learning and development plan; and • Employee engagement plan 	Gordon MacFarlane	<p>The Committee will receive an overview of how the Human Resources & Organisational Development Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the</p> <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
2.		Update of the Budget Outturn	To consider the details of the current budget outturn position	Clive Heaphy	To request Members of the Corporate Resources Overview & Scrutiny Committee consider how they wish to scrutinise the budget during 2009/10 and what lessons can be learnt and applied to the scrutiny process for 2010/2011.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
3.		Review of the Capital Programme	To seek the views of the Committee in respect of the schemes proposed for inclusion in the Capital Programme prior to recommendation to Executive.	Matt Bowmer	<p>The Corporate Resources Overview & Scrutiny Committee would welcome a report advising them on the proposals for the updated capital programme and the formal capital budget for the current financial year</p> <p>The formulation and review of the capital programme is a policy framework matter and requires formal referral to the Corporate Resources Overview & Scrutiny Committee for review prior to recommendations being made to the Executive.</p>
4.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
5.	2 nd November 2009	Department Overview: Audit & Risk	To receive an overview of the Audit & Risk function in light of the update and refresh of directorate strategies and plans, namely the <ul style="list-style-type: none"> • Health and Safety Audit of CBC properties • Insurance Review of CBC properties 	Nick Murley	The Committee will receive an overview of how the Audit & Risk Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
6.		Quarter 2 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q2
7.		Task Force Feedback: Review of the Procurement Strategy	To receive feedback from the Task Force's meeting held on the 16 th September	n/a	The Committee will receive an update of the Task Force's work on the development of the Procurement Strategy. This will encompass the suggestions from the Task Force's investigation of the Strategy with a view to these proposals being included into the strategy's development prior to its receipt at Executive on the 10 th November 2009

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
8.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.
9.	<i>W/B: 7th December 2009</i>	Department Overview: ICT, Property and Assets	To receive an overview of the ICT, Property and Assets function in light of the update and refresh of directorate strategies and plans, namely the <ul style="list-style-type: none"> • ICT strategy and the plan for rationalisation and migration of ICT; and • Property services review and to report an agreed process for reviewing future delivery of property services. 	Caroline Carruthers	The Committee will receive an overview of how the ICT, Property and Assets Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
10.		Medium Term Property Strategy	To receive an update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly update on the progress of the implementation of the strategy prior to recommendations being made to the Executive.
11.		Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
12.		Draft Budget Report	<p>To consider</p> <ul style="list-style-type: none"> • The Council's grant settlement and the resulting pressure on Council Tax; • Any loss of investment income as a result of the fall in interest rates; • The Capital Programme and its resource allocations; • The consultation arrangements for the General Fund Budget; • The consultation arrangements for the HRA Budget. 		<p>The Corporate Resources Overview & Scrutiny Committee would welcome a report advising them on the proposals for the updated capital programme and the formal capital budget for the current financial year</p> <p>The formulation and review of the annual budget is a policy framework matter and requires formal referral to the Corporate Resources Overview & Scrutiny Committee for review prior to recommendations being made to the Executive.</p>
13.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
14.	4 th January 2010	Department Overview: Legal and Democratic Services	To receive an overview of the Legal and Democratic Services function in light of any updates / refresh of directorate strategies and plans	Barbara Morris	<p>The Committee will receive an overview of how the Legal and Democratic Services Department operates within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the</p> <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
15.		Revenue Budget 2010 / 2011	To give consideration to the level of revenue spending and income in 2009 / 2010 and to ensure that the budget is revised where appropriate to reflect changing circumstances.	Matt Bowmer	<p>The Corporate Resources Overview & Scrutiny Committee would seek to devise a process to report the latest position on revenue spending and income for 2010 / 2011 and show any significant variations from the approved revenue budget as at the end of January 2010 and to forecast the outturn position for the year ended 31st March 2010.</p> <p>This process should also attempt to</p> <ul style="list-style-type: none"> • recommend any changes to the approved revenue budget which are considered necessary • highlight areas where further information has been requested from Heads of Service • determine any areas where Members require further information in addition to that already requested and supplied.
16.		Long Term Accommodation Strategy – Scoping Exercise	Possible Task Force	Caroline Carruthers et. al	Scoping Exercise to be determined by the Corporate Resources Overview & Scrutiny Committee and relevant officers
17.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
18.	1 st February 2010	Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.
19.		Quarter 3 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q3
20.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.
21.	1 st March 2010	Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.
22.	29 th March 2010	Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	- as above -

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
23.	26 th April 2010	Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	- as above -
24.	24 th May 2010	Property Acquisitions and Disposals Monitoring	To receive a quarterly update	Caroline Carruthers & Mark Bassett	The Committee will receive quarterly basis monitoring and reporting of all property transactions.
25.		Quarter 4 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q4
26.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.
27.	10 th August 2009	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	Rob Gregan	The committee may wish too consider a presentation and complementary report setting out the Council's position and a way forward.

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
28.		Medium Term Budget Strategy	To consider the Medium Term Budget Strategy	Clive Heaphy & Matt Bowmer	
29.		Medium Term Accommodation Plan	To receive a report / update on the Intermediate solution to Office Accommodation	Caroline Carruthers	
30.		Accommodation Strategy	To consider Central Bedfordshire Council's plan for office accommodation	Caroline Carruthers	
31.		ICT Strategy	To consider the ICT Strategy To consider the plan for rationalisation and migration of ICT	Caroline Carruthers	
32.		Performance Monitoring Reports	Property Acquisitions and Disposals Monitoring: Quarterly basis monitoring and reporting of all property transactions	Mark Bassett	
33.		Review of the Work programme		Overview & Scrutiny Officer	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
34.	7 th September 2009	Department Overview: Financial Services	To receive an overview of the Financial Services function	Matt Bowmer	<p>The Committee will receive an overview of how the Financial Services Department operate s within the Corporate Resources Directorate, taking account of the Council Priorities and the Directorates Service Plans. The overview will outline the</p> <ul style="list-style-type: none"> • Key issues; • Challenges; and • Tasks facing the directorate in delivering the Council's priorities
35.		Budget Setting Process 2010 / 2011	To receive an overview of Central Bedfordshire Council's budget setting process for 2010 / 2011	Matt Bowmer	<p>The Committee will receive an overview setting out the Council's approach to setting the Budget for the year 2010 / 2011. The overview will outline the</p> <ul style="list-style-type: none"> • The national context for local government finance; • The impact of MTFP on the Council's priorities and objectives • CBC's financial situation with a focus pressures and challenges for the future.
36.		Quarter 2 Budget & Performance Information	To receive the Budget and Performance information for the Corporate Resources Directorate.	Matt Bowmer	The Committee will receive a statement of the position Directorate's financial performance against budget for Q1

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Lead Officer(s)	Comment
37.		Task Force Feedback: Review of the Procurement Strategy	To receive feedback from the Task Force's meeting	n/a	The Committee will receive an update of the Task Force' investigation into the Procurement Strategy.
38.		Review of the Work programme	To consider the Corporate Resources Overview & Scrutiny Committee's Work Programme with a view to further refine its work for the municipal year 2009 - 2010.	Overview & Scrutiny Officer	The Corporate Resources Overview & Scrutiny Committee considers will need to continually refine and approve its work programme in order to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.

Executive Dates:

10th November 2009

8th December 2009

12th January 2010

9th February 2010