

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



please ask for Bernard Carter
direct line 0300 300 4175
date 8 December 2011

NOTICE OF MEETING

CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 19 December 2011 10.00 a.m.

Venue at

Room 15, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), Miss A Sparrow (Vice-Chairman), L Birt, J A E Clarke, Mrs R J Drinkwater, Dr R Egan, R W Johnstone, J Murray and Mrs M Mustoe

[Named Substitutes:

Mrs C F Chapman MBE, K Janes, D Jones, J A G Saunders and I Shingler]

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Customer and Central Services Overview and Scrutiny Committee held on 28 November 2011 and to note actions taken since that meeting.

3. **Members' Interests**

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

- (a) personal interests in any agenda item
- (b) personal and prejudicial interests in any agenda item
- (c) any political whip in relation to any agenda item.

4. **Chairman's Announcements and Communications**

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

5. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

6. **Questions, Statements or Deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of part A4 of the Constitution.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **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

Item	Subject	Page Nos.
9	<p>Executive Member Update</p> <p>To receive a brief verbal update from the Deputy Leader and Executive Member for Corporate Resources.</p>	*
10	<p>Draft Budget 2012/13, Medium Term Financial Plan 2012 - 2016 and Capital Programme 2012/13 to 2015/16</p> <p>The report allows Members the opportunity to review the Council's draft Budget for 2012/13, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 6 December 2011.</p> <p>Members are requested to bring their 6 December 2011 Executive papers (Items 8 & 9) to this Committee meeting.</p>	* 11 - 12
11	<p>Fees and Charges 2012/13</p> <p>The report proposes the revised fees and charges rates to be effective from 1 April 2012.</p>	* 13 - 58
12	<p>Revenue Budget Management Report Quarter ended 30 September 2011 for Corporate Resources</p> <p>The report sets out the Revenue financial position to the end of September 2011 and the latest forecast position.</p>	* 59 - 80
13	<p>Capital Budget Management Report Quarter ended 30 September 2011 for Corporate Resources</p> <p>The report sets out the Capital financial position to the end of September 2011.</p>	* 81 - 86
14	<p>Work Programme 2011 - 2012 & Executive Forward Plan</p> <p>The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.</p>	* 87 - 110

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE** held in Room 15, Priory House, Monks Walk, Shefford on Monday, 28 November 2011.

PRESENT

Cllr P A Duckett (Chairman)
Cllr Miss A Sparrow (Vice-Chairman)

Cllrs L Birt
Mrs R J Drinkwater
Dr R Egan

Cllrs R W Johnstone
J Murray
Mrs M Mustoe

Apologies for Absence: Cllrs J A E Clarke

Substitutes: Cllrs J A G Saunders

Members in Attendance: Cllrs J G Jamieson

Leader of the Council
and Chairman of the
Executive

D Jones
M R Jones

Deputy Leader and
Executive Member for
Corporate Resources
Executive Member for
Children's Services

M A G Versallion

Officers in Attendance: Mr B Carter – Corporate Scrutiny & Research
Manager
Mr C Jones – Chief ICT Officer
Mr A King – Head of Financial Strategy
Mrs G Stanton – Chief Communications Officer
Mr J Unsworth – Interim Assistant Chief Executive
(Resources)
Mr C Warboys – Chief Finance Officer & Section
151 Officer

Others in
Attendance

CCS/11/58 **Minutes**

RESOLVED

that the Minutes of the meeting of the Customer and Central Services Overview and Scrutiny Committee held on 17 October 2011 be confirmed and signed by the Chairman as a correct record.

CCS/11/59 **Members' Interests**

(a) **Personal Interests:-**

None.

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

None.

CCS/11/60 **Chairman's Announcements and Communications**

The Chairman referred to the previous meeting, when Members had requested further detail regarding; the payment of invoices, and Revenues & Benefits vacancy rates. He stated that such detail had now been received, which confirmed that; the payment of invoices within 30 days was averaging between 90% and 95% of total in the current financial year, and the vacancy rates (and therefore reliance upon contractors) within the Revenues and Benefits team had reduced.

A Member also referred to the fact that further information had also been requested at the last meeting regarding the number of staff who had attended work following the introduction of revised terms and conditions, who had not signed acceptance thereof. Officers undertook to provide this information to Members via email at the earliest possible opportunity.

CCS/11/61 **Petitions**

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Part D2 of the Constitution.

CCS/11/62 **Questions, Statements or Deputations**

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

CCS/11/63 **Call-In**

The Panel was advised that no decisions of the Executive had been referred to the Panel under the Call-in Procedures set out in Appendix "A" to Rule No. S18 of the Overview and Scrutiny Procedure Rules.

CCS/11/64 **Requested Items**

No items were referred to the Committee for consideration at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

CCS/11/65 **Executive Member Update**

The Deputy Leader and Executive Member for Corporate Resources provided the Committee with an update on current activities pertaining to his portfolio, which covered the following issues:-

- The sale of assets, generating capital receipts of circa £500k in the current financial year;
- The appointment of consultants to support the Council's Medium Term Accommodation Plan and restructuring of the Assets Team;
- The new Housing Revenue Account self financing scheme and the consequent additional Council debt of £165.69M;
- The Council's new website, which had been launched recently; and
- The impact strike action would have on the Council and Central Bedfordshire schools.

CCS/11/66 **ICT Framework**

The Chief ICT Officer introduced this item, which consisted of a presentation summarising the Council's Draft ICT Framework, the outcomes of which were to provide:-

- A safe, stable and secure ICT voice and data network infrastructure that provides the accessibility required from any location.
- A value for money ICT infrastructure that meets the demands of the financial pressures.
- A highly transactional self service web environment to deliver the best service at lowest cost.
- Accurate, timely and appropriate management information to enable effective decision making and drive performance improvement.
- A customer centric information architecture that understands and meets the customer's expectations.
- Programme and project management that delivers ICT enhancements to time, cost and quality enabling the service to deliver improvements to its customers.
- Social Media harnessed to deliver efficiencies and service improvements

The Chief ICT Officer also informed the Committee that the Draft Framework would be considered by the Executive at its meeting on 10 January 2012.

Members of the Committee asked a number of detailed questions during the presentation, which were answered by officers in attendance. These questions centred around:-

- Next generation broadband and the ability of the Council to fund broadband in commercially unviable rural areas. In this respect,

Members were informed of the Council's ability to draw down government funding via Broadband UK;

- Cloud Computing and The Public Services Network, and how these initiatives would generate ICT savings in the future;
- The future of the Council's existing Citrix network, the way it had been deployed in Central Bedfordshire and its limitations;
- The use of Video conferencing via the Public Services Network;
- Initial feedback surrounding the launch of the Council's new website. In this respect, officers agreed to provide Members with early data regarding this feedback as soon as possible.
- The need to reflect within the Framework the importance of adequate staff/Member training; and
- Programme slippage and the need to monitor progress carefully. In this respect, officers agreed to submit progress reports to the Committee on a quarterly basis.

RECOMMENDATIONS:

- 1. That the draft ICT Framework be endorsed for submission to the Executive, subject to the inclusion of a reference to adequate officer/Member training; and**
- 2. That progress reports be submitted to this Committee on a quarterly basis.**

CCS/11/67

Treasury Management Strategy And Treasury Policy

The Head of Financial Strategy introduced this item, which provided the Committee with details of the proposed changes to the council's Treasury Management Strategy and Treasury Policy.

Members of the Committee asked a number of detailed questions during the presentation, which were answered by officers in attendance. These questions centred around:-

- The advantages and disadvantages of the Housing Revenue Account Self Financing Scheme and the potential to utilise any savings that may accrue as a result for housing interventions;
- The revised credit rating limit; and
- Treasury management performance and the Council's average rate of return, which compared favourably with benchmarked authorities.

Members were informed that the Treasury Management Strategy and Treasury Policy would be submitted to the Executive and full Council for approval in January 2012.

RECOMMENDATION:

That the Treasury Management Strategy and Treasury Policy be endorsed for submission to the Executive.

CCS/11/68 **Capital Programme Review**

The Head of Financial Strategy introduced this item, which allowed Members the opportunity to review the Council's revised Capital Programme for 2011/12, presented to Executive on 15 November 2011.

Members of the Committee asked, and requested answers to, a number of scheme specific questions during the presentation, as follows:-

- The status of the Housing Revenue Account Window Replacement scheme, detailing £21k expenditure in the year to date (Page 82);
- An explanation of the General Leisure Enhancement Contingency within Sustainable Communities (Page 72);
- Further detail regarding Various Children's ICT Projects (Page 71);
- Further detail regarding the Grove Theatre Retention payment (Page 72); and
- Further information regarding Children's Services S106 income (Page 71);

It was agreed that officers would provide a response to these questions via email in due course.

RECOMMENDATION:

That the Capital Programme Review be noted.

CCS/11/69 **Work Programme 2011 - 2012 & Executive Forward Plan**

The Committee considered its current work programme and the latest Executive Forward Plan.

RESOLVED

- 1. That the Committee's Work Programme be noted;**
- 2. That quarterly progress reports regarding implementation of the ICT Framework be added to the work programme; and**
- 3. That a progress report on the Channel Shift programme be added to the work programme in early Spring.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 12.00 p.m.)

Chairman.....

Date.....

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Meeting: Customer and Central Services Overview & Scrutiny Committee

Date: 19 December 2011

Subject: Draft Budget 2012/13, Medium Term Financial Plan 2012-2016 and Capital Programme 2012/13 to 2015/16

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The report allows Members the opportunity to review the Council's draft Budget for 2012/13, Medium Term Financial Plan and Capital Programme, which was presented to Executive on 6 December 2011.

Advising Officer: John Unsworth, Assistant Chief Executive Resources

Contact Officer: Charles Warboys, Chief Finance Officer

Public/Exempt: Public

Wards Affected: All

Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

1. Please See Executive report (circulated separately).

Financial:

2. Please See Executive report (circulated separately).

Legal:

4. Please See Executive report (circulated separately).

Risk Management:

5. Please See Executive report (circulated separately).

Staffing (including Trades Unions):
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6. Please See Executive report (circulated separately).

Equalities/Human Rights:

7. Please See Executive report (circulated separately).

Community Safety:

8. Please See Executive report (circulated separately).

Sustainability:

9. Please See Executive report (circulated separately).

Procurement:

10. Please See Executive report (circulated separately).

RECOMMENDATION(S):

The Committee is asked to:-

1. consider the Council's Draft Budget for 2012/13, Medium Term Financial Plan for 2012-2016 and Capital Programme 2012/13 to 2015/16; and
2. submit its comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Customer and Central Services proposals, to the meeting of the Executive on 14 February 2012.

11. **Members are requested to bring the following papers issued for the meeting of the Executive on 6 December 2011 to this Committee meeting:-**

1. **Draft Budget 2012/13 and Medium Term Financial Plan 2012-2016 (Executive Item 8); and**
2. **Capital Programme 2012/13 to 2015/16 (Executive Item 9)**

Appendices – None

Background papers and their location: (open to public inspection)
None

Meeting: Customer and Central Services Overview and Scrutiny Committee

Date: 19 December 2012

Subject: Fees and Charges 2012/13

Report of: Cllr Maurice Jones , Deputy Leader and Executive Member for Corporate Resources

Summary: The report proposes the revised fees and charges rates to be effective from 1 April 2012 and identifies those charges where increases are different from the 2% advisory increase as per the 2012/13 Budget Strategy.

Advising Officer: John Unsworth, Assistant Chief Executive - Resources.

Contact Officer: Charles Warboys, Chief Finance Officer

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:
 - Supporting and caring for an ageing population
 - Educating, protecting and providing opportunities for children and young people
 - Managing growth effectively
 - Creating safer communities
 - Promoting healthier lifestyles.

Financial:

2. The financial implications are set out in the report.

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the cost of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.

- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas arising from government budget cuts, and not to cover the direct cost of the service they receive. This again may present a reputational risk.

- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. In developing the budget the Council must ensure that decisions were made in such a way as to minimise unfairness, and that there was not a disproportionately negative effect on people from different ethnic groups, disabled people, and men and women.

7. The statutory equality duties must be exercised in substance, with rigour and an open mind. To ensure that the Council have complied with the equality duties and that any decision made does not unfairly discriminate, they should:
- carry out robust equality impact assessments and consult and involve relevant stakeholders as part of the decision-making process
 - Consider all relevant, available information in order to anticipate any likely negative impact and to seek to avoid that negative impact by taking alternative courses of action wherever possible.
 - Keep an adequate record showing that they had actually considered their equality duties and pondered relevant questions.
 - Be rigorous in both inquiring and reporting to Members the outcome of the assessment and the legal duties. When decisions are made, decision makers must have the relevant data, including the results of equality impact assessment, and of consultation and involvement, to ensure they reach an informed decision.

Any changes to the Council's Budget as a result of this report will result in further equality impact assessments being undertaken as necessary.

Community Safety:

8. Not applicable.

Sustainability:

9. Not applicable.

Procurement:

10. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

- 1. Consider the report and schedule of proposed fees and charges and comment as necessary to the Executive**

Background

11. *The Council's Charging Policy states that 'All fees and charges will be reviewed annually and adjusted as necessary in line with [the Council's charging] policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.'*

12. Additionally, it also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).*' This was undertaken in 2011/12 with the Revenue Income Optimisation Project where successful business cases were integrated into the fees and charges as agreed by Council in February 2011 and published thereafter.

13. In accordance with the policy, the Chief Finance Officer has advised that the minimum inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is below the latest reported Retail Price Index. Where there have been variations from this advisory level these have been identified separately in this report.

General 2% increase

14. For the majority of services there will be a 2% increase for 2011/12. There are instances where this is not practically possible and these are highlighted in the following paragraphs.

15. Social Care Health and Housing

Adult Social Care charges have been increased by 2% in line with the Council's budget strategy. It is usual practice to increase these charges in line with the DWP statutory increase in benefits and pensions. The DWP inflator will not be known until January/February and the charges will be reviewed again at that time.

16. In Housing services, the charges in respect of Bed and Breakfast Accommodation have not been fully recouping the Bed and Breakfast rental cost which is equivalent to the Local Housing Allowance minus 10%. It is therefore proposed to change this charge accordingly.

17. In accordance with the HRA Budget Report Traveller site pitch fees are proposed to be increased in line with the average increase in tenants' rents.

New charges introduced for 2012/13 include:

- 18.
- Bed and Breakfast Management Fee which is limited by Housing Benefit payments;
 - TV, communal and window cleaning in homeless hostels;
 - Telecare as per the report to Adult Services Overview and Scrutiny in December and Executive in January; and
 - The fee for issue of blue badges following a new national scheme to produce the badges.

19. Sustainable Communities

Key Changes include:

Parking

Off street parking charges, permit charges, dispensations and visitor tickets – it is proposed that these remain the same as last year as further consideration will be given to charges with the development of the Parking Strategy.

20. Rights of Way

Charge for a 'Certified True Copy of a Definitive Map' – this is where a 'certified' copy of a legal map showing rights of way is requested. Significant increases are proposed which is a move towards full cost recovery and the level of charging made by adjacent authorities.

21. Libraries

- Room Hire Charges – it is proposed that the room hire charges at Houghton Regis library should be the same as the (lower) hourly rate for 'other libraries' as there is less space available than at Leighton Buzzard and Flitwick libraries where the higher rate is applied.
- Standard, Concessions and Children's Fines: These have all been revised to take into account feedback from the library consultation. A formula has been applied to obtain the maximum charge (after 5 weeks) which is the daily rate based on 6 opening days per week x 30 days. A maximum is set to ensure the books are returned.

22. Planning

- Section 38 Agreements (technical audit, administration and supervision – percentage based on estimated cost of works after agreement) – it is proposed for the charge to remain the same as last year. These fees are a percentage of highway works costs and as such increase with the construction price index. These percentages were increased substantially in 2010/11, from 7.5% to 8.5% i.e. a 13% increase in our charge to developers.
- Planning pre-application advice - charges have been agreed and will be introduced from 1st February 2012. The same charges will apply in 2012/13.

23. Leighton Buzzard Theatre

- Room & Auditorium Hire - The current Fees and Charges at Leighton Buzzard Theatre have been rationalised to make them much easier for hirers to understand and for staff to apply. They have also been benchmarked against similar venues to ensure competitiveness in the market place.
- Technical Support – The charges for Technical support have been stripped out of auditorium hire and will be charged for separately for every booking and applied on a hirers / venue needs basis.

24. Corporate Resources

There are a number of services where it is proposed not to increase the fees for 2012/13. These include the Registrar's Service, the Coroners Service, Local Land Charges and advertising in News Central.

25. The Registrar's Service is provided via a joint Service Level Agreement with Bedford Borough Council and fees were reviewed and raised in 2011/12 based on full cost recovery. The reduction in overheads since then makes an increase inappropriate. Full cost recovery will be maintained and there will be no impact on the budget.

26. Local Land Charges are required by a statutory instrument to be non profit making and the current set fees are at an appropriate level to comply with this.

27. Charges for Freedom of Information (FOI) requests that require more than 18 hours to complete are subject to the FOI Act Fees Regulations where the charge can be no more than £25 per hour.

28. Legal services charges have been re-assessed to be more in line with the true costs of the service.

Fees and Charges Schedule

29. The full revised schedule is shown at Appendix A.

Appendices:

Appendix A – Fees and Charges Schedule

Background papers and their location: (open to public inspection)

None

All Directorates	2011/12 Rate	2012/13 Rate
	£	£
Photocopying and Printing of Documents - all services unless specified		rounded to nearest 0.10p where applicable
A4 Single request up to 50 sheets	No charge	No charge
A4 every additional sheet over 50	10p per sheet	10p per sheet
A3 per copy	0.25	0.30
Colour Photocopies		
A4 Per copy	1.10	1.10
A3 per copy	1.60	1.60

Except where indicated, all figures include VAT which will be levied at the prevailing rate where applicable

Colour Key: Statutory Charge

Directorate: Social Care Health and Housing	2011/12 Rate		2012/13 Rate	
	£		£	
	rounded to nearest 0.10p where applicable			
Housing				
Service Charges (VAT n/a) - per week (48 week basis)				
Door Entry Systems	0.19	0.20		
District Heating	10.08 - 16.36	10.30 - 16.70		
Communal Heating	0.11 - 4.04	0.10 - 4.10		
Communal Cleaning	0.38 - 5.86	0.40 - 6.00		
Communal Electric	0.08 - 6.70	0.10 - 6.80		
Window Cleaning	0.29	0.30		
General Management for sheltered and mini schemes	0.11 - 3.36	0.10 - 3.40		
Staircase Lighting - General Dwellings	0.12 - 1.41	0.10 - 1.40		
Supporting People Charges (VAT n/a) - per week (48 week basis)				
Red House Court	18.76	19.10		
Other sheltered accommodation	18.63	19.00		
Designated elderly person dwellings	6.65	6.80		
Community Alarm System				
persons in council sheltered accommodation or disabled not in council sheltered accommodation (includes VAT)	3.59	3.70		
	4.31	4.40		
Guest Rooms				
Per night				
	9.07	9.30		
	14.21	14.50		
Laundry - per let or week whichever is the shorter	6.43	6.60		

		2011/12 Rate	2012/13 Rate
		£	£
Directorate: Social Care Health and Housing			
Garages VAT n/a			
Per week exclusive of rates (48 week basis)			
	Council Tenant	9.38	9.60
	Not Council Tenant (includes VAT)	11.25	11.50
Quarterly charge		15.20	15.50
Cesspit Charges (VAT n/a) - per week (48 week basis)			
		3.95	4.00
Bed & Breakfast Accommodation (VAT n/a) - per week (52 weeks)			
Bed & Breakfast Management Fee (VAT n/a) - one off charge		147.80	Local Housing Allowance minus 10%
Breakfast per person (any age) per week		n/a	60.00
		3.21	3.30
Short Term Leased Properties (VAT n/a) - per week (52 weeks)			
		143.51	146.40
Homeless Hostel (VAT n/a) - per week (52 weeks)			
Scheme Manager		35.83	36.50
Communal Heating		1.51	1.50
Communal Electric		2.97	3.00
Communal Heating & Domestic Hot Water		3.73 - 5.57	3.80-5.70
TV		0.30	0.30
Communal Cleaning		n/a	2.30
Window Cleaning		n/a	0.30
Communal Television (VAT n/a) - per week (48 week basis)			
		0.30	0.30

	2011/12 Rate		2012/13 Rate	
	£		£	
Directorate: Social Care Health and Housing				
Careline Emergency Response (VAT n/a) - per week (48 week basis)				
	2.63		2.70	
Sealing on Redemption Fee (+ registry search fee)				
Sealing on Redemption Fee (VAT n/a) - one off fee	105.00		107.10	
Land Registry Search Fee (VAT n/a) - one off fee	4.00		4.00	
Charges for reference to banks & building societies (VAT n/a)				
	27.31		27.90	
Retrospective Consent Applications (RTB) (VAT n/a)				
	40.44		41.20	
Consent for Cable Installations (VAT n/a)				
	118.88		121.30	
Housing Act 2004 Enforcement (VAT n/a)				
Recipient of Housing Act Enforcement Notice (per person)	200.00		204.00	
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost		20% of cost	
Houses of Multiple Occupation				
Licensing Scheme (per property) - license granted for 5 years	382.06		389.70	
Traveller site pitch fees (VAT n/a) - per week (52 weeks)				
Single pitch	89.00		95.20	
Double pitch	97.00		103.80	
Service charges	15.00		15.30	
Sheltered Housing				
Sheltered Communal Lounge hire (per hour)	12.60		12.90	
Careline Response Charge (VAT n/a - per response)	20.00		20.40	
Big Button Telephone (VAT n/a) - supply and fit	13.99		14.30	

Directorate: Social Care Health and Housing	2011/12 Rate		2012/13 Rate	
	£		£	
Adult Social Care				
Charges to Customers and Individuals <i>Maximum Applicable charge following Financial Assessment</i>				
Residential Care (VAT n/a) Linsell House (Home for Adults with Multiple Disabilities) (per week)		1,826.66		1,863.20
Day Opportunities and Day Care (VAT n/a) Day Centres for Adults with Learning Disabilities (per day) Day and Social Centres for Older People (per day) Travel to Day Centre (per journey)		50.52 28.35 1.50		51.50 28.90 1.50
Domiciliary Care Home Care (per hour) (VAT n/a) Care provided in Supported Living units (per hour) (VAT n/a) Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a) Telecare Service		17.45 17.45 17.45 TBA		17.80 17.80 17.80 TBA
Flat rate charge to all customers Meals: (VAT n/a) Frozen meal (per meal) Hot meal (per meal)* Meals at day centres (per meal)*		3.15 3.50 3.50		3.20 3.60 3.60
Fee Issue of a Blue Badge		n/a		10.00

Directorate: Social Care Health and Housing	2011/12 Rate		2012/13 Rate	
	£		£	
Charges to Organisations and Other Local Authorities				
Social Care Services				
Linsell House (Home for Adults with Multiple Disabilities) (per week)		1,826.66	1,863.20	
Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)		62.05	63.30	
Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)		50.48	51.50	
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)		42.06	42.90	
Day Centres for Older People excl. Transport (per day) (VAT n/a)		28.39	29.00	
Lettings: (VAT n/a)				
Side Room / Small Room	up to 4 hours additional hour	20.35 5.15	20.80 5.20	
Main Hall	up to 4 hours additional hour	40.37 10.28	41.20 10.50	
Kitchen	up to 4 hours	13.49	13.80	

Directorate: Children's Services		2011/12 Rate		2012/13 Rate	
		Revised 1 Sept £		£	
		rounded to nearest 0.10p where applicable			
Music Service VAT (n/a)					
Lesson Setting (Per Term)					
Lower Schools					
	Group	85.20 by DD	86.90 by DD		
	Individual	127.90 by DD	130.50 by DD		
Middle, Upper and Community					
	Group	85.20 by DD	86.90 by DD		
	Individual 20 mins	127.90 by DD	130.50 by DD		
Middle and Upper					
	Individual 30 mins	191.80 by DD	195.60 by DD		
	Individual 40 mins	255.70 by DD	260.80 by DD		
Out of County and non-LEA schools					
	Group	180.80 by DD	184.40 by DD		
	Individual 20 mins	169.70 by DD	173.10 by DD		
	Individual 30 mins	254.50 by DD	259.60 by DD		
School Transport					
Concessions & Post 16 bus pass					
	per term	144.00	146.90		
	half term	72.00	73.40		
	year	391.00	398.80		
Replacement Bus Pass		tour operators charge plus a handling fee of £5		tour operators charge plus a handling fee of £10	

Directorate: Sustainable Communities		2011/12 Rate		2012/13 Rate	
		£		£	
		rounded to nearest 0.10p where applicable			
Public Protection					
Licences					
Riding Establishments	Full Licence Provisional Licence	252.00 25% of full	257.00 25% of full		
Dangerous Wild Animals		577.00	588.50		
Pet Shops		231.00	235.60		
Dog Breeders		218.00	222.40		
Animal Boarding Establishments		263.00	268.30		
Zoos	Grant / New Renewal	1,025.00 640.00	1,045.50 652.80		
	Zoos with dispensation status from DEFRA - Grant/New Zoos with dispensation status from DEFRA - Renewal	50% of Grant / New 50% of Renewal	50% of Grant / New 50% of Renewal		
Licensing of Hackney Cabs and Private Hire Vehicles					
Licence Fee (12 months or less)					
Private Hire - New		240.00	240.00		
Private Hire - Renew		162.00	162.00		
Hackney Carriage - New		290.00	290.00		
Hackney Carriage - Renew		220.00	220.00		
Replacement Plate		25.00	25.00		
Variation / withdrawal / application administration fee		25.00	25.00		
Private Hire Vehicle and Taxi Driver Licence					
New or renewal combined 3 year driver's licence		150.00	150.00		
New or renewal combined 1 year driver's licence		90.00	90.00		
Driver Knowledge Test		25.00	25.00		
Replacement badge		20.00	20.00		
CRB Check - Standard		26.00 (at cost)	26.00 (at cost)		
CRB Check - Enhanced		44.00 (at cost)	44.00 (at cost)		
CRB check administration fee		15.00	15.00		

2011/12 Rate		2012/13 Rate
£		£
Directorate: Sustainable Communities		
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	195.00
Renewal Private Hire Operators Licence	72.00	72.00
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application		
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	110.00
Other Licensing		
Duplicate Petroleum Licence	27.00	27.50
Performing Animals (per licence)	32.00	32.60
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	146.00	148.90
Person	140.00	142.80
Lottery Cert		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	577.00	588.50
Vary a Premises Licence	577.00	588.50
Transfer a Premises Licence	148.00	151.00
Re-instatement of a Premises Licence	263.00	268.30
Provisional Statement	577.00	588.50
Premises Licence with a Provisional Statement	103.00	105.10
Copy of Licence	20.00	20.00
Notification of Change of Address	32.00	32.60
Annual Premises Licence Fee	263.00	268.30
Sex Shop/Cinema		
Grant	570.00	581.40
Renewal	400.00	408.00
Transfer or Variation	400.00	408.00

		2011/12 Rate	2012/13 Rate
		£	£
Directorate: Sustainable Communities			
Sexual Entertainment Venues	Grant Renewal Transfer or Variation	1,340.00 960.00 960.00	1,366.80 979.20 979.20
Motor Salvage Operator (3 Years)		90.00	91.80
Poisons Act 1972:			
	New entry or change of name on list	32.67	33.30
	Subsequent renewal of name on list	17.22	17.60
	Alteration to premises (where listed person is entitled to sell)	8.80	9.00
Explosives Manufacture and Storage of Explosives Regulations 2005 (VAT N/A)			
Storage:			
	New - one year licence	178.00	178.00
	New - two year licence	234.00	234.00
	Renew - one year licence	83.00	83.00
	Renew - two year licence	141.00	141.00
Registration:			
	New - one year licence	105.00	105.00
	New - two year licence	136.00	136.00
	Renew - one year licence	52.00	52.00
	Renew - two year licence	83.00	83.00
	Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)		500.00	500.00
Contaminated Land			
Contaminated Land Enquiries			
	To provide additional information to solicitors, developers etc.	87.00	88.70
Food			
Food Export Certificate		51.00	52.00
Food Hygiene Course Lecturing		63.00	64.30
Food Premises Register			
	Full	970.00	989.40
	Single Entry	19.00	19.40
Other - Public Protection			
Water Sampling			
Voluntary Surrender Certificate			
Preparation of report for accident investigation			
Street Trading - annual			
Street Trading - One off event			
	Cost Recovery	Cost Recovery	Cost Recovery
	101.00	103.00	103.00
	67.00	68.30	68.30
	375.00	382.50	382.50
	84.00	85.70	85.70

Directorate: Sustainable Communities		2011/12 Rate	2012/13 Rate
		£	£
Trading Standards			
Annual Membership Fee		182.00	185.60
Renewal Fee for Existing Member		137.00	139.70
UKTC Membership Fee		153.00	156.10
UKTC Renewal Fee		153.00	156.10
Trading Standards Approved Stickers			
	per 100	13.00	13.30
	per 500	18.00	18.40
	per 1000	24.00	24.50
Consumer Guide Leaflet			
	per 100	29.00	29.60
	per 500	73.00	74.50
	per 1000	149.00	152.00
Trading Standards Approved Plaque			
Replacement/Additional Membership Certificate			
Milton Keynes Scales			
Pass per item		27.00	27.00
Fail per item		27.00	27.00
Concessionary Fares			
Replacement concessionary travel permits		5.50	5.60
Community Safety			
Community Safety - Fixed Penalty Notices (VAT n/a) - charging the maximum allowed by law			
Nuisance parking - cars for sale and repair		100 / 60	100 / 60
Abandoning a vehicle		200 / 140	200 / 140
Litter		80 / 50	80 / 50
Street litter control notices and litter clearing notices		100 / 60	100 / 60
Unauthorised distribution of free literature		80 / 50	80 / 50
Graffiti and fly posting		80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)		300 / 200	300 / 200
Failure to possess a Waste Carriers Licence		300 / 200	300 / 200
Offence in relation to waste receptacles		100 / 60	100 / 60
Offences under Dog Control Orders		80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority		80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996		Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/EPA 1990		50.00 / no discount	50.00 / no discount

Directorate: Sustainable Communities		2011/12 Rate £	2012/13 Rate £
Pest Control			
Rats (First infestation treated in a twelve month period)		0.00	0.00
Rats (Subsequent infestation treated in a twelve month period)		55.00	56.10
Rats Concession		27.50	28.10
Mice (First infestation treated in a twelve month period)		0.00	0.00
Mice (Subsequent infestation treated in a twelve month period)		55.00	56.10
Mice Concession		27.50	28.10
Bedbugs (First infestation treated in a twelve month period)		0.00	0.00
Bed Bugs (Subsequent infestation treated in a twelve month period)		55.00	56.10
Bedbugs Concession		27.50	28.10
Cockroach (First infestation treated in a twelve month period)		0.00	0.00
Cockroaches (Subsequent infestation treated in a twelve month period)		55.00	56.10
Cockroach Concession		27.50	28.10
Wasps (First nest)		60.00	61.20
Wasps (Concession)		30.00	30.60
Ants		65.00	66.30
Ant (Concession)		32.50	33.20
Fleas		65.00	66.30
Flea (Concession)		32.50	33.20
Dog Control - No VAT			
Veterinary fee		Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged		26.50	27.00
Owner collects from kennels		52.50	53.60
	Kennelling (per night)	10.50	10.70
Warden collects dog from kennels and returns to owner		105.00	107.10
	Kennelling (per night)	10.50	10.70

Directorate: Sustainable Communities		2011/12 Rate £	2012/13 Rate £
Waste			
Bulky Waste			
To collect bulky waste from domestic premises (per load or part thereof) Concession		48.00 50% reduction on above	49.00 50% reduction on above
Fridges & Freezers			
To collect fridges and freezers from domestic premises Persons in receipt of means tested benefit		37.50 50% of above	38.30 50% of above
Cement Bound Asbestos			
To collect cement-bound asbestos from domestic premises: Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service Assessed on individual case basis - contact the Service		Assessed on individual case basis - contact the Service Assessed on individual case basis - contact the Service
Abandoned / End-of-life Vehicles			
To collect and dispose of end-of-life vehicles from domestic premises To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises	Free (except caravans - contact the service)	27.00	27.50
Planning			
High Hedges			
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003 Concession for applicants on means tested benefit		491.00 50% reduction	500.80 50% reduction
Street Naming (VAT n/a)			
Existing Property - House Name Change New Property - Naming / Numbering		59.00	60.20
1-5 Plots 6-25 Plots 26-75 Plots 76+ Plots		177.00 296.00 711.00 978.00 237.00	180.50 301.90 725.20 997.60 241.70
Additional charge where this includes naming a building (e.g. block of flats)		296.00	301.90
Existing Street - Rename		59.00	60.20
Existing Street - Rename - additional charge per property New Street - Additional charge to house numbering where this includes naming of a street		237.00	241.70

		2011/12 Rate	2012/13 Rate
		£	£
Directorate: Sustainable Communities			
Development Management & Building Control			
Section 106 Agreement - Larger Colour Documents		As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders		As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates (VAT n/a)		Free	Free
	if not previously issued duplicate certificate	29.50	29.50
Letter of confirmation of satisfactory completion of works (Building Regs) (VAT n/a)		59.50	59.50
Sale of Plans		9.00	9.20
	A2	11.50	11.70
	A1	14.50	14.80
	A0		
S106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee:		300.00	306.00
	Unilateral Undertakings Agreements	450.00	459.00
S38 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before Agreement		11%	11%
S38 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after Agreement		8.50%	8.50%
S278 Agreements - Administration - percentage based on scheme value		7%	7%
Highway Enquiry and Search Letters: per standard enquiry (VAT N/A)		15.40	15.70
Highway Enquiry & Search Letters : per non standard enquiry including VAT		47.23	48.20
Minerals Letters: per enquiry		42.00	42.80
DSC Reports		40.00	40.80
	Initial Search Per Application	0.05	0.05
GIS Maps		3.50	3.60
	A4	7.00	7.10
	A3	14.50	14.80
	A2	18.50	18.90
	A1	47.50	48.50
	A0		

		2011/12 Rate		2012/13 Rate	
		£		£	
Directorate: Sustainable Communities					
Scanner					
	Internal Annual Fee: unlimited use	423.00		431.50	
	One-off: per copy	35.00		35.70	
	External: unlimited use	423.00		431.50	
	External: per copy	35.00		35.70	
	Commons Searches (CR21)	18.00		18.40	
Mineral & Landfill Monitoring Fees - (nationally set fees)					
	Current Site			288.00	
	Dormant Site			96.00	
Heritage					
	Use of Historic Environmental Records (HER):				
	Per hour by visit	45.00		45.90	
	Per hour by remote enquiry	65.00		66.30	
Highways and Transportation					
Highways Maintenance (VAT N/A)					
	Temporary Traffic Regulation Orders	1,200.00		1224.00*	
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charged. There is an option to add 10% (in all cases) for every additional path involved in applications.					
	Temporary Traffic Regulation Orders for special events	1,200.00		1,224.00	
	Special Events Orders for charities and local authorities	150.00		153.00	
	Emergency Traffic Regulation Orders	600.00		612.00*	
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charged. There is an option to add 10% (in all cases) for every additional path involved in applications.					

	2011/12 Rate	2012/13 Rate
	£	£
Directorate: Sustainable Communities		
Scaffold Licences, excavation of carriageway and hoarding	100.00	102.00
Streetworks Licences	250.00	255.00
Road Opening Permit Fee (non refundable)	90.00	91.80
Road Opening Permits (Refundable Bond) - less £100 inspection fee	450.00	450.00
Additional charge for above, over 5m2 (Refundable Bond)	90.00 per m2	90.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)	30.00 per m2	30.00 per m2
Developer Directional Signage - per application (non refundable)	125.00	127.50
Developer Directional Signage (per sign) refundable deposit	60.00	60.00
Off Street Car Parking Charges		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Parking Charges		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
1 Hour	0.50	0.50
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00

Directorate: Sustainable Communities Penalty Charge Notices - No VAT Charges set by government as national standard and cannot be changed without the direction of the government	2011/12 Rate	2012/13 Rate
	£	£
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits		
Resident Permit per annum	50.00	50.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee - 3rd vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)		
12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks)		
1 week	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Book 25 visitor's day tickets	50.00	50.00
Disabled badge holders	Free in designated bays only	Free in designated bays only

Directorate: Sustainable Communities	2011/12 Rate	2012/13 Rate
	£	£
Highway Licences (VAT N/A) Deposit for scaffolding on or over highway Deposit for hoarding/fences on highway Deposit for temporary crossovers Consent to deposit materials on the highway Oversailing of crane over the highway Permission to place skip on highway Provision of quotation for construction of crossover Construction of crossover Extension of cover	No charge No charge No charge 33.00 99.00 33.00 97.50 At cost No charge	No charge No charge No charge 33.70 101.00 33.70 99.50 At cost No charge
Permission - table/chairs on highway		£150 application fee £500 per annum - up to 10 sets of tables and chairs £1,000 per annum - over 10 sets of tables and chairs
Mobile catering, burger vans etc.		£50 application fee £500 per annum
Advertising Frames		£50 application fee £100 per annum per A Frame
Cultivation of verge licence Provision of H bar road markings Provision of written information enquiries Charges for damaged highway plant Renew concrete bollard	33.00 Cost No charge Cost Cost	33.70 Cost No charge Cost Cost
Highways Publications Highway General Specification Aid (VAT n/a) Highway Design Guide	7.00 Free	Free Free

Directorate: Sustainable Communities	2011/12 Rate	2012/13 Rate
	£	£
Rights of Way		
Public Path/Town & Country Planning Act Orders		
Processing where no objection received	Cost Recovery	Cost Recovery
Processing where an objection is received	Cost Recovery	Cost Recovery
Advertising costs	Cost Recovery	Cost Recovery
Public documents		
Definitive Statement	0.60	0.60
Confirmed Orders	3.50	3.60
Policy statements	11.00	11.20
Documents/requests relating to statutory procedures		
Completed user evidence forms	0.60	0.60
Witness interview write ups	0.60	0.60
Statutory declarations by Council officers [per hour]	34.00	34.70
Certified true copy of Definitive Statement	0.60	0.60
Certified true copy of Definitive Map		
	5.50	22.50
	11.00	30.00
	22.50	40.00
Documents not originating from CBC		
Inspectors' decision letters	4.30	4.40
Other		
One-off DM searches, planning enquiries etc	55.90	57.00
Produce plan	34.00	34.70
Administration associated with processing public path orders (per hour)	43.00	43.90

Directorate: Sustainable Communities		2011/12 Rate		2012/13 Rate	
		£		£	
Libraries					
Room Hire Charges (non VAT)					
i) Flitwick, Houghton Regis, Leighton Buzzard - Hourly charge:					
Within opening hours	Commercial	19.00	19.40 (Flitwick and Leighton Buzzard libraries only)		
	Community	9.50	9.70 (Flitwick and Leighton Buzzard libraries only)		
Outside opening hours					
	Commercial	32.00	32.60 (Flitwick and Leighton Buzzard libraries only)		
	Community	22.50	23.00 (Flitwick and Leighton Buzzard libraries only)		
ii) Other Libraries - Hourly charge					
Within opening hours	Commercial	13.00	13.30 (other libraries including Houghton Regis Library)		
	Community	6.50	6.60 (other libraries including Houghton Regis Library)		
Outside opening hours					
	Commercial	25.00	25.50 (other libraries including Houghton Regis Library)		
	Community	19.00	19.40 (other libraries including Houghton Regis Library)		

Directorate: Sustainable Communities		2011/12 Rate	2012/13 Rate
		£	£
Audio Visual (non VAT) (per item) CDs - per week	Standard rate Concessions Registered blind, partially sighted and hearing impaired people	1.00 0.50 Free	1.00 0.50 Free
Videos - per week	Standard rate Concessions & children's Videos Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	1.50 0.75 Free	1.50 0.80 Free
DVD's - per week	Standard rate Concessions and children's DVDs Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia	2.25 1.15 Free	2.30 1.20 Free
Spoken Word CDs and Cassettes (3 week loan period)	Standard rate Concessions Registered blind, partially sighted and hearing impaired people; household service clients; children's spoken word; people with dyslexia, people with dyspraxia	1.25 0.65 Free	1.30 0.70 Free
Library Fines Standard	per day open Maximum (after 5 weeks)	0.25 7.50	0.26 7.80
Concessions	per day open Maximum (after 5 weeks)	0.12 3.60	0.13 3.90
Children's Tickets and Children's Books	per day open Maximum (after 5 weeks)	0.05 1.50	0.06 1.80
CD's, DVD's and Videos.		Further hire charge is made	Further hire charge is made

Directorate: Sustainable Communities		2011/12 Rate	2012/13 Rate
		£	£
Lost and Damaged items			
Magazines - charged at face value plus No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		0.55	0.60
British Library Lost Book Charge (50% remission if subsequently returned)			
Requests (viewpoint and staff assisted) charge per request			
Standard rate		1.00	1.20
Children's rate		No charge	No charge
Concessions		0.50	0.60
Additional charge for books borrowed from outside Bedfordshire		2.00	2.00
Vocal scores : per set of 5 - 30		6.00	6.10
Vocal scores per set of 31+		12.00	12.20
Request charges for 16 – 18 year olds are at the concessionary rate			
Lost Ticket Replacement			
Charge per lost ticket (Adult only)		1.00	1.00
Picture Hanging Service			
Display charge of £10.00 per week where items are for sale			
Libraries - Photocopies and Print Outs			
i) Black and white photocopies, fax, CD-ROM and internet prints			
	Per copy A4	0.10	0.10
	A3	0.15	0.15
ii) Black and white microform reader/printers			
	Per copy A4	0.25	0.30
iii) Colour CD-ROM and Internet prints			
	containing photographs, artwork or charts	0.50	0.50
iv) Colour photocopies			
	Per copy A4	1.00	1.00
	A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)			

		2011/12 Rate		2012/13 Rate	
		£		£	
Directorate: Sustainable Communities					
Libraries fax charges per copy sent					
UK	first sheet	1.50	1.50	1.50	
	subsequent sheets	0.70	0.70	0.70	
Europe & N America	first sheet	2.70	2.70	2.80	
	subsequent sheets	1.50	1.50	1.50	
Rest of world	first sheet	4.00	4.00	4.10	
	subsequent sheets	2.10	2.10	2.10	
Receiving faxes (per sheet)		1.00	1.00	1.00	
Receiving faxes from premium rate lines	standard charge	3.20	3.20	3.30	
	plus price per sheet	1.00	1.00	1.00	
Occasional local publications (to be agreed with OPS Manager) at cost + commission					
Display of Commercial Posters					
All charges to be for a maximum display period of 4 weeks. Charge per week					
	A3	29.00	29.00	29.60	
	A4	17.50	17.50	17.90	
	A5	10.50	10.50	10.70	
	Postcard size	5.00	5.00	5.10	
Libraries Sales items					
Occasional local publications (to be agreed with OPS Manager) at cost + commission charge of					
		11%	11%	10%	
Charity and Commercial Group Sales					
Biggleswade Dunstable, Flitwick, Houghton Regis, Leighton Buzzard Other Libraries					
		18.00 per day	18.00 per day	18.40 per day	
		12.00 per day	12.00 per day	12.20 per day	

Directorate: Sustainable Communities		2011/12 Rate	2012/13 Rate
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		£	£
LEIGHTON BUZZARD THEATRE			
A - CHARGES TO CHARITY AND VOLUNTARY ORGANISATIONS			
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Technician (No VAT on Room Hire)			See new Leighton Buzzard Theatre Charges
Mon/ Tuesday	0930 - 1620 1730 - 2300 0930 - 2300	196.88 259.38 451.06	
Wed/ Thursday	0930 - 1630 1730 - 2300 0930 - 2300	196.88 332.30 518.77	
Fri/ Saturday	0930 - 1630 1730 - 2300 09.30 - 2300	196.88 388.55 586.48	
	Monday / Wednesday 4 hour slot	125.00	
	0930-1730	208.34	
	1730-2300	310.95	
	0930-2300	477.62	
	Thursday/Sunday 4 hour slot	175.01	
	0930-1730	308.34	
	1730-2300	442.72	
	0930-2300	702.11	
	Extra Hours (per hour) Morn / Aft	26.04	
	Evening	41.67	
	Late Vacating	52.09	
	Sunday Get In / Get Out (per hour)	41.67	

	2011/12 Rate		2012/13 Rate	
	£		£	
Directorate: Sustainable Communities ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Technician (No VAT on Room Hire) Mon/ Tuesday	0930 - 1620	355.22		
	1730 - 2300	383.35		
	0930 - 2300	732.32		
Wed/ Thursday	0930 - 1630	355.22		
	1730 - 2300	451.06		
	0930 - 2300	800.03		
Fri/ Saturday	0930 - 1630	355.22		
	1730 - 2300	512.52		
	09.30 - 2300	867.74		
Monday / Wednesday	4 hour slot	166.67		
	0930-1730	333.34		
	1730-2300	383.87		
	0930-2300	717.21		
Thursday/Sunday	4 hour slot	216.67		
	0930-1730	433.35		
	1730-2300	515.64		
	0930-2300	942.22		
	Extra Hours (per hour) Morn / Aft	26.04		
	Evening	41.67		
	Late Vacating	52.09		
	Sunday Get In / Get Out (per hour)	41.67		

Directorate: Sustainable Communities		2011/12 Rate		2012/13 Rate	
		£		£	
Lounge	09.30 - 23.00 09.30-17.30 18.00-23.00	19.79 12.50 14.58			
Meeting Room	09.30 - 23.00 09.30-17.30 18.00-23.00	13.54 8.33 10.42			
Theatre	09.30 - 23.00 09.30-17.30 18.00-23.00	27.08 26.04 28.13			
B - CHARGES TO COMMERCIAL ORGANISATIONS					
i) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - Without Tech (No VAT on Room Hire)					
Mon/ Tuesday	0930 - 1620 1730 - 2300 0930 - 2300	327.09 388.55 518.77			
Wed/ Thursday	0930 - 1630 1730 - 2300 0930 - 2300	327.09 388.55 586.48			
Fri/ Saturday	0930 -1630 1730 - 2300 09.30 - 2300	327.09 451.06 647.94			
Monday / Wednesday	4 hour slot 0930-1730 1730-2300 0930-2300	133.34 225.01 339.59 519.81			

Directorate: Sustainable Communities		2011/12 Rate		2012/13 Rate	
		£		£	
Thursday/Sunday 4 hour slot	4 hour slot 0930-1730 1730-2300 0930-2300	187.51 333.34 482.83			
	Extra Hours (per hour) Morn / Aft Evening Late Vacating	28.65 45.83 57.29 11.46			
	Sunday Get In / Get Out (per hour)				
ii) Hire Charges for SINGLE EVENT PERFORMANCES in the auditorium - With Tech (No VAT on Room Hire)					
Mon/ Tuesday	0930 - 1620 1730 - 2300 0930 - 2300	484.39 512.52 800.03			
Wed/ Thursday	0930 - 1630 1730 - 2300 0930 - 2300	484.39 512.52 867.74			
Fri/ Saturday	0930 - 1630 1730 - 2300 09.30 - 2300	484.39 575.02 930.24			
Monday / Wednesday	4 hour slot 0930-1730 1730-2300 0930-2300	175.01 350.01 412.51 759.40			
Thursday/Sunday	4 hour slot 0930-1730 1730-2300 0930-2300	229.17 458.35 555.75 1012.53			
	Extra Hours (per hour) Morn / Aft Evening Late Vacating	28.65 45.83 57.29 45.83			
	Sunday Get In / Get Out (per hour)				

Directorate: Sustainable Communities		2011/12 Rate	2012/13 Rate
		£	£
iii) Hire Charges for NON PERFORMANCES EVENT in ALL AREAS (No VAT on Room Hire) Lounge			
	09.30 - 23.00	27.08	
	09.30-17.30	14.58	
	18.00-23.00	16.67	
Meeting Room			
	09.30 - 23.00	19.79	
	09.30-17.30	10.42	
	18.00-23.00	12.50	
Theatre			
	09.30 - 23.00	39.58	
	09.30-17.30	31.25	
	18.00-23.00	41.67	
New Leighton Buzzard Theatre Prices			
Lounge			
	Non Commercial per hour		18.00
	Commercial per hour		25.00
Meeting Room			
	Non Commercial per hour		13.00
	Commercial per hour		20.00
Auditorium Non Performance			
	Non Commercial per hour		30.00
	Commercial per hour		40.00
Auditorium Performance			
	Mon-Wed per hour 4 hours min non commercial		40.00
	Mon-Wed per hour 4 hours min commercial		45.00
	Mon-Wed 9.30 to 23.00 non commercial		500.00
	Mon-Wed 9.30 to 23.00 commercial		580.00
	Thur-Sat per hour 4 hours min non-commercial		50.00
	Thur-Sat per hour 4 hours min commercial		55.00
	Thur-Sat 9.30 to 23.00 non commercial		550.00
	Thur-Sat 9.30 to 23.00 commercial		650.00
	Late Vacating per 1/2hr or portion thereof		30.00
	Sunday per hour		50.00
	Technician per hour		20.00
Block bookings of 5 days inclusive of 'get in and get out' 20% discount			

Directorate: Sustainable Communities Notes - All room hire - non VAT . Technical hire is a separate item.	2011/12 Rate £	2012/13 Rate £

Directorate: Sustainable Communities Building Regulation Charges 2011/12 & 2012/13 Rates				
Standard Charges for the creation or conversion to New Dwellings				
No of Dwellings	Full Plans		Building Notice Charge £	
	Plan Charge £	Inspection Charge £		
1	195.00	460.00	655.00	
2	255.00	515.00	770.00	
3	315.00	635.00	950.00	
4	375.00	690.00	1,065.00	
5	435.00	870.00	1,305.00	
6	495.00	930.00	1,425.00	
7	555.00	985.00	1,540.00	
8	615.00	1,110.00	1,725.00	
9	675.00	1,225.00	1,900.00	
10	725.00	1,350.00	2,075.00	
11	775.00	1,420.00	2,195.00	
12	825.00	1,490.00	2,315.00	
13	875.00	1,615.00	2,490.00	
14	925.00	1,685.00	2,610.00	
15	975.00	1,815.00	2,790.00	
16	1,025.00	1,880.00	2,905.00	
17	1,075.00	2,005.00	3,080.00	
18	1,125.00	2,075.00	3,200.00	
19	1,175.00	2,205.00	3,380.00	
20	1,225.00	2,335.00	3,560.00	

2011/12 and 2012/13 Rates						
Domestic Extensions to a Single Building						
SINGLE STOREY EXTENSIONS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice charge £	Additional Charge £	
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00	
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00	
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00	
TWO STOREY EXTENSIONS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice charge £	Additional Charge £	
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00	
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00	
LOFT CONVERSIONS						
Category	Description	Plan Charge £	Inspection Charge £	Building Notice charge £	Additional Charge £	
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00	
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00	

GARAGES AND CARPORTS					
Category	Description	Plan Charge £	Inspection Charge £	Building Notice charge £	Additional Charge £
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING

Category	Description	Basis of Charge £	Plan Charge £	Inspection Charge £	Building Notice Charge £	Reduction for work carried out at the same time as an extension
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands Estimated Cost up to £5000 Estimated Cost exceeding £5000 up to £25,000 Estimated cost exceeding £25,000 up to £50,000	175.00 175.00 175.00	Nil 150.00 300.00	175.00 325.00 475.00	

Appendix A

			175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Estimated cost exceeding £50,000 up to £75,000 Fixed Price grouped by number of windows Per installation up to 20 Per Installation over 20	125.00 175.00	Nil Nil	125.00 175.00	50.00 50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands Estimated cost up to £10,000 Estimated Cost exceeding £10,000	210.00 270.00	Nil Nil	210.00 270.00	50.00 50.00

Sustainable Communities Directorate
Planning Pre-Application Advice Charging 2011/12* and 2012/13
 *Charges to be introduced from 1st February 2012
 VAT Not Included

No. of Residential Units	1	2	3	4	5	6	7	8	9	10-24	25-99	100-249	250 - 499	500-999	1000 - 1999
CFS		101 –	201 –	301 –	401 –	501 –	601 –	701 –	801 –	901 –	1001-	2001-	3001 –	5001 -	13001 -
(Commercial Floor Space)	<100 m2	200 m2	300 m2	400 m2	500 m2	600 m2	700 m2	800 m2	900 m2	1000m2	2000m2	3000m2	5000m2	13000m2	22000m2
Pre-application Advice Charge	£67	£134	£201	£268	£335	£402	£469	£536	£603	£670 – £1,608	£1,675 – £4,293	£4,313 – £7,293	£7,313 – £12,293	£12,913 – £22,293	£22,313 – £42,293
Meetings	1 hours worth of meetings with a Planning Officer/Senior Planning Officer									2 hours worth of meetings with a Senior Planning Officer		3 hours worth of meetings with a Senior/Principal Planning officer		3 hours worth of meetings with a Principal Planning officer	

Directorate: Coporate Resources	2011/12 Rate	2012/13 Rate
	£	£
		rounded to nearest 0.10p where applicable
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	482.60	450.00
Additional cost per hour	27.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
CD / DVD per disk	5.40	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	165.00
Outside Venue Monday - Friday	390.00	390.00
Outside Venue Saturday	465.00	465.00
Outside Venue Sunday and Bank Holidays	520.00	520.00
Civil Partnership Registrations - Approved Premises		
Local Authority Venue Monday - Thursday	115.00	115.00
Local Authority Venue Friday	120.00	120.00
Local Authority Venue Saturday	165.00	165.00
Outside Venue Monday - Friday	340.00	340.00
Outside Venue Saturday	395.00	395.00
Outside Venue Sunday and Bank Holidays	455.00	455.00

	2011/12 Rate	2012/13 Rate
	£	£
Directorate: Coporate Resources		
Celebratory Services - Approved Premises - Outside Venue		
weekdays	255.00	255.00
Saturdays	315.00	315.00
Sundays & Bank Holidays	370.00	370.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	270.00	270.00
Saturdays	325.00	325.00
Sundays & Bank Holidays	380.00	380.00
Nationality Checking Service		
Adults who submit a single application pays one fee	60.00	60.00
Husband and wife living together who apply at the same time pay one fee	100.00	100.00
Childrens applications	30.00	30.00
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	110.00	110.00
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,310.00	1,310.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	960.00	960.00
Civil Funerals	200.00	200.00
Express Certificates (includes statutory fee)	20.00	20.00
Postage for certificates	1.00	1.00

Directorate: Coporate Resources	2011/12 Rate	2012/13 Rate
	£	£
Fees set by General Register Office (per item)		
Notice of Marriage	33.50	33.50
Notice of Civil Partnership	33.50	33.50
Register Office Marriage	40.00	40.00
Register Office Civil Partnership Registration	40.00	40.00
Standard certificate of birth, death or marriage - form closed register	9.00	9.00
Short birth cert from closed register	9.00	9.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	3.50	3.50
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	3.50	3.50
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	3.50	3.50
Civil Partnerships - certified copy or extract issued after the time of registration	9.00	9.00
Attendance to take a notice - housebound or detained (e.g. prison)	49.00	49.00
Attendance of SR to conduct marriage or CP - housebound or detained	85.00	85.00
Register marriage at Church, housebound or detained - Registrar's fee	80.00	80.00
Certificate of worship (to licence a building for worship)	28.00	28.00
Licence a religious building for marriage	120.00	120.00
Coroners		
Supply of transcript of inquest on CD	32.20	32.20
Additional copies	10.80	10.80
Statutory charge for paper copies (per sheet)	1.10	1.10

Directorate: Coporate Resources		2011/12 Rate	2012/13 Rate
		£	£
Elections			
For each register per 1000 names or part thereof		1.50	1.50
Local Land Charges			
Full Residential Search (LLC1 and Con29)		133.00	133.00
Full Commercial Search (LLC1 and Con29)		201.00	201.00
LLC1 Certificate of Search		20.00	20.00
Con 29 Local Enquiries (Residential)		113.00	113.00
Con 29 Local Enquiries (Commercial)		181.00	181.00
Part II optional		15.00	15.00
Solicitors own question		25.00	25.00
Additional parcel of land		13.50	13.50
Personal Search		Free	Free
Copy documents		2.15	2.20
Human resources			
Criminal Records Bureau (CRB) Checks			
Cost Per CRB check		36.00	26.00
			44.00
Administrative Charge		19.30	20.00
Local Taxation			
Cost of Collection			
Administration charge on Court Costs		67.60	83.00
Council Tax		89.00	83.00
NDR			

Directorate: Corporate Resources		2011/12 Rate	2012/13 Rate
		£	£
Communications			
Advertising in News Central			
Full page	1798.80	1,798.80	
Half page	1198.80	1,198.80	
Quarter page	598.80	598.80	
Eighth of page	322.80	322.80	
Legal Services			
S38	121.00 per hour, minimum charge 975.00	152.40 per hour, minimum charge 1000.00	
S278	121.00 per hour	198.00 per hour	
Planning Agreements	158.00	198.00 per hour	
Unilateral Undertaking (VAT n/a)	Minimum charge 310.00	Fixed Fee 400.00	
Notice of Registration (VAT n/a)	Minimum charge 50.00	Fixed Fee 75.00	
Consent to Postpone (VAT n/a)	Minimum charge 50.00	Fixed Fee 75.00	
Deed of Covenant (VAT n/a)	Minimum charge 50.00	Fixed Fee 75.00	
Consent to Sub-let (VAT n/a)	Minimum charge 50.00	Fixed Fee 75.00	
Deferred Payment Charge	TBA	200.00	
ANO Paying	121.00	152.40 per hour	
Leashold enquiries		152.40 per hour, minimum charge 152.40	
Photocopying (external solicitors and other parties)		0.30 per sheet plus £5 admin	

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Meeting: *Customer & Central Services Overview and Scrutiny Meeting*
Date: 19th December 2011
Subject: Revenue Budget Management Report Quarter ended 30th September 2011 for Corporate Resources
Report of: Executive Member for Corporate Resources
Summary: The report sets out the Revenue financial position to the end of September 2011 and the latest forecast position.

Contact Officer: John Unsworth- Assistant Chief Executive Resources
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the delivery of the Council's value for money, enabling the Council to successfully deliver its priorities

Financial:

The financial implications are set out in the report

Legal:

None

Risk Management:

None

Staffing (including Trades Unions):

None

Equalities/Human Rights:

None

Community Safety:

None

Sustainability:

None

RECOMMENDATION(S):

- 1. that the Committee**
 - (a)** Notes and considers the report

1. Introduction and Key Highlights (Appendices A1-A3)

1.1. The full year forecast position, before contingency and reserves, following planned use of earmarked reserves identifies pressures of £357k.

The key reasons for the forecast variance are due to:

Chief Executive (-£287k) – forecast under spend due to savings against AD Strategy & Performance and the Director of Customer & Shared Services largely due to the organisational restructure which has resulted in three funded posts being deleted part way through the financial year.

ACE People & Organisation (-£241k)

ACE People & Organisation (+£177k) pressure due to ACE People & Organisation interim costs, following restructure, the savings of which are included within Chief Executive.

Customer Services (-£161k) – forecast under spend as a result of vacant posts and the deletion of the Head of Service post.

People (+£82k) – pressures in Schools HR and Payroll provision due to a reduction in the number of schools buying back, and one off costs resulting from recovery work.

Legal & Democratic (-£284k) – pressure due to additional lawyers having to be recruited as a result of increases in child protection cases; staff savings in Committee Services and the release of the Elections earmarked reserve.

ACE Resources (+£798k)

ACE Resources (+£149k) pressure due to ACE Resources interim costs, following restructure, the savings of which are included within Chief Executive.

E Procurement & Payments (+£106k) pressure due to interim Head of Service cost and unachievable rebate income.

Finance (+£274k) - pressures in Customer Accounts due to an increase in the number of benefit claimants, together with an adjustment to previous years' benefit subsidy, partly offset by an additional subsidy receipt. There is a pressure within Finance due to the costs of interim staffing.

Assets (+£312k) – pressures surrounding rent income achievement on various properties, budget shortfalls for NNDR costs, shortfall against capitalised salaries and costs for interim cover of AD post.

Corporate Costs (+£87k)

Pressures around non achievement of some cross cutting efficiencies, partly offset by a forecast reduction in debt management and premature retirement costs.

Contingency & Reserves (+£316k)

A breakdown of Contingency and Reserves is included within Appendix A2.

2. Summary Table A: Directorate Overall position

Servicer Area	Approved Budget	Provisional Outturn Spend for Year	Full Year Forecast Variance (- under)/ overspend	Full Year Forecast Variance after transfers to/from reserves (-under)/ overspend
	£000	£000	£000	£000
TOTAL: Chief Executive	1,061	986	(74)	(287)
ACE People & Organisation:				
Communications	788	761	(28)	(38)
Customer Services	2,069	1,908	(161)	(161)
Policy & Strategy	543	528	(15)	(17)
Customer & Community Insight	140	140	(1)	(1)
People	2,268	2,350	82	82
Legal & Democratic Services	2,399	2,295	(104)	(284)
TOTAL: ACE People & Organisation	8,208	8,159	(49)	(241)
ACE Resources:				
Programme and Performance	1,200	1,254	54	(42)
E Procurement & Payments	421	550	130	(106)
Finance	4,319	4,641	322	274
ICT	6,545	6,545	0	0
Assets	4,325	4,636	312	312
TOTAL: ACE Resources	16,809	17,776	967	798
Corporate Costs	11,974	12,061	87	87
Contingency & Reserves	792	1,338	546	316
TOTAL: CORPORATE SERVICES	38,843	40,320	1,477	673

3. Table B – Subjective Analysis – Corporate Services Total

Expenditure type	Forecast (Before use of Reserves) £000
Staffing Costs	26,710
Premises and Transport	3,434
Supplies and Services	13,976
Third Party Payments	917
Other	84,909
Total Expenditure	129,946
Income	84,100
Grants	5,526
Total Income	89,626
Net Expenditure	40,320

Narrative- Chief Executive (note 4)

4. Chief Executive

4.1. Forecasting an under spend of £287k, key variances being:

The deletion of three posts within AD Strategy and Performance and the Director of Customer and Shared Services following the organisational restructure resulting in a forecast under spend.

Narrative- ACE People and Organisations (notes 5 to 10)

5. Communications

5.1 Forecasting an under spend of £38k, key variances being:

A £20k forecast under spend against the Consultation budget due to the Residents Survey and Budget Survey being combined as one survey and a decision to formulate the staff survey in house.

A £21k forecast under spend against the staffing budget primarily resulting from a decision not to fill an External Communications post before the end of the financial year and further under spends against the car mileage and car allowance budgets.

There is a £3k pressure against the News Central budget due to an anticipated £10k shortfall in advertising income which has largely been mitigated by a reduction in forecast expenditure.

6. Customer Services

6.1 Forecast under spend of £161k, key variances being:

Holding staff vacancies, under spend of £144k

Deletion of Head of Service post, under spend of £31k

7. Policy and Strategy

7.1 Forecast under spend of £17k, key variances being:

A £10k under spend against the Professional Services budget resulting from a decision not to implement the new Customer Relation Management System until next financial year.

A £7k under spend against the staffing budget primarily due to a Research Officer post being vacant at the start of the year and then filled part way through the financial year.

8. Customer Insight and Risk

8.1 Forecasting a £1k under spend.

9. People

9.1 The quarterly movement of £82k, mainly due to Schools HR and payroll provision buyback income pressures; fewer schools buying back services following price increase.

10. Legal & Democratic

10.1 Forecast movement of a under spend of £284k over the last quarter is due to:

Overachievement of efficiency target in Committee Services restructure, under spending by £108k

Need to recruit two additional lawyers to meet demand in Children's Services, pressure of £77k

A review of Election Services has resulted in the release of £180k reserve.

Additional service charges and property costs in Coroners Services, pressure of £32k

Narrative - ACE Resources (notes 11 to 16)

11. Programme and Performance Operations

11.1 Operational- Forecasting an under spend of £33k, key variances being:

Staff costs for notice period working, not included in original budget, resulting in a pressure of £41k.

Programme Manager post being held vacant, forecast under spend of £57k.

The postponement of the purchase of a new Performance Management System resulting in reduction of £17k

11.2 Non Operational- including Invest To Save, Pan Public Working and Corporate Subscriptions, forecasting an under spend of £10k due to the termination of the LGIU subscription.

12. E Procurement and Payments

12.1 Forecast over spend of £106k, largely due to the interim Head of Service cost and unachievable rebate income.

13. Finance

13.1 Forecast pressure of £274k, key variances being:

Pressure against Chief Finance Officer post due to interim cover, of £42k.

Forecast additional irrecoverable benefit subsidy due to increased number of benefit claims, creating a pressure of £158k.

Repayment of 2008/09 SBDC Housing benefit subsidy claim, following audit- pressure of £104k.

Additional subsidy forecast as a result of fewer local authority errors, forecast benefit of £133k.

Salary protection and interim costs in Financial Management partly creating a pressure of £28k.

Interim costs in Financial Strategy partly offset by savings in vacant posts held, resulting in a pressure of £4k.

Additional professional service costs and Bank charges in Income and Sundry Debt, resulting in a pressure of £61k.

Net increase in Insurance Premiums £71k.

Staff cost savings within Audit, resulting in an under spend of £43k.

13.2 Year to date variance against budget is largely due a timing difference between the payment of benefits and receipt of the subsidy.

14.ICT

14.1 Overall position of ICT is forecast to budget.

15.Assets

15.1 There is a forecast pressure of £312k, with a quarterly increase of £63k, the key variances being:

Pressure against Chief Finance Officer post due to interim cover, of £81k.

Pressures around rental income achievement, £262k.

Pressures around property costs, £142k .

Underachievement against capitalised salaries budget £170k

Savings against Development Disposals budget, £117k

Staff costs savings, partly as a result of changes to print room service, £230k

16. Corporate Costs and Contingency & Reserves

16.1 Corporate Costs has a forecast pressure of £87k, and Contingency is forecast to be over spent by £316k, the key variances being:

Non achievement of some cross cutting efficiencies, pressure of £415k.

Forecast reduction in Premature Retirement costs of £200k.

Forecast reduction in Debt management costs £132k.

16.2 The year to date variance against budget is due to non achievement of some of the cross cutting efficiencies and a difference between the budget profile and actual achievement of the Terms and Conditions efficiency.

17. Reserves position (Appendix B)

17.1 The balance brought forward for Earmarked Reserves is £5.671m. This includes £2.117m Redundancy /Restructure Reserve, £3.059m Insurance Reserve £0.180m Elections Fund and £0.315m of Corporate

Services reserves. To date, the forecast includes a planned £804k use of Reserves.

18. Debt Management (Appendix C)

18.1 The level of debt less than 30 days old is largely as a result of school buy back invoices being raised. A summary of debt ageing is appended.

Appendices:

Appendix A1 Council Summary

Appendix A2 Directorate Position analysed by service

Appendix A3 Movement between Current and Previous Forecast Position

Appendix B Earmarked Reserves

Appendix C Debt Analysis

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Appendix A1

Month: September 2011	Year to date				Full Year				
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing	25,873	26,318	-407	39	56,072	58,020	1,949	-1,567	382
Children's Services	17,038	16,447	-200	-791	35,176	35,210	34	-200	-166
Sustainable Communities	25,571	23,709	-244	-2,106	51,178	50,881	-297	-505	-802
Corporate Services	13,440	13,753	-517	-204	26,077	26,922	845	-574	271
Contingency and Reserves	-1,539	-1,659	0	-120	792	1,338	546	-230	316
Corporate Costs	2,634	3,384	0	750	11,974	12,061	87	0	87
Total	83,017	81,952	-1,368	-2,432	181,269	184,432	3,163	-3,076	86

Director	Cumulative to Date					Year					RAG	
	Budget	Actual	Trfs to Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
CHIEF EXECUTIVE												
Chief Executive	148	144		144	-4	296	296	-1		-1	0%	green
Director of Customer and Shared Services	187	220	-79	141	-46	375	248	-127	-79	-206	-55%	amber
AD Strategy and Performance	75	129	-57	72	-3	149	129	-20	-57	-77	-52%	amber
Partnership and Community Insight	423	440	-37	403	-20	613	686	74	-77	-4	-1%	green
Director of Corporate Resources	-187	62		62	249	-373	-373	0		0	0%	green
TOTAL- CHIEF EXECUTIVE	647	995	-172	823	176	1,060	986	-74	-213	-287	-27%	amber
ACE PEOPLE AND ORGANISATION												
ACE People	0	27	0	27	27	0	177	177	0	177	0%	red
Sub Total ACE People	0	27	0	27	27	0	177	177	0	177		
Communications												
Chief Communications Officer	79	70		70	-10	123	116	-7		-7	-6%	green
News Central Magazine	18	19		19	2	40	42	2		2	6%	amber
Internal Communications	88	100	-10	89	1	181	184	3	-10	-7	-4%	green
External Communications	118	126		126	8	231	224	-6		-6	-3%	green
Consultation	103	86		86	-16	214	193	-21		-21	-10%	green
Sub Total Communications	405	401	-10	390	-15	788	761	-28	-10	-38	-5%	green
Customer Services												

Director	Cumulative to Date					Year					RAG	
	Budget	Actual	Trfs to Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Customer Services	1,105	1,020		1,020	-85	2,069	1,908	-161		-161	-8%	green
Sub Total Customer Services	1,105	1,020	0	1,020	-85	2,069	1,908	-161	0	-161	-8%	green
Policy and Strategy												
Corporate Policy	267	244	-1	242	-25	543	528	-15	-1	-17	-3%	green
Sub Total Policy and Strategy	267	244	-1	242	-25	543	528	-15	-1	-17	-3%	green
Customer and Community Insight												
Community Insight and Risk	70	65		65	-6	140	140	-1		-1	0%	green
Sub Total Customer and Community Insight	70	65	0	65	-6	140	140	-1	0	-1	0%	green
People												
Head of HR Strategy	1,225	1,236		1,236	11	2,382	2,439	57		57	2%	amber
Head of HR Operations	-205	-108		-108	97	-410	-376	34		34	-8%	green
Head of Recruitment & Development	148	-76		-76	-224	296	287	-8		-8	-3%	green
Sub Total People	1,168	1,051	0	1,051	-117	2,268	2,350	82	0	82	4%	amber
Legal and Democratic Services												
Head of Legal Services	626	546		546	-80	1,204	1,282	77		77	6%	amber
Head of Democratic Services	238	242	-180	62	-176	477	365	-112	-180	-292	-61%	amber
Committee Services	179	122		122	-57	359	250	-108		-108	-30%	amber
Registration and Coroner Service	80	85		85	6	359	399	39		39	11%	red
Sub Total Legal and Democratic Services	1,123	995	-180	815	-308	2,399	2,295	-104	-180	-284	-12%	amber

Director	Cumulative to Date					Year					RAG	
	Budget	Actual	Trfs to Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
TOTAL- ACE PEOPLE & ORG	4,139	3,803	-192	3,611	-528	8,208	8,159	-49	-192	-241	-3%	green
ACE RESOURCES												
ACE Resources	0	33		33	33	0	149	149		149	0%	red
Sub Total ACE Resources	0	33	0	33	33	0	149	149	0	149		
Programme and Performance												
Programme and Performance Operations	274	309	-28	281	8	547	543	-5	-28	-33	-6%	green
Programme and Performance Non-Operational	354	264	-69	195	-160	652	712	59	-69	-10	-1%	green
Sub Total of Programme and Performance	628	573	-97	476	-152	1,200	1,254	54	-97	-42	-7%	green
E Procurement & Payments												
E Procurement & Payments	223	243	-24	219	-4	421	550	130	-24	106	25%	red
Sub Total E Procurement & Payments	223	243	-24	219	-4	421	550	130	-24	106	25%	red
Finance												
Head of Revenues & Benefits	516	460		460	-56	1,032	1,153	121		121	12%	red
Chief Finance Officer	125	174		174	49	67	109	42		42	62%	red
Head Of Financial Strategy	466	790	-15	775	308	1,209	1,368	159	-31	128	11%	red
Financial Management	575	580	-17	563	-12	1,151	1,196	45	-17	28	2%	amber

Director	Cumulative to Date					Year					RAG	
	Budget	Actual	Trfs to Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Head of Audit	441	400		400	-42	860	815	-46		-46	-5%	green
Sub Total Finance	2,124	2,404	-32	2,372	248	4,319	4,641	322	-48	274	82%	red
ICT												
Head of Systems (Operations)												
Head of Systems (Operations)	1,694	1,622		1,622	-72	3,248	3,237	-11		-11	0%	green
Chief IT Officer	68	68		68	0	135	136	1		1	1%	amber
Head of Systems (Strategy & As	1,670	1,683		1,683	13	3,162	3,172	10		10	0%	green
Sub Total ICT	3,431	3,373	0	3,373	-58	6,545	6,545	-0	0	-0	1%	amber
Assets												
Assets	69	83		83	15	137	337	199		199	145%	red
Chief Assets Officer	100	95		95	-6	27	109	81		81	301%	red
Head of Facilities, Maintenance	2,080	2,152		2,152	72	4,160	4,191	31		31	1%	amber
Sub Total Assets	2,249	2,330	0	2,330	81	4,325	4,636	312	0	312	447%	red
TOTAL- ACE RESOURCES	8,655	8,956	-153	8,803	148	16,809	17,776	967	-169	798	5%	amber
Corporate Costs												
Debt Management	2,762	2,296		2,296	-466	10,617	10,485	-132		-132	-1%	green
Members' costs	665	592		592	-73	1,330	1,334	4		4	0%	green
Premature Retirement Costs	618	872		872	254	2,954	2,754	-200		-200	-7%	green

Director	Cumulative to Date					Year					RAG	
	Budget	Actual	Trfs to Reserves	Actuals after transfers to reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.		Forecast % of Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Corporate HRA Recharges	0	0	0	0	0	-104	-104	0	0	0	0%	green
Efficiencies	-1,412	-377		-377	1,035	-2,823	-2,408	415	415	415	-15%	amber
Sub Total Corporate Costs	2,634	3,384	0	3,384	750	11,974	12,061	87	0	87	-22%	amber
Contingency & Reserves *												
Contingency	-1,539	-1,659		-1,659	-120	792	1,338	546	-230	316	40%	red
Sub Total Contingency & Reserves	-1,539	-1,659	0	-1,659	-120	792	1,338	546	-230	316	40%	red
Total	14,536	15,479	-517	14,962	426	38,843	40,319	1,476	-804	673	2%	amber



Key:
 Forecast variance favourable up to 10%
 Forecast variance favourable greater than 10%
 Forecast variance adverse up to 10%
 Forecast variance adverse greater than 10%

Contingency and reserves*	Budget	Forecast	Var
New Homes Bonus	-1,803	-1,121	682
Contribution to General Fund	1,400	1,400	0
Contribution to Redundancy reserve	750	750	0
Inflation contingency	145	800	655
General contingency	0	800	800
Adult Community Learning Grant	0	-1,291	-1,291
Release of JTU reserve	0	-230	-230
SEPT transfer from ASC	300	0	-300
	792	1,108	316

Movement between Sep forecast variance and Jun forecast variance					Appendix A3	
Director	Variance Sep £000	Variance Jun £000	Change in Variance £000	COMMENTARY		
Chief Executive Director of Customer and Shared Services	-1 -206	0 -8	-1 -198	ACE costs now reported separately Movement due to a decision taken after the June report to make the AD Strategy and Performance post and PA post redundant.		
AD Strategy and Performance Partnership and Community Insight Director of Corporate Resources	-77 -4 0	-2 -4 0	-75 0 0			
Sub Total Chief Executive	-287	-14	-273			
ACE People and Organisation						
ACE People & Org	177	0	177	ACE costs previously included in Chief Executive		
Chief Communications Officer News Central Magazine Internal Communications External Communications	-7 2 -7 -6	7 -30 14 10	-14 32 -21 -16	Budgets have been re-aligned since the June report. Overall, this £38k movement includes a £20k reduction in the forecast for Consultancy costs due to the Residents Survey and Budget Survey being combined as one survey and a decision to formulate the staff survey in house, a £20k reduction against the staffing budget primarily due to a decision not to fill a vacant post offset by a £3k increase in the forecast for the News Central magazine.		
Sub Total Communications	-38	0	-38			
Customer Services	-161	-73	-88	Service migration budget adjustment vired in month and a reduction in car mileage forecast.		
Sub Total Customer Services	-161	-73	-88			
Corporate Policy Sub Total Policy and Strategy	-17 -17	0 0	-17 -17	This is a new budget area for the Sept report derived from elements of the 'old' Planning and Programme Management and the Partnership and Performance budgets. The Sept variance is due to a £10k reduction in forecast for external professional services resulting from a decision not to implement the new Customer Relations Management System until next financial year, and a £7k under spend against the staffing budget.		
Community Insight and Risk	-1	0	-1	As above this is a new budget area for the Sept report. Current variance relates to an under spend for car mileage.		
Sub Total Customer and Community Insight	-1	0	-1			
Head of HR Strategy Head of HR Operations Head of recruitment and Development	57 34 -8	0 0 0	57 34 -8	The movement of £826 increase within AD People is due to forecast pressures in income, due largely to reduced schools buying back services. Previously recognised as a risk.		
Sub Total People	82	0	82			
Head of Legal Services Head of Democratic Services Committee Services	77 -292 -108	3 7 -108	74 -299 -0	increase in Child Protection cases within Legal Services which has resulted in recruiting two members of staff. Review of Elections cost, including release of £180k reserve.		

Movement between Sep forecast variance and Jun forecast variance

Director	Variance Sep £000	Variance Jun £000	Change in Variance £000	COMMENTARY
Registration and Coroner Service	39	0	39	Registration Services - Increase in forecast for unanticipated rates charges for 2010/11 & 2011/12, and an increase in cleaning services recharged. Coroners Service - Unanticipated rent charges going back to 2006/7 - 2011/12. Increase in Post Mortem charges in line with service requirement.
Sub Total Legal and Democratic Services	-284	-98	-186	
Total, ACE People	-241	-171	-70	
ACE Resources				
ACE Resources	149	0	149	ACE costs previously included in Chief Executive
Programme and Performance Operations	-33	0	-33	The current Sept varaince includes a £16k under spend against the staffing budget and a further £17k under spend against the Prof Sys budget due to the delayed implementation of the Performance Management System.
Programme and Performance Non- Operations	-10	0	-10	This movement is due to a £10k reduction in forecast for Corporate Subscriptions which has resulted from a decision to terminate the LGIU subscription.
Sub Total Programme and Performance	-42	0	-42	
E. Procurement & Payments	106	-29	135	Cost of Interim Head of Procurement.
Sub Total E Procurement & Payments	106	-29	135	
Head of Revenues & Benefit	121	137	-16	Reduction in Agency costs.
Chief Finance Officer	42	83	-41	Reduction in interim AD Finance costs £41k.
Head of Financial Strategy	128	64	64	Net increase in insurance premiums after recharges (£71k). Support for interim SFM costs, £34k, Bursary forecast reduced by £40k following cost mitigation, Support from Children's Services for loss of schools' income £20k
Financial Management	28	125	-97	Reduction in salary costs due to extension of secondment till end of Sept and a reduction in Audit Fees £34k.
Head of Audit	-46	2	-48	
Sub Total Finance	274	411	-137	
Head of Systems (Operations)	-11	0	-11	
Chief IT Officer	1	0	1	
Head of Systems (Strategy & AS)	10	0	10	
Sub Total ICT	-0	0	-0	

Movement between Sep forecast variance and Jun forecast variance

Director	Variance Sep £000	Variance Jun £000	Change in Variance £000	COMMENTARY
Assets Chief Assets Officer	199 81	52 81	147 0	A movement of £147k increase over the last quarter is due to various reasons. Capital Development was unable to meet accounting requirements to trade as a Trading account causing a pressure of £170k. There was a £55k income pressure within Shops & Sopping Centres which was transferred from Customer Services for sharing of properties with JCP. This was offset buy savings on various properties cutting back on such items as Building repairs and maintenance, Cleaning supplies and Ground Maintenance.
Head of Facilities, Maintenance	31	116	-85	A movement of £85k over the last quarter is due to various reductions within FM, from a review of staffing costs and savings on various properties cutting back on such items as Building repairs and maintenance, Cleaning supplies and Ground Maintenance.
Sub Total Assets	312	249	63	
Total ACE Resources	798	631	167	
Debt Management Members' costs	-132 4	168 2	-300 2	Forecast financing charges revised following review (£100k pressure against interest receivable, and MRP revised based on advice from our consultants Arlingclose).
Premature Retirement Costs Corporate HRA Recharges	-200 0	0 0	-200 0	Revised assumptions reflecting recent estimate of teachers' pension recharge from Beds Borough Council.
Efficiencies	415	0	415	Non achievement of unallocated RIO targets, delay in fully implementing the Web Transformation Project and a shortfall in Customer Services Migration efficiency.
Sub Total Corporate Costs	87	170	-83	
Contingency	316	345	-29	Non achievement of Efficiencies transferred from Contingency to Efficiencies (£350k), JIU surplus (£230k), and SEPT funding transferred from Adult Social Care (£300) plus increased Contingency to reflect increased risk:additional £800.
Sub Total Contingency & Reserves	316	345	-29	
Total	673	961	-288	

Appendix B

Earmarked Reserves - Month: August 2011

Description	Opening Balance 2011/12 £000	Increase in reserves £000	Directorate Spend against reserves £000	Other Directorate Spend against reserves £000	Our spend against other Directorates reserves	Release of reserves £000	Proposed Closing Balance 2011/12 £000
Corporate Services							
Performance Reward Grant	174		5				168
LSP Sustainable Neighbourhoods	48		48				0
Community Engagement work	6		6				0
Targeted Support for Empowerment Improvement Project	18		18				0
Invest to Save, Recovery project - Legal	5		5				0
Invest to save, Recovery project HR	43		43				0
Invest to Save, Recovery project - Web development	21		21				0
	315	0	146	0	0	0	168
Corporate Reserves							
Redundancy/Restructure Reserve	2,117	750	216	110			2,541
Insurance reserve	3,059		31				3,028
Elections Fund	180		180				0
	5,356	750	427	110	0	0	5,569
Sustainable Communities Reserves							
JTU Reserve	0	0	0	0	230		-230
					230		-230
Total Earmarked Reserves	5,671	750	573	110	230	0	5,508

Debtors Report - September 2011

Corporate Services

APPENDIX C

CUSTOMER GROUP	1 to 14 Days		15 to 30 Days		31 to 60 Days		61 to 90 Days		91 to 365 days		1 year and over		Total Debt	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
Schools	448	24%	465	25%	9	0%	86	5%	28	1%	4	0%	1,040	55%
Bedford Borough	0	0%	32	2%	0	0%	0	0%	10	1%	109	6%	151	8%
Bedfordshire PCT	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
General debts	76	4%	295	16%	15	1%	65	3%	115	6%	139	7%	705	37%
TOTAL DEBT	524	28%	792	42%	24	1%	151	8%	153	8%	252	13%	1,896	100%

PREVIOUS QUARTER	1,580	52%	844	28%	96	3%	23	1%	211	7%	255	8%	3,010	100%
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Meeting: *Customer & Central Services Overview & Scrutiny Meeting*
Date: 19th December 2011
Subject: **Capital Budget Management Report Quarter ended 30th September 2011 for Corporate Resources**
Report of: Executive Member- Corporate Resources
Summary: The report sets out the Capital financial position to the end of September 2011.

Contact Officer: John Unsworth- Assistant Chief Executive Resources
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

Sound financial management contributes to the delivery of the Council's value for money, enabling the Council to successfully deliver its priorities

Financial:

The financial implications are set out in the report

Legal:

None

Risk Management:

None

Staffing (including Trades Unions):

None

Equalities/Human Rights:

None

Community Safety:

None

Sustainability:

None

RECOMMENDATION(S):

1. **that the Committee:**
 - (a) Notes and considers this report.

Introduction

1. The report sets out the financial position to the end of September 2011.

2. **KEY HIGHLIGHTS (Appendix A1 and A2)**

2.1 **Capital – ACE Resources**

The approved gross capital programme, following review in August, is £5,733k (£5,454k net) with spend to date running £182k behind profiled budget.

2.2 **Capital – ACE People & Organisation**

The approved gross capital programme, following review in August, is £154k with spend to date running £2k behind profiled budget.

Appendices:

Appendix A1 – Capital Summary- ACE Resources

Appendix A2 – Capital Summary- ACE People & Organisation

Background Papers: None

Location of papers: Technology House, Bedford.

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/2012

2011/12 Capital Programme
Assistant Chief Executive Resources

Title and Description of the Scheme	September 2011												Revised Capital Programme- August 2011				
	PROFILED BUDGET YTD				ACTUAL				VARIANCE				Gross Expenditure	External Funding	Net Expenditure		
	Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure					£000s	£000s
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
<u>CBC Corporate Property Rolling Programme(R)</u> includes Improvement and Development of the corporate estate and capital maintenance. The requirement for 2011/12 is calculated to be c. £3m, of which £1m will be covered by additional slippage from 2010/11.	88		88	54	54									1,456	0	1,456	
<u>Amphill Court House - (Originally shown in the Corporate Property Block)</u>			0	0	0									150		150	
<u>Priory House - (Originally shown in the Corporate Property Block)</u>			0	0	0									212		212	
<u>Houghton Lodge/Regis - (Originally shown in the Corporate Property Block)</u>			0	0	0									74		74	
<u>Libraries - (Originally shown in the Corporate Property Block)</u>			0	0	0									371		371	
<u>Carbon Reduction Improvements (Originally shown in the Corporate Property Block)</u>			0	0	0									330		330	
<u>Waiting House - (Originally shown in the Corporate Property Block)</u>			0	0	0									171		171	
<u>Slisoe Horticultural Centre</u>			0	0	0									66		66	
<u>Arlesey - (Originally shown in the Corporate Property Block)</u>			0	0	0									123		123	
<u>Tiddenfoot Leisure Centre (Originally shown in the Corporate Property Block) - paths and car parking</u>			0	0	0									176	0	176	
<u>Priory House (Originally shown in the Corporate Property Block) - car parking</u>			0	0	0									0	0	0	
<u>ICT Infrastructure - Professional Services (from Rolling Programme)</u>	49		49	313	313									96	0	96	
<u>ICT Infrastructure - Hardware (from Rolling Programme)</u>	185		185	49	49									235	0	235	
<u>ICT Infrastructure - Software (from Rolling Programme)</u>	100		100	3	3									240	0	240	
<u>AI5 Face</u>	6	-6	0	0	0									64	(64)	0	

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/20122011/12 Capital ProgrammeAssistant Chief Executive Resources

Title and Description of the Scheme	September 2011												Revised Capital Programme- August 2011					
	PROFILED BUDGET YTD						ACTUAL						VARIANCE			Gross Expenditure	External Funding	Net Expenditure
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	£000s	£000s	£000s			
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Enterprise Content Management (KEY ECM) Implementation To deliver a single Enterprise Content Management (KEY ECM) system for Central Bedfordshire that will: • create a central secure records management storage repository for all business critical electronic (and paper) documents; • act as a central email archive underpinning compliance and regulatory requirements	30		30	0		0	-30		0		-30		0		150	0	150	
GBC Network (NEW) Move of 1000 users off BBC network	105		105	110		110	5		0		5		0		148	0	148	
Data Centre Migration (NEW) To provide CBC with a data centre that is not susceptible to power outages	0		0	0		0	0		0		0		0		0	0	0	
ICT Time Recording System(NEW) To enable effective project charging	66		66	0		0	-66		0		0		0		66	0	66	
SAP Optimisation- Financial Forecasting	0		0	0		0	0		0		0		0		60	0	60	
SAP Optimisation- Implementation of Manager & Employee Self Service	0		0	0		0	0		0		0		0		0	0	0	
Integrated Asset Management System (NEW) - This single platform will be accessible cross service, resolving the current issues of multiple databases.	0		0	0		0	0		0		0		0		150	0	150	
Co-Location DWP former Community Hubs- Total Place/ Points of Presence	0		0	0		0	0		0		0		0		480	(215)	265	
Optical Character Recognition (OCR)	60		60	60		60	0		0		0		0		84	0	84	
Additional Construction works - Technology House (Your Space)			0	57		57	57		0		0		0		35	0	35	

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/2012

2011/12 Capital Programme
Assistant Chief Executive Resources

Appendix A1

Title and Description of the Scheme	September 2011						Revised Capital Programme- August 2011					
	PROFILED BUDGET YTD			ACTUAL			VARIANCE					
	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s			
Web strategy - The Council's web strategy project has 3 strategic objectives: <ul style="list-style-type: none"> To generate efficiencies To support democratic engagement To improve customer service <p>The implementation of this comprehensive web strategy is fundamental to the transformation of the Council's services.</p>	37		37	42	0	42	5	0	5	72	0	72
Performance / Complaints Management System: To introduce a corporate software system or systems which will allow us to: Effectively monitor, report and improve on our performance Analyse and plan for effective risk management	0		0	0	0	0	0	0	0	90	0	90
<u>Clophill St Mary's Maintenance</u>	75		75	0	-75	0	-75	0	-75	75	0	75
<u>ICT Stabilisation</u>	75		75	0	-75	0	-75	0	-75	559	0	559
			0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	0
Total Assistant Chief Executive- Resources	876	(6)	870	688	0	688	(188)	6	(182)	5,733	(279)	5,454

(R)= Rolling Programme

2011/12 Capital Programme
Office of the Chief Executive

Title and Description of the Scheme	September 2011														
	PROFILED BUDGET YTD				ACTUAL				VARIANCE				Revised Capital Programme- August 2011		
	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure	Gross Expenditure	External Funding	Net Expenditure
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Legal Services Case Management	3	0	3	1		1	-2	0		-2	7	0	7	0	7
Customer Relationship Management (CRM) - Combination of two capital projects from the 2010/11 programme: Mid and South Beds T-Government Partnership and Partnership of Beds District Councils (combined budget 2010/11 of £343k).	68	0	68	68		68	0	0		0	147	0	147	0	147
Total Assistant Chief Executive- People	71	0	71	69	0	69	(2)	0	(2)	0	154	0	154	0	154

(R)= Rolling Programme

Meeting: Customer & Central Services Overview & Scrutiny Committee
Date: 19 December 2011
Subject: Work Programme 2011 – 2012 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Bernard Carter, Corporate Policy & Scrutiny Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Customer & Central Services 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 Safety:

n/a

Sustainability:

n/a

RECOMMENDATION(S):

1. **that the Customer & Central Services Overview & Scrutiny Committee**
 - (a) **considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) **considers the Executive Forward Plan; and**
 - (c) **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.**

Work Programme

1. Attached at Appendix A is the currently drafted work programme for the Committee.
2. Also attached at Appendix B is the latest version of the Executive's Forward Plan so that Overview & Scrutiny Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. Those items relating specifically to this Committee's terms of reference are shaded in light grey.
3. The Committee is now requested to consider the work programme attached and amend or add to it as 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 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 may wish to establish a Task Force to assist the Committee in its work.

Work Programme for Customer & Central Services Overview & Scrutiny Committee 2011 – 2012

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	19 December 2011	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Draft Budget 2012/13	To consider the Council's draft Budget for 2012/13, as follows:- <ul style="list-style-type: none"> • Revenue • Capital • Fees & Charges 	
		Quarter 2 Budget Monitoring	To consider corporate budget and treasury management monitoring information for the second quarter of 2011/12, together with specific information for Corporate Services (Resources and People & Organisation).	
2.	16 January 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
		Medium Term Objectives	To consider the Council's draft Medium Term Objectives	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		<p>Corporate Asset Management Strategy</p> <p>Recovery Programme</p> <p>Quarter 2 Performance Monitoring</p>	<p>To consider the Council's Corporate Asset Management Strategy</p> <p>To receive a progress report regarding the recovery programme of the Corporate Services Directorate</p> <p>To consider performance monitoring information for the second quarter of 20011/12</p>	
3.	27 February 2012	<p>Executive Member Update</p> <p>Procurement Review & Priorities</p> <p>Medium Term Accommodation Plan</p>	<p>To receive a brief verbal update from the relevant Executive Member</p> <p>To receive a report regarding the broad direction for procurement at Central Bedfordshire Council</p> <p>To receive a report on progress with the Medium Term Accommodation Plan</p>	
4.	16 April 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		<p>Quarter 3 Budget Monitoring</p> <p>Quarter 3 Performance Monitoring</p> <p>Channel Shift</p> <p>ICT Framework</p>	<p>To consider corporate budget and treasury management monitoring information for the third quarter of 20011/12, together with specific information for Corporate Services (Resources and People & Organisation).</p> <p>To consider performance monitoring information for the third quarter of 20011/12</p> <p>To receive a progress report regarding implementation of the Channel Shift programme</p> <p>To receive the quarterly progress report regarding implementation of the ICT Framework</p>	
5.	21 May 2012	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	

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**Central Bedfordshire Council
Forward Plan of Key Decisions
1 December 2011 to 30 November 2012**

- 1) During the period from **1 December 2011 to 30 November 2012**, 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:

Cllr James Jamieson	Leader of the Council and Chairman of the Executive
Cllr Maurice Jones	Deputy Leader and Executive Member for Corporate Resources
Cllr Mark Versallion	Executive Member for Children’s Services
Cllr Mrs Carole Hegley	Executive Member for Social Care, Health and Housing
Cllr Ken Matthews	Executive Member for Sustainable Communities – Strategic Planning and Economic Development
Cllr Brian Spurr	Executive Member for Sustainable Communities - Services
Cllr Mrs Tricia Turner MBE	Executive Member for Economic Partnerships
Cllr Richard Stay	Executive Member for External Affairs

- 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 Committee Services Manager, 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
15 March 2011	03 March 2011
05 April 2011	24 March 2011
31 May 2011	19 May 2011
12 July 2011	30 June 2011
23 August 2011	11 August 2011
4 October 2011	22 September 2011
15 November 2011	3 November 2011
6 December 2011	24 November 2011
10 January 2012	22 December 2011
14 February 2012	2 February 2012
27 March 2012	15 March 2012
15 May 2012	3 May 2012

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 December 2011 to 30 November 2012

Key Decisions

Date of Publication: 15 November 2011

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Draft Budget 2012/13 and Medium Term Financial Plan -	To consider the draft budget for 2012/13 and the Medium Term Financial Plan including fees and charges and the capital programme.	6 December 2011		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/2011 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
2.	Quarter 2 Budget Monitoring -	To consider the quarter 2 budget monitoring report.	6 December 2011		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/11 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Draft Housing Revenue Account (HRA) Budget 2012/13 and Self-Financing HRA Business Plan -	To consider the draft Housing Revenue Account budget for 2012/13.	6 December 2011		Report	Executive Member for Social Care, Health and Housing, Deputy Leader and Executive Member for Corporate Resources Comments by 05/11/11 to Contact Officer: Tony Keaveney, Assistant Director Housing Services and/or Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 and/or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5213
4.	Future of Special Schooling in the South of Central Bedfordshire -	To consider the alternative arrangement for Area Special Schools in light of the decision by the Department for Education to award Academy Status to Weatherfield Special School.	6 December 2011	Statutory Notices.	Report	Executive Member for Children's Services Comments by 05/11/2011 to Contact Officer: Pete Dudley, Assistant Director Learning and Strategic Commissioning Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	2011 Annual Assessment of Children's Services -	Response to Ofsted Annual Assessment and agreement to the improvement strategy.	6 December 2011		Report	Executive Member for Children's Services Comments by 05/11/11 to Contact Officer: Sylvia Gibson, Head of Learning Email: sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522
6.	Extension of the Household Waste Recycling Centres Management Contract -	To consider the extension of the household waste recycling centres management contract with Viridor.	6 December 2011		Report	Executive Member for Sustainable Communities - Services Comments by 05/11/11 to Contact Officer: John Atkinson, Head of Legal and Democratic Services Email: Tracey Harris, Head of Waste Services tracey.harris2@centralbedfordshire.gov.uk Tel: 0300 300 4031 or john.atkinson@centralbedfordshire.gov.uk Tel: 0300 300 6255

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Harmonisation of the Housing Needs Service in Central Bedfordshire -	To approve the harmonisation of the Housing Needs Service in Central Bedfordshire.	10 January 2012		Report	Executive Member for Social Care, Health and Housing Comments by 09/12/11 to Contact Officer: Mary Goodson, Policy Advisor Email: mary.goodson@centralbedfordshire.gov.uk Tel: 0300 300 5515
8.	Fairer Charging - Phase 2 -	To receive an update on phase 2 fairer charging and to make a decision on the introduction of weekly charge for Telecare Services.	10 January 2012	Current Telecare users (individual letter and survey); Stakeholder Groups and Public (email and web-based survey) 15 August 2011 – 4 November 2011.	Report Consultation document containing proposals Analysis of consultation responses	Executive Member for Social Care, Health and Housing Comments by 09/12/11 to Contact Officer: Tim Hoyle, Head of Business Systems Email: tim.hoyle@centralbedfordshire.gov.uk Tel: 0300 300 6065
9.	ICT Framework Document -	To approve the ICT Framework document.	10 January 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/2011 to Contact Officer: Clive Jones, Chief ICT Officer Email: clive.jones@centralbedfordshire.gov.uk Tel: 0300 300 4168

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Outcome of the Review of Children's Centres -	To consider the outcome of the review of children's centres.	10 January 2012		Report	Executive Member for Children's Services Comments by 09/12/2011 to Contact Officer: Catherine Parry, Assistant Director (Acting), Children's Services Operations Email: catherine.parry@centralbedfordshire.gov.uk Tel: 0300 300 6441
11.	Treasury Management Policy and the Treasury Management Strategy -	To recommend to Council the adoption of the Treasury Management Policy and Treasury Management Strategy.	10 January 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/11 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
12.	Local Sustainable Transport Fund bid for Central Bedfordshire -	To approve the Local Sustainable Transport Fund bid for Central Bedfordshire.	10 January 2012	Stakeholder consultees.	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 09/12/11 to Contact Officer: Paul Cook, Head of Transport Strategy Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Review of Traded Services for Schools -	To consider the review of traded services for schools.	10 January 2012		Report	Executive Member for Children's Services, Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/11 to Contact Officer: John Unsworth, Interim Assistant Chief Executive (Resources) Email: john.unsworth@centralbedfordshire.gov.uk Tel: 0300 300 5875
14.	Award of the Housing Responsive Maintenance and Void Repairs Contract -	To award the housing responsive maintenance and void repairs contract.	14 February 2012		Report	Executive Member for Social Care, Health and Housing Comments by 09/12/11 to Contact Officer: Basil Quinn, Housing Asset Manager Performance Email: basil.quinn@centralbedfordshire.gov.uk Tel: 0300 300 5118

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Budget 2012/13 -	To recommend to Council the proposed budget for 2012/13.	14 February 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/01/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
16.	Housing Revenue Account Budget 2012/13 -	To recommend to Council the Housing Revenue Account Budget 2012/13 for approval.	14 February 2012		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 13/01/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer and/or Tony Keaveney, Assistant Director Housing Services Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147 and/or tony.keaveney@centralbedfordshire.gov.uk Tel: 0300 300 5213

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	Localism Bill -	To consider the Localism Bill and the delivery through the Community Strategy.	14 February 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/01/12 to Contact Officer: Peter Fraser, Head of Partnerships & Community Engagement Email: peter.fraser@centralbedfordshire.gov.uk Tel: 0300 300 6740
18.	Corporate Asset Management Plan -	To approve the Corporate Asset Management Plan.	14 February 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 13/01/12 to Contact Officer: Ian Brown, Interim Chief Assets Officer Email: ian.brown@centralbedfordshire.gov.uk Tel: 0300 300 5711
19.	Review of Central Bedfordshire Council Library Service -	Approval is sought to: A: agree the Central Bedfordshire vision for the Libraries Service; and B: agree a sustainable model of future Library Service provision.	27 March 2012	Throughout May - July 2011 a series of focus groups and workshops with service users and partners and stakeholders. From October 2011 – January 2012 a formal consultation on the vision and potential service delivery models.	Emerging vision, core service offer and aspiration Libraries Service Review Report Outcomes from consultation process Equality Impact Assessment	Executive Member for Sustainable Communities - Services Comments by 26/02/12 to Contact Officer: Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2012-2013 -	To adopt the Community Safety Partnership Priorities and the Community Safety Partnership Plan for 2012-2013.	27 March 2012	Strategic Assessment & Partnership Plan will be considered at the Community Safety Partnership Executive meeting in November/December, Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2012-2013	Executive Member for Sustainable Communities - Services Comments by 26/02/12 to Contact Officer: Jeanette Keyte, Community Safety Manager Email: jeanette.keyte@centralbedfordshire.gov.uk Tel: 0300 300 5232
21.	Food Law Enforcement Service Plan 2012-2013, Age Restricted Sales Plan 2012-2013 and the Health and Safety (as a Regulator) Service Plan 2012-2013 -	To approve the Food Law Enforcement Service Plan 2012-2013, Age Restricted Sales Plan 2012-2013 and the Health and Safety (as a Regulator) Service Plan 2012-2013.	27 March 2012		Central Bedfordshire Enforcement Policy; FSA Framework Agreement on Local Authority Food Law Enforcement; Food Law Code of Practice (England); HSE Section 18 Standard on Enforcement	Executive Member for Sustainable Communities - Services Comments by 26/02/12 to Contact Officer: Susan Childerhouse, Head of Public Protection (North) Email: susan.childerhouse@centralbedfordshire.gov.uk Tel: 0300 300 4394

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Leighton Buzzard Town Centre Planning and Development Briefs -	To endorse the planning document for two sites as Interim Technical Guidance for Development Management Purposes.	27 March 2012	Statutory consultation procedure to be carried out in Autumn 2011.	Leighton Buzzard Town Centre sites Planning and Development Briefs	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 26/02/12 to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration Email: liz.wade@centralbedfordshire.gov.uk Tel: 0300 300 6288
23.	Brewers Hill Road Sites, Dunstable Regeneration -	To adopt the plans for the Brewers Hill Road sites as a Supplementary Planning Document or endorsement as Interim technical guidance for Development Management Purposes.	27 March 2012	Statutory consultation procedure to be carried out in November/December 2011 via exhibitions, meetings and questionnaires.	Brewers Hill Road sites, Dunstable Development Brief	Executive Member for Sustainable Communities - Strategic Planning and Economic Development, Deputy Leader and Executive Member for Corporate Resources Comments by 26/02/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets or Andy Lewis, Major Projects Officer Email: peter.burt@centralbedfordshire.gov.uk Tel: 0300 300 5281 or andy.lewis@centralbedfordshire.gov.uk Tel: 0300 300 5526

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Quarter 3 Budget Monitoring -	To consider quarter 3 budget monitoring report.	27 March 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 26/02/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
25.	Alternative Future Provision of the Pupil Referral Unit -	To consider an alternative provision free school - Pupil Referral Unit	27 March 2012		Report	Executive Member for Children's Services Comments by 26/02/12 to Contact Officer: Pete Dudley, Assistant Director Learning and Strategic Commissioning Email: pete.dudley@centralbedfordshire.gov.uk Tel: 0300 300 4203
26.	Local Lettings Policy to Rural Exception Sites in Central Bedfordshire -	To agree the Local Lettings Policy to allocate affordable housing to Rural Exception Sites in Central Bedfordshire.	27 March 2012		Report	Executive Member for Social Care, Health and Housing Comments by 26/02/12 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	All Age Skills Strategy and the Skills Role of the Local Authority -	Approval is sought to agree the All Age Skills Strategy for Central Bedfordshire and to agree on the future role of the local authority in the skills agenda.	27 March 2012	<p>The draft All Age Skills Strategy was created following a series of workshops, focus groups and interviews with partners, stakeholders and individuals, during June and July 2011. From early August to late October 2011, a formal 13 week consultation on the draft strategy was held. A follow up stakeholder workshop was held in mid October.</p> <p>Across November and December 2011, a series of one to one meetings, structured interviews and workshops will be held internally to establish the existing skills role of the local authority and to seek views on the potential future role. In January 2012 external stakeholders will be consulted with, again through workshops and interviews to examine Central Bedfordshire wide skills governance arrangements.</p>	<p>All Age Skill Strategy All Age Skills Strategy Consultation Report Report on the future role of the local authority in the skills agenda, with options analysis and implementation plan for the preferred option Equality Impact Assessment</p>	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 26/02/11 to Contact Officer: Kate McFarlane, Head of Community Regeneration & Adult Skills Email: kate.mcfarlane@centralbedfordshire.gov.uk Tel: 0300 300 5858</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
28.	Outcome of Statutory Consultation on Special Schools in the South of Central Bedfordshire -	To consider the outcome of the Statutory Consultation on the Special Schools in the south of Central Bedfordshire.	27 March 2012		Report	Executive Member for Children's Services Comments by 26/02/12 to Contact Officer: Catherine Parry, Assistant Director (Acting), Children's Services Operations Email: catherine.parry@centralbedfordshire.gov.uk Tel: 0300 300 6441
29.	Development Strategy -	The Development Strategy will set out the broad approach to new development across Central Bedfordshire to 2031, including new housing and employment targets and new large-scale development sites. The Executive will be requested to consider and agree the Central Bedfordshire Development Strategy for the purposes of Publication and subsequent Submission to the Secretary of State.)	13 November 2012	Consultation expected in May/June 2012, Member consideration through Development Strategy Task Force/Sustainable Communities Overview and Scrutiny Panel.	Draft Development Strategy (Pre-Submission version) Sustainability Appraisal Report of consultation and other technical/evidence reports	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/10/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
NON KEY DECISIONS						
30.	Outcome of the Disability Review Children's Services -	A review of the non schools provision for disabled children is on going during September to December 2011. There may be need for structural changes which would form the content of an Executive report.	10 January 2012		Report	Executive Member for Children's Services Comments by 09/12/11 to Contact Officer: Catherine Parry, Assistant Director (Acting), Children's Services Operations Email: catherine.parry@centralbedfordshire.gov.uk Tel: 0300 300 6441
31.	Quarter 2 Performance Report -	To receive quarter 2 performance report.	10 January 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/12/11 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Quarter 3 Performance Report -	To receive quarter 3 performance report.	27 March 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 26/02/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517
33.	Quarter 4 Performance Report -	To receive quarter 4 performance report.	3 July 2012		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 02/06/12 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: elaine.malarky@centralbedfordshire.gov.uk Tel: 0300 300 5517

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**

For the Municipal Year 2011/12 the Forward Plan will be published on the fifteenth day of each month or, where the fifteenth day is not a working day, the working day immediately proceeding the fifteenth day, or in February 2012 when the plan will be published on the fourteenth day:

Date of Publication	Period of Plan
15.04.11	1 May 2011 – 30 April 2012
13.05.11	1 June 2011 – 31 May 2012
15.06.11	1 July 2011 – 30 June 2012
15.07.11	1 August 2011 – 31 July 2012
15.08.11	1 September 2011 – 31 August 2012
15.09.11	1 October 2011 – 30 September 2012
14.10.11	1 November 2011 – 31 October 2012
15.11.11	1 December 2011 – 30 November 2012
15.12.11	1 January 2012 – 31 December 2012
13.01.12	1 February 2012 – 31 January 2013
14.02.12	1 March 2012 – 28 February 2013
15.03.12	1 April 2012 – 31 March 2013