

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



please ask for Bernard Carter

direct line 0300 300 4175

date 4 April 2012

NOTICE OF MEETING

CUSTOMER AND CENTRAL SERVICES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Monday, 16 April 2012 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 27 February 2012 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	Executive Member Update To receive a brief verbal update from the Deputy Leader & Executive Member for Corporate Resources.	*
10	Medium Term Plan Consultation To consider the Council's draft Medium Term Plan.	* 11 - 28
11	Your Space 2 To receive a presentation regarding the plan for the Your Space 2 (previously called Medium Term Accommodation Plan) asset rationalisation programme.	*
12	Customer First To receive a presentation regarding the progress made towards implementation of the Customer First programme.	*
13	Quarter 3 Budget Monitoring (Revenue) To consider corporate revenue budget monitoring information for the 3rd quarter of 2011/12.	* 29 - 52
14	Quarter 3 Budget Monitoring (Capital) To consider corporate capital budget monitoring information for the 3rd quarter of 2011/12.	* 53 - 66
15	Quarter 3 Corporate Services Budget Monitoring (Revenue) To consider revenue budget monitoring for the 3 rd quarter of 2011/12 for Corporate Services (Resources and People & Organisation).	* 67 - 88
16	Quarter 3 Corporate Services Budget Monitoring (Capital) To consider capital budget monitoring for the 3 rd quarter of 2011/12 for Corporate Services (Resources and People & Organisation).	* 89 - 96
17	Quarter 3 Performance Monitoring To consider performance monitoring information for the 3rd quarter of 2011/12.	* 97 - 104

The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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, 27 February 2012.

PRESENT

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

Cllrs J A E Clarke
Mrs R J Drinkwater
Dr R Egan

Cllrs J Murray
Mrs M Mustoe

Apologies for Absence: Cllrs L Birt
R W Johnstone

Substitutes: Cllrs

Members in Attendance: Cllrs P N Aldis
D Bowater
D J Hopkin
M R Jones
M A G Versallion
Chairman of Audit Committee
Deputy Executive Member for Corporate Resources
Deputy Leader and Executive Member for Corporate Resources
Executive Member for Children's Services

Officers in Attendance: Mr B Carter – Corporate Policy & Scrutiny Manager
Ms D Clarke – Interim Assistant Chief Executive (People & Organisation)
Mr R Edwards – Interim Head of Procurement
Mr P Fraser – Head of Partnerships & Community Engagement
Mr C Warboys – Chief Finance Officer & Section 151 Officer

CCS/11/96 **Minutes**

RESOLVED

That the minutes of the meeting of the Customer and Central Services Overview and Scrutiny Committee held on 27 February 2012 be confirmed and signed by the Chairman as a correct record.

CCS/11/97 **Members' Interests**

(a) **Personal Interests:-**

None.

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

None.

CCS/11/98 **Chairman's Announcements and Communications**

The Chairman had no announcements.

CCS/11/99 **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/11/100 **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/11/101 **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/11/102 **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/11/103 **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 plain English guide to the Localism Bill, which had recently been circulated to all Members;
- Approval of the Council's 2012/13 Budget at full Council;
- The current forecast regarding the 2011/12 budget;
- The commencement of two major projects, Channel Shift and SAP Optimisation, both of which would be subject to progress reports to future meetings; and

- The Council's continuing work with Town & Parish Councils with regard to the devolution of services, where appetite existed.

CCS/11/104 Procurement Review & Priorities

The Interim Head of Procurement delivered a presentation, which provided the Committee with details of the Council's procurement review and priorities. Specifically, the presentation covered:-

- A summary of the current position;
- Data and analysis regarding addressable spend;
- A snapshot of high value suppliers;
- Agreed objectives going forward;
- Recommendations regarding the Target Operating Model;
- An analysis of the category cycle;
- Category management;
- Supplier relationship management;
- Procedures and compliance;
- Structure, resources and capability;
- Use of systems and management information; and
- Procurement priorities going forward.

Members of the Committee raised a number of queries during the presentation regarding the following issues, which were addressed by the Executive Member and officers in attendance:-

- The Procurement Team's visibility of all procurement activity within the Council and the structure of accountability with regard to procurement practice within service directorates;
- The need to ensure ICT contracts in particular delivered value for money and were supported by robust business cases;
- The possibility of researching different models of procurement to include independent review of contract management;
- The need to tailor the procurement process to accommodate localism and the potential increasing prevalence/use of social enterprises and the voluntary and community sector in the delivery of services in the future; and
- The extent of any "use it or lose it" culture within the Council. In this regard, the Interim Head of Procurement assured Members that he had not encountered any such culture since the start of his tenure.

In conclusion, the Committee thanked the Interim Head of Procurement for an informative presentation, and requested that an electronic copy be circulated to Members, and that a progress report be received in six months. Cllr D Bowater (Chairman of the Audit Committee), who was in also attendance for the meeting, requested that a similar presentation be made to his Audit Committee in the near future.

RECOMMENDATION:

That the presentation be noted and that a progress report be submitted to the Committee in 6 months.

CCS/11/105 **Let's Talk Together Review**

The Deputy Executive Member for Corporate Resources presented his report, which summarised the Member Task Force review of the Let's Talk Together (LTT) meetings, run by the Central Bedfordshire Together Partnership. The report looked at actual delivery, attendance levels and outcomes to date and analysed the role of the meetings in the context of local and national policy, as well as feedback from partners. The report concluded with a number of options as well as a specific recommendation for future delivery frequency and format for consideration by the Committee.

Members of the Committee discussed the contents of the report in detail and made a number of comments and observations regarding the following issues:

- The poor attendance by members of the public;
- The fact that members of the public have many other opportunities to meet with ward councillors (e.g. at Town Committees & Councillor Surgeries) and that the Council regularly engages with its residents regarding specific consultations (e.g. the budget);
- An acknowledgement that issue based meetings were more popular than the non-specific LTT format;
- The need to consider LTT participation at Town & Parish Council Annual General Meetings (AGMs) in addition to attendance at major events such as festivals, fairs and fetes, etc;
- The need for the Police and other partners to take a lead on face to face engagement;
- The importance of the Council actively seeking out the public (i.e. at major events) rather than expecting the public to come to it (i.e. at LTT meetings); and
- The fact that the Council is actively encouraging residents to help themselves via for instance website self service, which perhaps reduces the need for LTT meetings.

At the end of the debate, the Committee stated a preference for LTT meetings to “piggyback” existing major community events and Town & Parish Council AGMs, supplemented by a “rapid response” team to deliver ad hoc meetings when important and topical local issues arose.

RECOMMENDATION:

That the Central Bedfordshire Together partnership be advised that this Committee would prefer future LTT meetings to “piggyback” existing major community events and Town & Parish Council AGMs,

supplemented by a “rapid response” team to deliver ad hoc meetings when important and topical local issues arose.

CCS/11/106 **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; and**
- 2. That the reports relating to the ICT Framework and Housing & Council Tax Benefit Processing be rescheduled for the 19 June meeting.**

(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 and Scrutiny Committee

Date: 16 April 2012

Subject: Medium Term Plan (MTP) – Consultation document

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

Summary: The report proposes Overview and Scrutiny consider the content of the emerging MTP prior to its adoption by Full Council on 21 June 2012.

Advising Officer: Richard Carr, Chief Executive

Contact Officer: Gillian Dent, Programme Manager

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The emerging MTP 2012-2016 sets out the councils proposed priorities for the next 4 years. If Full Council adopt the MTP in June, the new priorities will replace the old. The developing priorities are:
 - Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
 - Improved education attainment.
 - Promote health and wellbeing and protecting the vulnerable.
 - Better infrastructure – improved roads, broadband reach and transport.
 - Great universal services – bins, leisure and libraries.
 - Value for money – freezing council tax.

Financial:

2. There are currently no additional financial implications in delivering the emerging priorities within the MTP. The Medium Term Financial Plan was developed to take account of the emerging priorities and once adopted by Full Council, the MTP will continue to form the basis of its future development.

Legal:

3. There are no specific legal implications in delivering the emerging priorities within the MTP.

Risk Management:

4. If the MTP is adopted by Full Council in June 2012, a full risk assessment of the impact of delivering the new priorities will be undertaken and the Strategic and Directorate risk registers will be reviewed and updated to reflect the outcome.

Staffing (including Trades Unions):

5. Through the duration of the delivery of the plan to 2016 staffing issues may arise as a result of delivering the priorities. As they arise, consultation will take place with the trade unions and affected staff in accordance with the Council's Managing Change policy.

Equalities/Human Rights:

6. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the development of the strategies which underpin the Medium Term Plan, Equality Impact Assessments have been undertaken and a variety of specific objectives designed to promote equality have been approved.

Public Health

7. There are a significant number of priorities and targets that will have an impact and will make a difference to the wider determinants of health e.g. priorities in relation to employment and NEETs.

Community Safety:

8. There are some targets within the MTP which are relevant with regard to Community Safety. The targets under the priority of Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow are:
 - To reduce the levels of crime e.g. burglary, robbery, vehicle crime and theft from 3312 in 2010/11 by 10% to 2980 by 2016.
 - To decrease the levels of anti social behaviour from the 2011/12 recorded incident figures by 10%.

These will be delivered by working with the new Police and Crime Commissioner and Bedfordshire Police and our Community Safety Partnership.

Sustainability:

9. There are a number of targets where sustainability is relevant. e.g:
- Enhancing Central Bedfordshire - creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- The Councils emerging Development Strategy will address issues of sustainability, for the relevant targets and the risk assessment referred to in paragraph 4 will address all areas where sustainability is a risk.

Procurement:

10. There are no specific issues in delivering the emerging issues in relation to procurement.

RECOMMENDATION(S):

The Committee is asked to:-

- 1. Consider and comment on the emerging priorities and targets within the MTP.**
- 2. Agree to the approach for adopting the Medium Term Plan 2012-2016.**

Medium Term Plan – Delivering our Priorities

11. Following the election of the Leader of the Council in 2011, a review of the Council's existing priorities has been undertaken. As a result it was agreed to develop a Medium Term Plan (MTP) for the Council for the next four years setting out priorities which matter most to residents and a delivery plan. A survey of residents was undertaken in Autumn 2011 which formed the basis of the priorities set out in the MTP. Overview and Scrutiny and key partners are asked to comment on the MTP which will be considered by the Executive before final recommendations are made to Council in June. If agreed the MTP will be launched to the public, staff and partners in the most appropriate format.

The Medium Term Plan – Delivering our Priorities

12. The Council agreed, in late 2011, to develop a Medium Term Plan to articulate its priorities from 2012-2016 with targets and plans for delivery.
13. The MTP has been compiled reflecting the needs and views of Central Bedfordshire residents and is attached for consideration.
14. The draft plan has been developed for a variety of external audiences including partners in both the public and private sectors and Central Bedfordshire residents. Its current format can be adapted so it is presented/available in the most appropriate format for each audience.

15. The following timetable sets out how the MTP will be finalised and presented through Executive for its consideration and agreement prior to recommending its adoption by Full Council.

Date	Where	Reason
10-17 April	Overview and Scrutiny Committees	For comment
Through April	LSP and Shadow Health and Well Being Board	For comment
15 May	Executive	Final plan including comments for consideration and recommendation to present to Full Council for adoption.
21 June	Full Council	Final MTP presented to Full Council for adoption

Overview and Scrutiny Committee are asked to consider the content of the Medium Term Plan and make any comments. Comments will be included in the report to Executive 15 May.

Conclusion

Overview and Scrutiny Committee are requested to consider and comment on the content of the MTP for consultation prior to consideration by Executive.

Appendices:

Appendix A – Medium Term Plan – Delivering the Priorities

Appendix **A**

Draft for consultation

Delivering your Priorities

Our Plan for Central Bedfordshire

2012-2016



Security classification:
Not Protected:

Contents (to be included once Plan is finalised)

Our ambitions for Central Bedfordshire

I chose to become a Councillor because I felt passionately about the community in which I lived. I'm not a native Bedfordshire man. I moved here about 25 years ago with my wife because of its proximity to London. We've stayed, raised our family and have enjoyed the advantages of Bedfordshire life. We love it here and I know my friends and neighbours share this view. I was delighted to be elected as the Leader of Central Bedfordshire last year, and since then have been reflecting on how we as a council can make sure that we are able to keep Central Bedfordshire as a great place to live and work.

We've been listening to the public, getting feedback about what matters most and what needs to be improved. We've also been reviewing our finances. In the context of cuts in our resources and increasing demands on our services, we've been considering how we can balance our spending and savings to maintain critical services without putting additional financial pressures on the public.

This document, together with our medium term financial strategy, represents the culmination of the work we've done. We now have clear and explicit ambitions for Central Bedfordshire, informed by residents' views. We're committed to a series of priorities, which collectively will help our communities to progress and prosper.

This will not happen without the co-ordinated effort of all of us who work in and for the Council. This document is designed to clarify exactly what we are seeking to achieve, our approach and, crucially, our plan of action.

We will be rightly held to account by the public of Central Bedfordshire if we fail to deliver our priorities, but with our focus and shared commitment, I'm confident we'll succeed.

James Jamieson, Leader of the Council

Central Bedfordshire – Key facts and challenges for the area

The Facts

Central Bedfordshire is a unitary authority serving a growing population of around 255,000. It is a largely rural area with over half the population living in the countryside and the rest in a number of market towns. The largest of these are Leighton Buzzard, Dunstable, Houghton Regis, Biggleswade, Flitwick, Sandy and Ampthill.

The area is generally prosperous, with above average levels of employment. This could mask the few areas where we do have pockets of deprivation and, greater need (some households in Dunstable and Houghton Regis for example).

The area has excellent transport links with the A1 and M1 running through it, three main rail lines and two international airports, Luton and Stansted, on our doorstep.

It is in the centre of an academic 'golden triangle' between Oxford, Cambridge and London Universities and also benefits from its own academic institutions at Cranfield University, the University of Bedfordshire and other further education colleges.

It is a great place to live and work. It is a relatively safe, green and affluent area which has attracted major investment. People living in Central Bedfordshire earn more than the national average; this is in part influenced by some residents commuting out of the area – primarily to London, Luton, Milton Keynes and Hertfordshire.

The Challenges

There are significant challenges to the Council and our residents which will impact on the way we deliver our services in the future:

- We anticipate continued reductions in Government grant to the Council over the coming years.
- We predict further economic difficulties as the national economic climate is driven by UK debt and weak recovery from recession.

Demographic Pressures

- As our population is set to grow (from 255,000 to 276,500 by 2016) we need to ensure we are able to provide for this 8.5% increase by supporting affordable housing developments and working with businesses to help them to create local jobs.
- As our residents are enjoying longer lives, rising numbers of older people will need our services.
- We have had a 65% increase in the numbers of children requiring a child protection plan.
- Technology is transforming the way that our customers want to access services, 73% of our households already have access to the web and this will increase as the area becomes a hub for faster broadband.
- And there are significant changes to the services the Council will manage now and in the future.
 - Over 50% of pupils will be educated in schools that are Academies by September 2012 with more moving to this new model by March 2013, resulting in 90% being educated in an Academy at some stage in their school education in

Central Bedfordshire. The overall aim will be for most schools to become Academies during the lifetime of this plan.

- The implications of the Health and Social Care Bill, which will see responsibility for public health transferring from NHS Bedfordshire to the Council by March 2013.

The Customer Perspective:

In developing this plan, the views and priorities of the public have been central. More than 2,000 residents took part in market research which included a survey and workshops in the autumn of 2012. We asked for their feedback on the area, what is important to them and what needs improving. We also asked for their views on the Council and its services.

Feedback from this exercise demonstrated that high levels of satisfaction with the area as a place to live, with 81% responding positively.

Residents do have strong views about areas for improvement:

- 49% believe that roads and pavement repairs are necessary,
- almost twice as many residents expressed a need for improved job prospects compared to respondents to the last survey in 2008,
- satisfaction levels with the Council are improving
- value for money remains a concern and a majority of residents (76%) would prefer for Council Tax to be frozen, with any savings being found from the costs of running the Council rather than front line services,
- the importance of tackling crime and anti social behaviour was a priority,
- there was a strongly held view that services for vulnerable people should be protected from reductions,

Respondents were supportive of proposals to change the way the Council delivers services, such as combining services with other public sector organisations, outsourcing and inviting Town and Parishes Councils to provide local services.

Responding to these challenges

The Council's response to the economic and service challenges is set out in this plan. This document explains how our resources and our services must be aligned to deliver the priorities that matter most to you.

We intend to build on our strong track record of delivering efficiency savings as we have done year on year since the Council was created. Since 2009 the Council has saved £42m and we plan to save a further £36m by 2016.

Our Priorities

Our residents have given the Council clear and consistent feedback about their attitudes to the authority and the area.

In response to this, Central Bedfordshire Council is committed to six key priorities which are;

- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
- Improved education attainment.
- Promote health and wellbeing and protecting the vulnerable.
- Better infrastructure – improved roads, broadband reach and transport.
- Great universal services – bins, leisure and libraries.
- Value for money – freezing council tax.

To deliver this with fewer resources we need to change – both what we do and how we do it.

Our Approach

To deliver our priorities with fewer resources we need to change – both what we do and how we do it. A series of principles underpin how we will manage change at Central Bedfordshire.

As a Council we will

- Be focused on customer experience
- Be open and transparent
- Value our people
- Work as one organisation
- Excel at partnerships
- Focus on efficiency and value
- Adopt a "can do" culture
- Recognise the impact of our work on others

Working with our partners

Central Bedfordshire Council recognises that we will not be able to deliver our priorities unless we work collaboratively with other organisations with an interest in our communities.

So whilst this plan is explicit about how Central Bedfordshire Council will deliver its priorities, we recognise that it doesn't stand in isolation.

Our Plan

The Council already operates a wide range of plans and strategies, many of which will contribute to the delivery of the priorities.

However, this document brings all such existing strategies together.

It explains:

- how the plans work together to support the delivery of the priorities
- how the success of the plans will be measured
- what targets we are aiming to achieve
- timescales for delivery.

A new operating model is also proposed which will see the shape of the Council change considerably.

Public accountability at the front line is imperative so the Council will focus on direct management of the customer experience at their initial point of contact. As we transform our on line services, more and more customers will be incentivised to do business with us on line and will experience a seamless service, based on our knowledge of our residents and the area.

At the core of the Council, a streamlined team of officers will enable delivery of our priorities and key services.

Services will be delivered in the way which is most fit for purpose and appropriate to deliver value for money and quality, with a focus on innovation.



The following pages present our priorities with the targets we will be seeking to achieve over the next four years and the impact you will see.

If you want further information on any of the priorities or on the plans for delivery please contact us at: *contacts to be added*.

Enhancing your local community – creating jobs, managing growth, protecting our countryside and enabling businesses to grow:

Targets

- To increase the percentage of residents who find Central Bedfordshire a nice place to live. Currently 81%, we want 85% of you to be satisfied with the area by 2016.
- To ensure the current employment rate of central Bedfordshire remains 5% higher than the national average (currently 72.6%).
- To ensure the availability of high quality, appropriate housing, supported by suitable infrastructures.
- To ensure 100% of approved applications for residential developments of 10 or more units have excellent design (measured against the Commission for Architecture and the Built Environment (CABE) building for life design criteria).
- To reduce the levels of crime e.g. burglary, robbery, vehicle crime and theft from 3312 in 2010/2011 by 10% to 2980 by 2016.
- To decrease the levels of anti social behaviour from the 2011/12 recorded incident figures by 10%.

The difference you will see over the next 4 years

We will increase satisfaction with the area as a nice place to live year on year and we will continue our programme of enhancements to the area.

We will maintain the current rate of employment by working with local businesses.

Our developing Economic Development Plan will outline our strategy for growth in the area.

Our planning policy quality standards will ensure that no applications will go forward for 10 or more houses which don't meet the CABE design criteria.

We will work with the new Police and Crime Commissioner and Bedfordshire Police to deliver our Community Safety Partnership priorities to:

- Reduce anti social behaviour year on year until we reach our target.
- Reduce reoffending through the sustainability of the Integrated Management Offender Programme, which will lead to a reduction of crime and reoffending of prolific offenders.
- Increase support given to Domestic Abuse victims and ensuring there is an increase of cases presented at the Multi Agency Risk Assessment Conference.

Improved Educational Attainment

Targets:

- To be in the top 25% nationally of key stage 4 results for the measure 5 x A* - C outcomes including English and Maths at GCSE.
- To limit the number of young people on a year by year basis who are not in education or employment (NEET).
- To make public annually the number of education and training opportunities made available by our partners during the crucial autumn period, and the number of young people actively accessing them.

The difference you will see over the next 4 years

We have a robust Children and Young People's plan 2011-2014 (CYPP) that was the subject of consultation with all schools, governors and over 4000 young people. The targets in that plan are challenging to the Council and its partners and we aim to achieve them.

We have schools that are making the transfer to become academies to reflect local and national political ambitions and we will offer those schools support to make the conversion.

We will continue to work alongside schools to ensure that we meet our priority of being in the top 25% nationally for 5 x A* - C GCSE outcomes including English and Maths for the next 4 years.

We agreed an education vision with Central Bedfordshire schools to drive improvement.

This involves:

- The development of a teaching school to lead good practice in the Central Bedfordshire area.
- School to school support through groups of academy chains, learning partnerships and federations and a talent map of support on our Council website that schools can commission.
- Development of an alternative provision school led by headteachers for those middle and upper age pupils who find the school environment difficult, which will help these pupils, find alternative pathways to learning, training and employment and reduce permanent exclusions.
- The role of the Council as a champion for vulnerable pupils will be strongly supported.
- The role of school governors as school and community leaders will be developed.

We have agreed our All Age Skills Strategy which will see us increase the opportunities for learning for young people.

Through the implementation of our strategy from Poverty to Prosperity we will be working with local businesses to increase the number of apprenticeships available for young people which will enable us to continue to keep our NEETs below the national average.

We will work with our partners to increase the number of apprenticeships and support school and college governors to meet their responsibilities to provide careers advice to young people.

Promote health and well being and protect the vulnerable.

Targets

- We are committed to a zero tolerance approach to those who abuse vulnerable adults and we will continue to report our involvement in safeguarding activity.
- Provide an additional 50 extra care flats by 2014.
- Maintain the decent homes standard at 100% for the Council's landlord service.
- All 40 - 70 year olds will have been offered a health check by 2017.
- 30 (100% coverage) Village Care schemes in operation by 2014.
- 60% of Council commissioned dementia care should be of 'good' or 'excellent' by 2014,
- Statutory performance indicators on children's safeguarding are consistently in the upper quartile compared to national statistics
- Proposed new Government targets to be introduced in 2012 on speed of adoption procedures are met.
- Actions identified in the Ofsted Report published in April (2012/2013) are subject to an action plan, agreed with the Children's Trust, the Central Bedfordshire Children's Safeguarding Board and relevant health organisations for the re-inspection of children's safeguarding late 2013.
- The annual report of the Local Safeguarding Board will be presented as required in the soon to be published 'Working Together' national guidance on children's safeguarding.

The difference you will see over the next 4 years

We will be developing an accommodation and care strategies for older people to provide a wider range of support services, such as extra care schemes, and a focus on dementia support.

We will work with our partners in health to improve the health and well being of our local communities.

There will be an expanded adult social care market that provides choice for local people in how their care and support needs are met.

We will have addressed the concerns raised in the Ofsted Report on Looked After Children and Safeguarding of 2012 via an action plan in 2012/2013.

We will have had an improved Children's Services re-inspection of safeguarding in autumn 2013. This inspection will have criteria linked to impact and outcomes and will be different to the criteria used in 2012 to assess the Council and its partners.

We will have met any additional performance indicators issued by the Government and will have measured the impact of our activities and published progress on outcomes for our children, young people and their families.

The Safeguarding Board of both adults and children will continue with their programmes of work.

Better infrastructure - Improved roads, broadband reach and transport

Targets

- By 2016 to complete the delivery of a series of infrastructure projects and set out aspirations for further significant transport improvements.
 - Luton – Dunstable Guided bus way to be in service by Spring 2013.
 - Biggleswade South roundabout and feeder roads completed by end 2013.
 - M1- A5 link construction commenced Spring 2014 and completed by 2016.
(subject to a planning enquiry)
- To complete the production of all Town Centre Master Plans and demonstrate delivery on the ground of all 5.
- To achieve above national average satisfaction with road and pavement repairs from 26% to 36% by 2016.
- To achieve 90% access to superfast broadband by 2015/16.
- To achieve 100% access to at least 2MB broadband by 2015/2016.

The difference you will see over the next 4 years

Works are already underway on the Luton – Dunstable Guided bus way to enable it to be in service by April 2013.

By 2015 there will be significant improvements as a result of the implementation of Town Centre Plans. Including:

- Dunstable development of a new health centre.
- Biggleswade completion of street improvements. New transport interchange at the station and market street.
- Leighton Buzzard development at land south of high street.
- Flitwick development underway on land at Steppingley Road.
- Houghton Regis completion of High Street improvements.

We will be investing heavily in our roads over the next 4 years we have agreed to invest an additional £4m each year until 2016.

Plans are in place to implement broadband to achieve our targets.

Great Universal services – Bins, leisure and libraries

Targets

- To fully deliver our BEaR project which will include the renovation and rebuilding of all Household Waste Recycling Centres (HWRC) by 2016.
- To maintain high rate of recycling and make progress towards 60% target by 2020.
- To ensure the number of adults in Central Bedfordshire taking part in sport and physical activity remains above the national average (Active people Survey CBC 22.6% and national 22%)
- Maintain 93% satisfaction of adults with the library service
- Increase the usage of libraries by 20%.

The difference you will see over the next 4 years

To deliver the top two targets we have a programme for our HRWC sites at Ampthill, Biggleswade, Dunstable and Leighton Buzzard by 2016. We are in the process of appointing a contractor and will be seeking planning permission in 2013 ready to begin building works in 2014.

We are developing a leisure strategy to help increase take up in sport and physical recreation focussing on our leisure facilities, including greater use of our countryside and participation in the arts supporting active lifestyles and improving public health.

An £8 million investment in leisure facilities (on an invest to save basis) and activities over the next 4 years.

We have programmes in place to increase participation including walking and cycling.

We have just completed the “Big Library debate” with the public and have agreed a programme of improvements which should help us to meet our targets. We will be changing the way we provide services including:

- moving to self service;
- undertaking a programme of remodelling of our libraries in the next two years to improve the standard of our service and to meet your expectations;
- in the next 3 years we will be looking to relocate some of our libraries in Dunstable, Flitwick and Biggleswade.

Value for Money – freezing council tax

Targets

- We will endeavour not raise council tax for the next three years
- We will work hard with our staff to ensure they provide high quality service and are proud of the organisation they work for.

The difference you will see over the next 4 years

Council payments will be the same for all Central Bedfordshire residents.

No increase in your council tax payments levied by the Council.

We will continue to work on making efficiency savings, limiting impact on existing services by exploring different ways of providing services.

Planning Assumptions

The ambitions expressed through the priorities and targets in this plan have been developed on the basis of some planning assumptions. In other words, we've based the plan on what we expect to happen over the next four years in the economy, in our own finances and in society.

On the economy, we have assumed that interest rates will remain low with growth limited to between 1% and 2%. We also anticipate inflation to be pegged at 1% on pay and 2% on our supplies, services and income.

On our own resources, we have assumed that government will continue with its grant to support local authorities to freeze council tax until 2015/16 and that it will not reduce further other grants or put additional responsibilities on us.

Beyond this, we have based the plan on current predictions about the nature of our population, in terms of size and nature.

Should our projections turn out to be inaccurate or the government change its plans, the nature of our targets may also need to change.

Contact us...

by telephone: 0300 300 4656

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

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

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Meeting: Customer & Central Services Overview and Scrutiny Committee

Date: 16 April 2012

Subject: Quarter 3 Revenue Budget Monitoring Report

Report of: Cllr M Jones, Executive Member for Corporate Resources

Summary: The report sets out the financial position to the end of December 2011 and the latest forecast position.

Advising Officer: Charles Warboys, Chief Finance Officer

Contact Officer: Nyree Hone, Head of Financial Management

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

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

Legal:

3. There are no direct legal implications arising from the report.

Risk Management:

4. Sound financial management and budget monitoring mitigates adverse financial risks.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision

7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of any significant equality implications relating to their budget proposals.

Community Safety:

13. Not Applicable.

Sustainability:

14. Not Applicable.

Procurement:

15. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Note and consider the attached Executive report and associated appendices.**

Meeting: Executive
Date: 27 March 2012
Subject: Revenue Budget – Quarter 3 Monitor
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the Quarter 3 Revenue Budget Management Position

Advising Officer: Charles Warboys , Chief Finance Officer
Contact Officer: Nyree Hone , Head of Financial Management
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

Sound Financial Management contributes to and supports all of CBC’s priorities The Priorities 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:

1. The Financial implications are set out in the report.

Legal:

2. None

Risk Management:

3. None

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. The Council must ensure that decisions are made in such a way as to minimise unfairness, and that there is not a disproportionately negative effect on people from different ethnic groups, disabled people, and men and women.

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 budget monitor report will result in further equality impact assessments being undertaken as necessary.

Community Safety:

6. Not Applicable.

Sustainability:

7. Not Applicable.

Procurement:

8. Not applicable.

Overview and Scrutiny:

9. This matter will be considered by the Customer and Central Services Overview and Scrutiny Committee in April.

RECOMMENDATION(S):

The Executive is asked to:

1. **Note the Revenue Forecast position is an under spend of £0.051M (<0.03% of net budget).**

Reason for Recommendation(s): To facilitate effective financial management and planning

Executive Summary

10. The report sets out the financial position for 2011/12 based on the end of December. It sets out spend to date against the profiled budgets and the forecast financial outturn. Explanations for the variances are set out below in section 12. This report enables Executive to consider the overall financial position of the Council and agree any further actions required before the financial year end.

KEY HIGHLIGHTS (Appendices A1,A2,A3)

11. In Summary

- i) A forecast outturn under spend of £0.051M against budget (<0.03% of net spend) is identified. This is an improvement of £0.1M since the last quarter report.
- ii) The Year to Date (YTD) spend is £5.9M below the profile budget. However, this should not be seen as indicative of the full year position due to seasonal spend and timing of grants received;
- iii) The risks associated with the cross cutting efficiencies have been met, in some cases through one off mitigating measures. Full year budget impacts have been fed through to the 2012/13 budget and MTFP.
- iv) Non current debt is £8.6M which is a reduction of £0.2M since the last quarter report.

12. Directorate forecast outturn variances

The main variances are:

- i) £0.3M under spend in Adult Social Care as efficiencies from grants contracts and increased client income have offset increased care package costs in the Older People and Learning Disabilities services;
- ii) £1.4M under spend in Children's Services largely due to one off contributions of £975k from the School Forum. This contribution has only been possible in 2011/12 due to unspent centrally held DSG set aside for School Redundancies and the Local Authority Central Spend Equivalent Grant (LACSEG.)
- iii) A £0.1M under spend in Corporate Services now under budget for the first time this year, where pressures in Assets and Revenues and Benefits as reported previously have been offset in part by savings from the recent Corporate Services restructure and better than expected Land Charges income.
- iv) Estimated calls on contingency have been increased to reflect the overall level of risks and upsides not included in the detail forecasts. This includes eventualities such as shortfalls on the collection fund and bad debt write offs.

13. **Year to Date position**

The YTD spend for the first half year at £121.9M is below, on a pro rata basis, the year end forecast of £181.2M (after the use of reserves). The main reasons are the following:

- i) Social Care Health and Housing £1.5M below budget profile mainly due to the profiling of transitions.
- ii) Children's Services £2.9M below budget profile spend largely due to school support services spend following the profile of the academic year. (5/12 April to August, 7/12 from September) and transport spend lagging behind budget.
- iii) Sustainable Communities currently £0.8M below budget to date due to S38 income recognised in the actual YTD. This is matched to schemes as spend occurs – and carried forward into the new year if not yet utilised.
- iv) Corporate Services is £1.0M below profile mainly due to timing of grant income and increased land charges income.
- v) Contingency is £0.5M below profile due to receipt of New Homes Bonus and ACL Grant.
- vi) Corporate Costs is £0.9M above profile due to premature retirement costs being paid on account (budget was all in March).

DIRECTORATE COMMENTARY

14. **Social Care Health and Housing**

The **General Fund** position for the directorate indicates a projected under spend of £0.255m or 0.46% (£0.379M over spend for September quarter.)

The **Adult Social Care** service is showing an over spend of £1.005m (£1.114M for September). The main pressure within this area is from Older People package costs which are showing an over spend of £0.487m. People are living longer and the costs of dementia are on the increase. In addition assumptions made in the budget setting process included an increase in demography of 4% but indications to date are suggesting there is already an increase in numbers of older people of 5%. This is a combination of increasing demography and self funders requiring local authority support.

- 15. To illustrate the impact of self funders, 25 have required council support in residential care during the first three quarters of 2011/12. Extrapolating these numbers to be 33 for a full year, this could amount to an additional £0.549m that the council would have to fund. Given the current financial climate this trend is unlikely to diminish and will continue to put pressure on the Council's budget.
- 16. Challenging efficiency targets were set against the Older People service area and whilst they are not being fully achieved good progress is being made. A positive example of this is the Reablement service which has achieved reductions in care hours during the period April to December of 2,540 which is equivalent to a saving of £0.304m. It is evident that whilst this activity is reducing costs to the Council it is not able to completely mitigate the costs of the above.

17. It is also worth reporting that there has been a 34% increase since March 2011 in the number of adult safeguarding investigations, However the impact of these on resources within the social work teams is being contained.
18. Learning Disabilities package costs are showing an over spend of £0.272m plus an over spend of £0.436m in cross boundary charging that was identified in 2010/11. The £0.272m over spend includes new placements for which the local authority has become responsible under Ordinary Residence rules of £0.216m – these costs are being met from an earmarked reserve in the current financial year but are included as a pressure in the budget and the Medium Term Financial Plan. Early indications are that the average care package cost of Transitions for next year, 2012/13, is increasing from £0.030m to £0.042m which could lead to increased pressure in the budget and Medium Term Financial Plan.
19. To offset the above over spends the **Commissioning** service under spend of £0.712m (£0.322m for September) relates to the efficiencies made against the Learning Disability & Public Health Reform Grant £0.580m, mental health contracts £425k together with the application of NHS Grant of £0.368m. In additional customer income is forecast to over achieve by £0.626m within the **Business & Performance** service area.
20. The 2011/12 budget for the **Housing Revenue Account** (HRA) required a contribution from the HRA reserve of £0.195m. The December financial position indicates that a contribution from reserves of £0.195m is required (£0.295m September) which is in line with that anticipated when setting the budget.

21. **Children's Services**

Children's Services annual expenditure budget is £68.9M and income budget, including transport, is £33.4M which leaves a net expenditure budget of £35.5M. The full year projected outturn position for quarter 3 2011/12 is £1.362M under spend. Quarter 2 reported an underspend of £0.167M, a favourable movement of £1.2M. It should be noted that one off contributions of £975k from the School Forum has contributed to Children's Services budgets. This contribution has only been possible in 2011/12 due to unspent centrally held DSG set aside for School Redundancies and the Local Authority Central Spend Equivalent Grant (LACSEG), that in future years will be paid directly to Schools. The under spend had this contribution not been available would have been £387k.

22. The cumulative budget for December is £26.174M compared to actual spend of £23.229M, below budget by £2.945M. The spend to date variance relates to the profile of education spend through the year, to transport and to the year end forecast under spend.
23. Within Children's Services Operations, the overall forecast variance is an over spend of £575k (£382k quarter two). This pressure is mainly due to additional expensive specialist children placements, increase in leaving care accommodation and the cost of agency workers covering qualified posts. The recruitment of qualified social workers to fill existing and new vacancies is an ongoing key activity. This is due to increasing numbers of child cases and the reference point of an appropriately safe case load for each social worker. This has been noted in risk assessments in previous months.

24. Within Learning, Commissioning and Partnerships (LC & P), the overall forecast variance is an under spend of £1.938M (£549k Quarter 2). The improvement and variance to Quarter 2 (£1.389M) is mainly due to School Forum's agreement to contribute to Special Educational Needs (SEN) Transport and a review of transport forecasts in line with schedules provided by Sustainable Communities. In addition posts are being held to allow for early implementation of efficiencies planned for 2012/13.
25. As in previous months there has been an increase in needs led budgets within Child Protection and Looked After Children.

Resources continue to be deployed to address the additional impact of recent OFSTED inspection recommendations about child protection, which increases the need for qualified social workers not only for front line work but to also enhance regulatory quality assurance and to secure a safe level of supervision at team manager level.

26. The number of schools converting to Academy status continues to impact on budgets and budget profiling and work is ongoing to prepare for the required savings on the Children's Case Management System (previously known as ICS project).

27 **Sustainable Communities**

Sustainable Communities' overall financial position is forecast at £126k under budget after the use of earmarked reserves; £211k to meet grant funded projects and corporate redundancy reserve £309k for payments to date.

28. The Directorate is on track to meet its annual savings target of £4,060k. At the end of December, the savings delivered totalled £3,044k which was £514k ahead of profile.

Controllable costs, especially in the staffing area, continue to be dampened down. Staff posts held vacant pending the completion of restructures, and staff opting out of superannuation schemes has resulted in a forecast saving of £1,148k. The salary savings have been offset by forecast over spends totalling £1,377k across the four budget heads of Premises, Transport, Supplies & Services and Third Party Payments.

29. The December quarterly forecast for the Directorate has moved adversely by £676k compared to the September quarterly report. Supplies & Services forecasts include: provision of £250k relating to planning enforcement, projected higher professional charges of £83k for Development Management, provision of £117k for advisory fees supporting the BEaR Project which is running ahead of schedule, and higher electricity prices for street lighting £52k.
30. Grant income is higher than budgeted by £313k. Most of the increase is due to the Safer Communities grant of £232k which has been allocated to the Integrated Offender management Scheme.
31. Fee income was budgeted at £9,744k and at the end of December the forecast was set at £9,264k which is a shortfall of £480k. This income shortfall is mainly related to: flat demand on car parks £230k, lower Building control applications £165k, and a number of other service related incomes £85k. The services are reducing operating costs to work within budget.

32. The effect of economic conditions is evident on the Directorate especially in the demand led income arena. The risks associated with budget performance continue to be monitored closely so that the Directorate positions itself to meet its forecast result.

33. **Corporate Services**

The full year forecast position identifies an underspend of £64k.

The key reasons for the forecast variance are due to:

- Chief Executive (-£282k) – forecast under spend due to savings from the organisational restructure.
- ACE People & Organisation (-£344k) – forecast under spend within staff costs in Committee Services, the release of the Elections reserve and higher than expected Local Land Charges income.
- ACE Resources (+£562k) – forecast overspend due to the costs of interim staff, increased benefit claimants and the outcome of benefits audits, and non achievement of some rental income targets on various properties as well as budget shortfalls for NNDR costs

34. **Contingency and Reserves**

Estimated calls on the contingency have been increased in recognition of the net risks not included in the detail forecasts. These risks are reviewed regularly and updated as more certainty is achieved over the various issues raised.

35. **Corporate Costs**

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

RESERVES POSITION (Appendix B)

36. **Earmarked Reserves**

The overall forecast of earmarked reserves, Excluding HRA and Schools stands at £9.221M. Of this £2.956M has forecast to be used within the service spend this year although it is expected that the closing balance of the redundancy reserve will be lower than currently forecast. The full extent to which the redundancy reserve will be used is yet to be fully identified. Approval has been given via a capitalisation directive that £1.992M can be capitalised.

37. **General Reserves**

The opening balance on General Fund is £7.089m. It is planned to transfer an additional £1.4M this year. Assuming a balanced budget at year end this will result in a closing balance of £8.489M. This represents no change since the position reported since quarter 1.

Debtors (Appendix C)

38. General CBC debtors for December total £9.796M, a reduction of £1.14M since quarter 2. Of this debt outstanding £4.597M is over 60 days all of which is actively being managed.

£1.7M is actively being chased; £1.3M identified as disputed and work to resolve is underway. £244k has instalment agreements in place and £255k is being dealt with through legal channels. A further £1.0M is in respect of charges against houses which will be repaid once the houses are sold.

39. The largest items of note within the total debt are:

- i) SCHH - £0.175M with Bedford Borough for Community Equipment store and Contribution to the Carers Contract.
- ii) HRA Total current and former tenant arrears were £0.905M at the end of September compared to £0.981M at the end of December. Current arrears are £0.623M or 2.50% of the annual rent debit of £24.97M (£0.661M or 2.65% at the end of September).
- iii) Children's Services – £0.297M of the debt relates to Bedford Borough. £0.214M is for schools in respect of PFI charges.
- iv) Sustainable Communities - Sections 38, 106 and 278 legal agreements account for 74% of the debt. This is in respect of work undertaken on the highways that are recoverable. 50% of the debt is less than 3 months old.
- v) Corporate Services – Resources. £0.336M was due to school buy back services (mainly payroll), £96k has been paid as at the end of January
- vi) NHS Bedfordshire – relates to a number of items including £170k for free nursery care, £538k Health Funding Grant and £0.238M Reablement Funding from 2010/11 (raised in March 2011). Officer discussions have occurred and progress is being made in reaching settlement.

Officers at Bedford Borough Council and Central Bedfordshire are actively working together to resolve old outstanding debt.

40. Debt Write off for Quarter 3 is detailed in the following table:

Value	No of Debts	Total Write Off
£0 - £5,000	90	£ 53,520.19
£5,000 -£10,000	1	£ 5,260.98
£10,000 - £50,000	4	£ 135,831.83
>£50,000	1	£ 83,129.28
Total	96	£277,742.28

41. This takes the cumulative write off to £354,108.06 (203 debts).

Appendices:

- Appendix A1 – Council Revenue Summary
- Appendix A2 – Directorate Summary
- Appendix A3 – Change since last quarter
- Appendix A4 – Subjective Analysis
- Appendix A5 – Graphical Analysis

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Appendix B – Earmarked Reserves

Appendix C – Debtors

Background Papers: (open to public inspection)

None

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Appendix A1

Month: December 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.
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000
Social Care Health and Housing	40,646	39,695	-675	-1,516	55,701	56,503	802	-1,055	-253
Children's Services	26,175	23,610	-381	-2,946	35,485	34,531	-954	-408	-1,362
Sustainable Communities	37,991	37,522	-309	-777	50,654	51,048	394	-520	-126
Corporate Services	20,520	20,285	-744	-979	26,610	27,290	679	-743	-64
Contingency and Reserves	-1,406	-1,687	-230	-510	792	2,638	1,846	-230	1,616
Corporate Costs	3,801	4,668	0	867	12,006	12,144	138	0	138
Total	127,725	124,093	-2,339	-5,861	181,249	184,155	2,905	-2,956	-51

Funded by:

Council Tax	-27,636	-27,582	0	54	-127,487	-127,487	0	0	
Government Grant	-15,676	-15,676	0	0	-53,782	-53,782	0	0	
Total Funding	-43,312	-43,258	0	54	-181,268	-181,269	0	0	0
Balance	84,414	80,835	-2,339	-5,807	-20	2,886	2,905	-2,956	-51

Month: December 2011	Year to date				Year				RAG		
	Budget	Actual	Use of 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		
Social Care Health and Housing											
Director of Social Care, Health, Housing	79	158		79	105	118	13		13	12%	red
Housing Management (GF)	3,126	3,240	-4	110	4,168	3,694	-474	471	-3	0%	green
Adult Social Care	39,021	40,022	-310	691	53,534	55,153	1,619	-608	1,011	2%	amber
Commissioning	3,655	3,499	-82	-238	4,874	4,546	-328	-384	-712	-15%	amber
Business and Performance	-5,221	-7,098	-279	-2,157	-6,961	-7,202	-241	-320	-561	-8%	green
Sub Total Social Care and Health	40,661	39,820	-675	-1,516	55,720	56,308	588	-841	-253	0%	green
Children's Services											
Director of Children's Services	226	183	0	-42	300	300	0	0	0	0%	green
Children's Services Operations	15,353	15,467	-13	101	20,422	21,011	589	-13	576	3%	amber
Learning, Commissioning & Partnerships	6,033	4,185	-324	-2,173	8,037	6,842	-1,194	-343	-1,537	-19%	amber
Joint School Commissioning Service (Transport)	5,469	4,593	0	-876	7,935	7,535	-400	0	-400	-5%	green
Partnerships	456	545	-44	44	609	660	52	-52	0	0%	green
Sub Total Children's Services (excluding Schools)	27,538	24,973	-381	-2,946	37,302	36,348	-954	-408	-1,362	-4%	green
DSG Contribution to Central Support	-1,363	-1,363	0	0	-1,817	-1,817	0	0	0	0%	green
Sub Total Children's Services (excluding Schools)	26,175	23,610	-381	-2,946	35,485	34,531	-954	-408	-1,362	-4%	green

Month: December 2011	Year to date				Year				RAG			
	Budget	Actual	Use of 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		
Sustainable Communities												
Director of Sustainable Communities	683	544	0	-139	911	866	-45	0	-45	-5%	green	
Economic Growth, Skills & Regeneration	4,844	4,813	-120	-150	6,459	6,612	153	-247	-94	-1%	green	
Highways Transportation	10,081	10,163	-61	21	13,441	13,335	-106	-61	-167	-1%	green	
Planning	5,194	4,675	-46	-565	6,925	6,954	29	-130	-101	-1%	green	
Comm Safety Public Protec Waste Leisure	17,188	17,327	-82	57	22,918	23,281	363	-82	282	1%	amber	
Sub Total Sustainable Communities	37,991	37,522	-309	-777	50,654	51,048	394	-520	-126	0%	green	
ACE People												
ACE People and Organisation	0	66		66	0	177	177		177	0%	red	
Communications	614	578	-10	-46	782	746	-36	-10	-46	0%	green	
Customer Services	1,650	1,470	-18	-198	2,055	1,881	-173	-18	-191	-9%	green	
Policy & strategy	396	360	-2	-38	537	501	-36	-1	-37	-7%	green	
Customer & Community Insight	105	97		-8	139	125	-14		-14	-10%	amber	
People	1,726	1,508	-7	-225	2,221	2,423	202	-7	195	9%	amber	
Legal & Democratic Services	2,774	2,410	-188	-553	3,693	3,453	-240	-188	-428	-12%	amber	
Sub Total ACE People	7,264	6,487	-225	-1,002	9,426	9,307	-120	-224	-344	-4%	green	

Month: December 2011	Year to date				Year				RAG		
	Budget	Actual	Use of 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		
ACE Resources											
ACE Resources	0	83		83	0	115	115		115	0%	red
Programme & Performance	878	747	-97	-228	1,165	1,183	18	-97	-79	-7%	green
E Procurement & Payments	331	334	-55	-53	415	519	103	-55	48	12%	red
Finance	3,160	3,404	-121	124	4,249	4,718	469	-121	348	8%	amber
Category Review	0	0		0	0	0	0		0	0%	green
ICT	5,119	5,059		-61	6,496	6,417	-79		-79	-1%	green
Assets	3,393	3,518	-105	20	4,337	4,651	313	-105	208	5%	amber
Sub Total ACE Resources	12,881	13,145	-378	-114	16,663	17,602	939	-378	561	3%	amber
Chief Executive	374	652	-141	137	521	381	-140	-141	-281	-54%	amber
Sub Total Corporate Services	20,520	20,285	-744	-979	26,610	27,290	679	-743	-64	0%	green
Contingency and Reserves*	-1,406	-1,687	-230	-510	792	2,638	1,846	-230	1,616	204%	red

Month: December 2011	Year to date				Year				RAG		
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance	Proposed use of Earmarked reserves		Forecast Variance after use of earmarked reserves.	Forecast % of Budget
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Corporate Costs											
Debt Management	4,144	3,441		-702	10,617	10,285	-332		-332	-3%	green
Audit Fees	0	0		0	0	0	0		0	0%	green
Insurance	0	0		0	0	0	0		0	0%	green
Premature Retirement Costs	927	1,982		1,055	2,954	2,754	-200		-200	-7%	green
Corporate HIRA Recharges	0	0		0	-104	-104	0		0	0%	green
Efficiencies	-1,269	-755		515	-1,461	-791	670		670	-46%	amber
Sub Total Corporate Costs	3,801	4,668		867	12,006	12,144	138	0	138	1%	amber
TOTAL Excluding Schools	127,740	124,218	-2,339	-5,861	181,268	183,960	2,691	-2,742	-51	0%	green
Schools											
Supported YPLA/DSG	-110,061	-110,061		0	-146,748	-146,748	0		0	0%	green
Schools ISB	110,061	110,061		0	146,748	146,748	0		0	0%	green
TOTAL Schools	0	0		0	0	0	0	0	0	0%	green
Housing Services (HRA)	-15	-125	110	0	-19	195	214	-214	0	0%	green
Total	127,725	124,093	-2,229	-5,861	181,249	184,155	2,905	-2,956	-51	0.0%	green
Net position incl reserves		121,864				181,198					

Month: December 2011	Year to date			Year				RAG		
	Budget	Actual	Use of Reserves	Variance	Approved Budget	Forecast Outturn	Forecast Variance		Proposed use of Earmarked reserves	Forecast Variance after use of earmarked reserves.
Director	£000	£000	£000	£000	£000	£000	£000	£000	£000	

	Budget	Forecast	Balance
Contingency and reserves*			682
New Homes Bonus	-1,803	-1,121	0
Contribution to General Fund	1,400	1,400	0
Contribution to Redundancy reserve	750	750	655
Inflation contingency	-257	398	2,100
General contingency	0	2,100	-1,291
Adult Community Learning Grant	0	-1,291	-230
Release of JTU reserve	0	-230	-300
SEPT transfer from ASC	300	0	1,616
	390	2,006	

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%



C&CS 19 Dec CS Month: December 2011

	Director	Variance December	Variance September	Change in Variance	COMMENTARY
		£000	£000	£000	
SC 13 Dec					
	Social Care Health and Housing				
	Director of Social Care, Health, Housing	13	7	6	
	Housing Management (GF)	-3	3	-7	
	Adult Social Care	1,011	1,114	-104	Reduced respite care forecast for older people - £180k, increased care package forecast for Learning Disabilities £600k, reduced 65+ package spend on BUPA -£455k
	Commissioning	-712	-330	-381	NHS grant applied in Quarter 3 to occupational therapy equipment and telecare services
	Business and Performance	-561	-413	-148	Increase in forecast customer contributions
500.1011	Sub Total Social Care and Health	-253	382	-634	
	Housing Services (HRA)	0	0	0	
500.1011	Sub Total Social Care Health and Housing	-253	382	-634	
	Children's Services				
	Director of Children's Services	0	0	0	
	Childrens Services Operations	576	382	194	Additional Child Protection placements, increases in Foster Allowances, Special Guardianship Orders and Agency offset by additional income from CWD respite recharges
	Learning, Commissioning & Partnerships	-1,537	-925	-612	Contributions from DSG releasing core funding and savings from held vacancies
	Joint School Commissioning Service (Transport)	-400	377	-777	Contributions from DSG and overall review of Transport costs and new contracts
400.101	Sub Total Childrens Services (excluding Schools)	-1,362	-166	-1,196	
	Sustainable Communities				
	Director of Sustainable Communities	-45	-55	10	
	Economic Growth, Skills & Regeneration	-94	-83	-11	Use £100k for Next Generation Broadband study. ACL income recalculated £60k.
	Highways Transportation	-167	-253	86	Vacancy and Superannuation savings £185k (ITU).
	Planning	-101	-508	407	Large planning fees offset forecast £120k reduction in building control. JTU Surplus transferred to contingency
	Comm Safety Public Protec Waste Leisure	282	97	185	Waste contract uplift ~£400k absorbed by division.
600.1011	Sub Total Sustainable Communities	-126	-802	676	

ACE People & Organisation					
	ACE People	177	177	0	ACE costs resulting from Corporate Services restructure.
	Communications	-46	-37	-8	Post held vacant and savings due to two surveys being combined.
	AD Customer & Systems	-191	-161	-30	Budget transfer as part of Customer Service Migration, plus reduction in car mileage forecast.
	Policy & strategy	-37	-17	-20	Staff cost savings and deferral of Customer Relationship Managememt implementation.
	Customer & Community Insight	-14	-1	-13	
	AD People	195	82	113	Costs associated with winding up HEART traded service plus staffing and overhead costs.
	Legal & Democratic Services	-428	-284	-145	Review of Elections cost, including release of £180k reserve.
200.1011	Sub Total ACE People & Organisation	-344	-241	-103	
ACE Resources					
	ACE Resources	115	149	-34	ACE costs resulting from Corporate Services restructure.
	Programme & Performance	-79	-43	-37	Delayed implementation of Performance Management System.
	E Procurement & Payments	48	106	-57	Cost of Interim Head of Procurement.
	Chief Finance Officer	348	274	74	Reduced interim costs, continued staff secondment and reduction to Bursary forecast.
	Category Review	0	0	0	
	ICT	-79	0	-79	Additional salaries being charged to capital, and vacancies being held longer than previously forecast.
	Chief Assets Officer	208	312	-103	Reduction in capitalised salaries and income pressures partly offset by savings in repairs and maintenance.
200.1011	Sub Total ACE Resources	561	798	-237	
	Office of the Chief Executive	-281	-287	6	Savings resulting from Corporate Services restructure
	Total Corporate Services	-64	271	-334	
	Contingency and Reserves	1,616	316	1,300	Recognise increased level of risks identified
7800.1011	Corporate Costs	138	87	51	Reduced debt financing and pension costs partly offset by unachievable efficiency.
	TOTAL Excluding Schools	-51	86	-137	
Schools					
4600.1011,4650.1011,4700.1011,4750.1011	Central DSG	0	0	0	
	Schools Budget	0	0	0	
	Schools ISB	0	0	0	
	TOTAL Schools	0	0	0	
	Total	-51	86	-137	

Appendix A4

Revenue Subjective analysis December 2011 - Forecast Outturn										
Expenditure Type	Staffing costs	Premises and Transport	Supplies and Services	Third Party Payments	Other	Gross Costs	Income	Grants	Total Income	Net Costs
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Director										
Social Care Health and Housing	17,236	870	5,823	67,193	0	91,122	-17,119	-17,500	-34,619	56,503
Children's Services	24,590	9,143	24,687	10,614	0	69,035	-9,881	-24,623	-34,504	34,531
Sustainable Communities	21,003	2,852	8,866	30,123	59	62,904	-9,178	-2,679	-11,857	51,048
Corporate Services	25,016	3,331	11,639	-9,993	83,959	113,953	-84,056	-2,608	-86,664	27,290
Contingency and Reserves	0	0	3,650	0	1,400	5,050	0	-2,412	-2,412	2,638
Corporate Costs	2,643	0	-30	10,935	0	13,548	-1,004	-400	-1,404	12,144
Total Excluding Schools	90,489	16,196	54,636	108,872	85,419	355,612	-121,237	-50,222	-171,459	184,154

Notes:

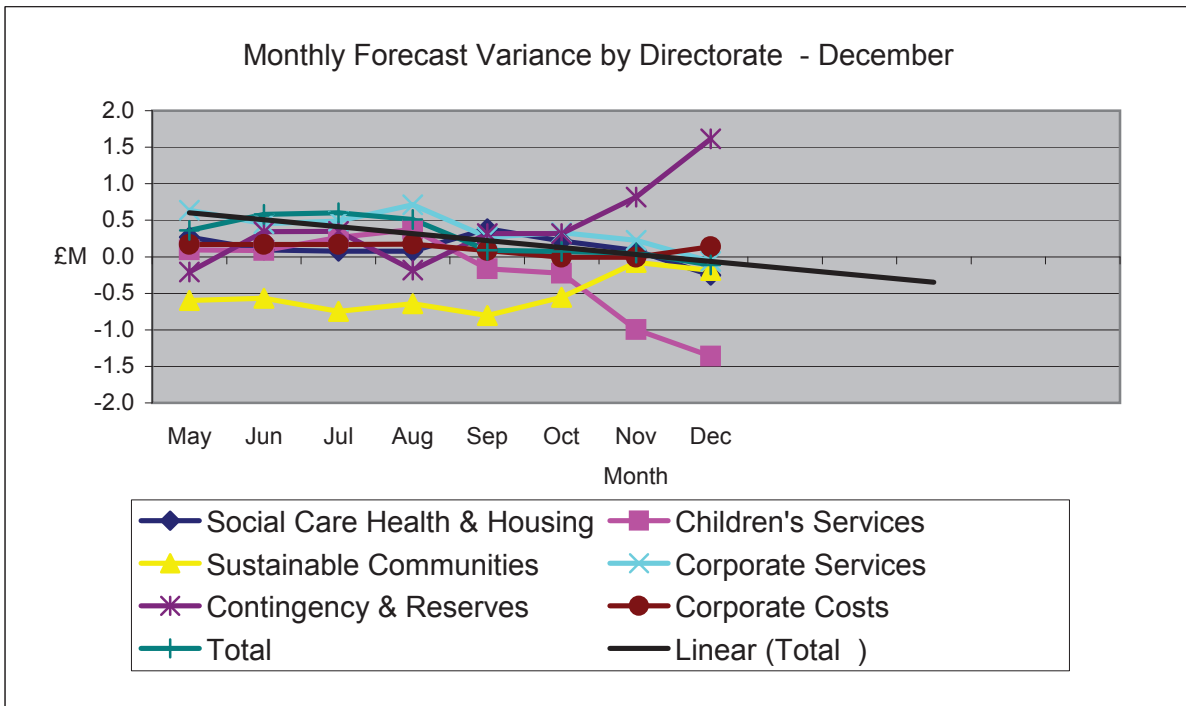
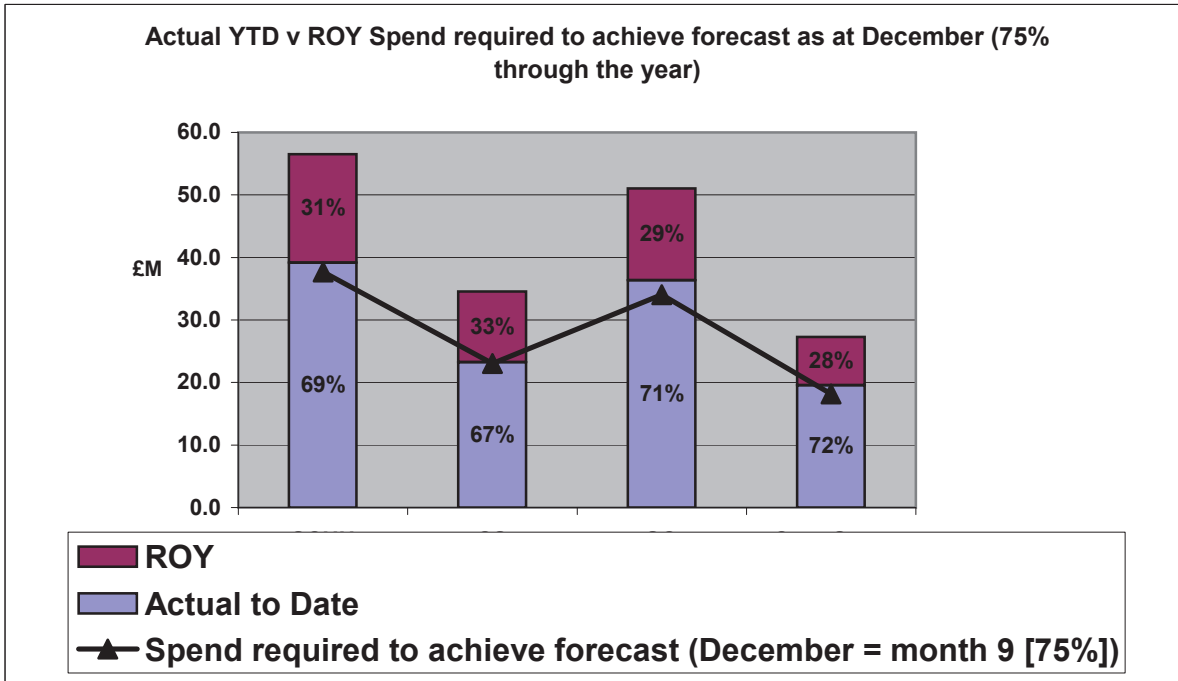
Supplies and services * Equipment, Furniture and Materials, Professional Services, Communication and Computing, Conference Expenses, Grants and Subscriptions

Third Party Payments * Other Government/Local Government Agencies, Payments to contractors

Other * Capital Financing, Rent rebates and allowances, Reserves

Appendix A5

Graphical Analysis



Appendix B

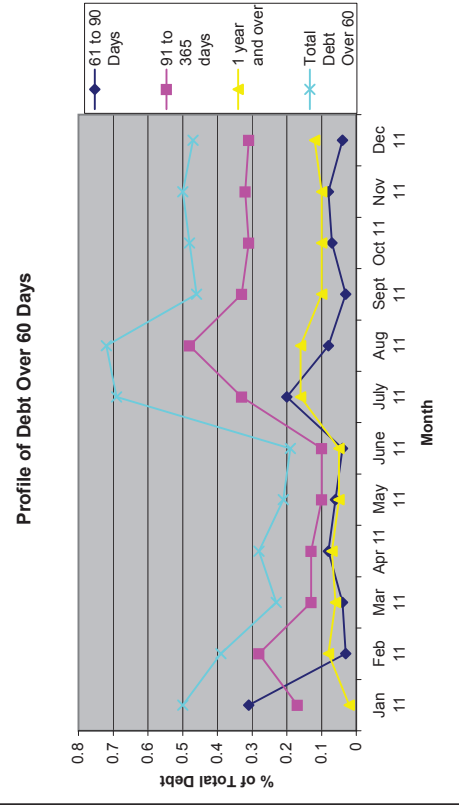
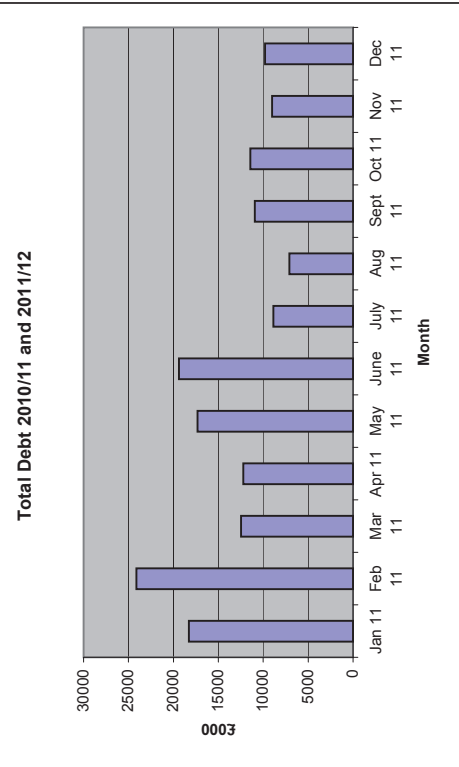
Earmarked Reserves - Month: December 2011

Description	Opening Balance 2011/12	Increase in reserves	Spend against reserves	Release of reserves		Proposed transfer to Reserves	Proposed Closing Balance 2011/12
				£000	£000		
	£000	£000	£000	£000	£000		£000
Social Care Health and Housing Reserves							
Social Care Reform Grant	415		335				80
Deregistration of Care Homes	583		216				367
LD Campus Closure	744		384				360
Supporting People	305		305				0
Reablement	222						222
Winter Pressure	348						348
Disabled Facilities Grant revenue funding						475	475
	2,617	0	1,240	0	475		1,377
Children's Services Reserves							
School Forum	4		3				1
School Specific Contingency	1,062		70				992
Performance Reward Grant	174		0				174
LSP Sustainable Neighbourhoods	48		28				20
Community Engagement work	6		6				0
Targeted Support for Empowerment Improvement Project	18		18				0
	1,312	0	125	0	0		1,187
Sustainable Communities Reserves							
Adaptation of open space	449						449
Bedford & Luton Resilience Forum	65						65
Business growth grants	96						96
Community Safety partnership fund	89						89
Conservation Fund for Fairfield Hospital	34		34				0
External Funded Regeneration reserve	492						492
GAF -Project Delivery reserve	82		32				50
Housing Planning Delivery Grant	400			400			0
Leisure Centre Sinking Fund	124						124
Library services review	45		45				0
Local Development Framework	100		100				0
Luton and South Bedfordshire Joint Growth Committee	460			230			230
Minerals and Waste partnership funds	104						104
NIRAH	71						71
Transport Sinking Fund	125						125
	2,736	0	211	630	0		1,895
Corporate Services Reserves							
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
	69	0	69	0	0		0
Corporate Reserves							
Redundancy/Restructure Reserve	2,117	750	1132				1,735
Insurance reserve	3,059		31				3,028
Elections Fund	180		180				0
Contingency				230			0
	5,356	750	1,573	-230	0		4,763
Total Earmarked Reserves	12,089	750	3,218	875	475		9,221
Housing Revenue Account Reserves							
HRA	3,743		214				3,529
Business Process Re-engineering	46		0				46
Major Repairs (HRA)	200						200
	3,989	0	214	0	0		3,775
School Reserves							
Revenue 3030050	10,552						10,552
Capital 3030033	4,423						4,423
	14,975	0	0	0	0		14,975
GRAND TOTAL	31,053	750	3,432	875	475		27,971

50% share to Luton BC

APPENDIX C

Debtors December 2011														
DIRECTORATE	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	%
Social Care Health & Housing	216	2%	258	3%	272	3%	155	2%	344	4%	291	3%	1,536	16%
Children's Services	135	1%	541	6%	6	0%	52	1%	111	1%	63	1%	908	9%
Sustainable Communities	132	1%	657	7%	517	5%	43	0%	1,106	11%	86	1%	2,541	26%
ACE People	6	0%	45	0%	2	0%	6	0%	16	0%	4	0%	79	1%
ACE Resources	517	5%	209	2%	115	1%	57	1%	195	2%	278	3%	1,371	14%
NHS Bedfordshire	159	2%	880	9%	237	2%	2	0%	815	8%	0	0%	2,093	21%
Unallocated & Non Directorate	0	0%	-1	0%	-3	0%	-1	0%	-10	0%	3	0%	-12	0%
House Sales	-1	0%	69	1%	127	1%	55	1%	503	5%	422	4%	1,175	12%
Grants	54	1%	0	0%	50	1%	0	0%	0	0%	1	0%	105	1%
GRAND TOTAL	1,218	12%	2,658	27%	1,323	14%	369	4%	3,080	31%	1,148	12%	9,796	100%
PREVIOUS QUARTER	2,161	20%	2,043	19%	1,682	15%	292	3%	3,612	33%	1,146	10%	10,936	100%



Meeting: Customer & Central Services Overview and Scrutiny Committee
Date: 16 April 2012
Subject: Quarter 3 Capital Budget Monitor Report
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the financial position to the end of December 2011 and the latest forecast position.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Nyree Hone, Head of Financial Management
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

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

Legal:

3. There are no direct legal implications arising from the report.

Risk Management:

4. Sound financial management and budget monitoring mitigates adverse financial risks.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision

7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of any significant equality implications relating to their budget proposals.

Community Safety:

13. Not Applicable.

Sustainability:

14. Not Applicable.

Procurement:

15. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Note and consider the attached Executive report and associated appendices.**

Meeting: Executive
Date: 27 March 2012
Subject: Capital Budget – Quarter 3 Monitor
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the Quarter 3 Capital Budget Management Position

Advising Officer: Charles Warboys , Chief Finance Officer
 Contact Officer: Nyree Hone, Head of Financial Management
 Public/Exempt: Public
 Wards Affected: All
 Function of: Executive
 Key Decision Yes
 Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

Sound Financial Management contributes to and supports all of CBC’s priorities The Priorities 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:

1. The Financial implications are set out in the report.

Legal:

2. None

Risk Management:

3. None

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. In developing the budget the Council must ensure that decisions are 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.

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 budget monitor report will result in further equality impact assessments being undertaken as necessary.

Community Safety:

6. Not Applicable.

Sustainability:

7. Not Applicable.

Procurement:

8. Not applicable.

Overview and Scrutiny:

9. This matter will be considered by the Customer and Central Services Overview and Scrutiny Committee in April.

RECOMMENDATION(S):

The Executive is asked to:

1. **Note the Capital gross spend of £42.8M is below the profile budget.**
2. **Note the forecast position as at the end of December is reported as £0.8M below budget, analysed as £0.4M saving and £0.4M slippage**

3. Note the good progress on the delivery of schemes.

Reason for Recommendation(s): To facilitate effective financial management and planning

Executive Summary

10. The report sets out the capital financial position for 2011/12 based on the end of December. It sets out the spend to date against the profiled budgets. Key points to note are set out below in section 12. It is intended this report will enable the Executive to consider the overall capital position of the Council and agree further actions as necessary before year end.

KEY HIGHLIGHTS (Appendices A1,A2)

11. In Summary

The gross programme, including slippage from 2010/11, excluding HRA is £81.4M (£28.9M net) as at December, which now reflects the programme review as reported to the Executive on 15 November.

12. There has been good progress on the delivery of the programme and this report now includes the forecast outturn position and commentary on the progress of the top 20 schemes (Appendix A1 and A2, and detail service commentary set out in 14 below.)

13. The main issues to note are:

- i) The Gross spend to date is £42.8M (£40.2M excluding HRA) which is 49.5% of the budget and £6.9M below the budget YTD profile.
- ii) The average monthly gross run rate is £4.75M which would amount to £57.0M if continued for the remainder of the year. However, this doesn't take account of seasonal spend and one offs as identified in (iv) below
- iii) £64.2 M (74%) of the gross budget relates to 20 of the top value schemes which include HRA. £32.7M (76%) of the gross spend relates to the these schemes;
- iv) Some one off costs are scheduled for March e.g. A5/M1 Link (£2.5M), capitalisation of redundancy (£2.0M) and Flitwick Land purchase £1.8M
- v) Sustainable Communities have brought forward £3.0M of transport schemes which will increase the spend rate for the remainder of this financial year.

14. DIRECTORATE COMMENTARY

Social Care Health and Housing

14.1 At the end of December the capital budget monitoring reporting indicates that the year end forecast outturn position is an under spend of £0.628M, compared with the net budget, for the General Fund Programme.

14.2 This is attributed to the Timberlands, Disabled Facility Grants, Empty Homes schemes and Social Care ICT projects and is identified as slipping to next year.

- 14.3 The project at Timberlands is currently being procured and is due to commence in the spring/summer of 2012, once the site has vacant possession.
- 14.4 As part of the Capital Programme Review a successful bid was made to increase the resources allocated to DFGs. The grants provided to residents with disabilities through the DFG programme assist some of the poorer and most vulnerable members of the community. In the year to date (3 Quarters) 283 DFG cases have been completed. The number of major adaptations installed totals 354 and the number of renewals cases totals 34.
- 14.5 The Campus Closure Programme is projecting additional slippage of £1.1M into 2012/13 and 2013/14 although there will be no impact on the overall capital programme as it is fully grant funded. Since the beginning of the scheme the authority has spent nearly £4.5M on refurbishing and building new properties. To date, the programme has completed/delivered 10 properties with a further 2 expected to be completed by February 2012. Most of the properties are now occupied but there have been delays with clients moving in due to their vulnerability, completion of the care management process and establishing a route for those without a full mental capacity in relation to their tenancy.
- 14.6 Forecast expenditure on Empty Homes relates to 2 Empty Dwelling Management Orders (EDMOs) for 2 properties in Hockliffe Road in Leighton Buzzard. 1 further property is being progressed but due to the legal process and challenge by the owner it will not be possible to start works before the end of the financial year (if EDMO approved). A further 5 properties will be recommended to Members for EDMO/Compulsory Purchase Order (CPO) in 2012. The delays have resulted in a forecast under spend for 2011/12 of £110k.
- 14.7 Slippage of £0.160M has been identified on Social Care ICT projects.
- 14.8 The Sheltered Housing project is projected to slip in 2012/13, although there will be no impact on the overall capital programme as it is fully grant funded.
- 14.9 There is a projected under spend of £0.200M on the HRA capital programme (unchanged from September) due to efficiencies in delivery of the Estates Improvements and Energy Conservation programmes for 2011-12. This will mean that the revenue contribution to finance capital expenditure will be reduced by this amount.

Children's Services

- 14.10 Children's Services revised annual capital expenditure budget is currently £30.75M and income budget is £27.99M which leaves a net expenditure capital budget of £2.76M. Partnerships capital budget is £86K and income budget is £86K, giving a zero net expenditure capital budget.
- 14.11 The full year projected outturn position for 2011/12 is an overspend of £173K. £289K on Schools Access Initiative (previously slipping in the capital review by £439K, now expected to under spend £150K of the £439K slippage) offset by under spend of £116K against the revised capital programme, (£85K on Arnold Middle School and £31K on Holmemead).

- 14.12 The major capital budgets have been profiled in December. The actual spend to date is a slight overspend on the net profiled budget.
- 14.13 The Roecroft School project was handed over on 11 October and was part funded by £2M of the Basic Need grant, releasing the Council contribution to the scheme.

Sustainable Communities

- 14.14 Sustainable Communities capital programme in 2011/12 is made up of 50 schemes which include the large groupings of s278 and s106 projects. The regular review of the programme has seen the rescheduling of schemes. This recognises the long lead times for some schemes, public consultations in progress, and the uncertainty surrounding secondary rounds of external funding such as the Heritage Lottery Fund. Six schemes have been partly moved into 2012/13, and one has been brought forward into 2011/12.
- 14.15 The directorate forecasts to spend £31,746k and expects to receive external income of £17,832k leaving £13,914k to be funded by Council resources. Schemes with an expenditure value of £10,791k and income of £6,951k have been moved into future years. About 60% of the slippages are in the transport infrastructure area which also includes £4,500k worth of s278 projects.
- 14.16 Expenditure to December was £18,174k against a profiled budget of £17,849, a difference of £325k. Leisure infrastructure expenditure is £209k below profile and relates to the maintenance programme which rolls in during winter months when customer demand is lower. Regeneration schemes are £401k behind profile mainly due to the protracted nature of commercial negotiation with investors and developers. Transport infrastructure expenditure is £437k below profile with 23 schemes making up this group.
- 14.17 External funding of £16,632k was received compared to a budget of £12,501k, a difference of £4,131k. Most of the difference relates to GAF funding for the A5/M1 Link for which £2,974k was received in advance. A further £1,392k of s106 developer contributions have also been received to date.

Corporate Services

- 14.18 ACE Resources - The approved gross capital programme, following the review approved by November Executive is £6.874M (£6.595M net) with spend to date running £1.402m behind profiled budget. The spend to date of £1.053M is mainly on ICT Infrastructure. The under spend to date is largely due to delays within Assets' capital schemes, mainly as a result of having to obtain more detailed information from the Service Directorates on the long term use of Council buildings.
- 14.19 ACE People and Organisation - The approved gross capital programme is £512k with spend to date running £27k behind profiled budget.

Corporate Services

- 14.20 The approved gross capital programme is £1.992m, representing the Redundancy Capitalisation Directive. No actual postings will be made until the end of the financial year.

CONCLUSION

15. There has been good progress on the delivery of the programme, however, the current level of capital spend to date is below that required to deliver the forecast gross programme on a pro rata basis.

Appendices:

Appendix A1 – Council Capital Summary

Appendix A2 – Top 20 Schemes

Appendix A3 – Graphical Analysis

Background Papers: (open to public inspection)

Capital Programme Review – Report to Executive 15 November 2011.

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/2012
2011/12 Capital Programme
Summary

Title and Description of the Scheme	December 2011						Full Year Forecast						Full Year Variance						Full Year Variance Explained by:		
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			Revised Capital Programme - Approved by Executive 15th November 2011			Full Year Forecast			Full Year 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	Over / under spend	Slippage after the Capital Programme Review to 2012/13				
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s				
Social Care, Health and Housing	5,861	(646)	5,215	3,139	(1,069)	2,070	(2,722)	(423)	(3,145)	9,527	(6,153)	3,374	6,898	(4,152)	2,746	(2,629)	2,001	(628)	0	(628)	
Children's Services	20,429	(19,226)	1,203	17,759	(16,166)	1,593	(2,670)	3,060	390	30,750	(27,985)	2,765	30,553	(27,615)	2,938	(197)	370	173	(266)	439	
Sustainable Communities	138	0	138	78	(10)	68	(60)	(10)	(70)	138	0	138	138	0	138	0	0	0	0	0	0
Community Safety & Public Protection Infrastructure	1,984	(710)	1,274	1,775	(275)	1,500	(209)	435	226	2,894	(1,319)	1,575	2,894	(1,319)	1,575	0	0	0	0	0	0
Leisure & Culture Infrastructure	3,887	(3,251)	636	3,486	(3,274)	212	(401)	(23)	(424)	7,863	(3,696)	4,165	7,863	(3,696)	4,165	0	0	0	0	0	0
Regeneration & Affordable Housing	0	0	0	1,392	(1,392)	0	1,392	(1,392)	0	0	50	50	0	50	0	50	0	0	0	0	0
Section 106 Schemes	11,730	(6,540)	3,190	11,293	(11,688)	(375)	(437)	(3,28)	(3,565)	20,430	(13,074)	7,356	20,221	(12,865)	7,356	(209)	209	0	0	0	0
Transport Infrastructure	110	0	110	150	(13)	137	40	(13)	27	330	0	330	360	0	360	30	0	30	30	0	0
Waste Infrastructure	17,849	(12,501)	5,348	18,174	(16,632)	1,542	325	(4,131)	(3,806)	31,655	(18,041)	13,614	31,476	(17,832)	13,644	(179)	209	30	30	0	0
Total Sustainable Communities	2,605	(150)	2,455	1,053	0	1,053	(1,552)	150	(1,402)	6,874	(279)	6,595	6,859	(279)	6,580	(15)	0	(15)	30	(45)	
Assistant Chief Executive Resources	118	0	118	91	0	91	(27)	0	(27)	512	0	512	368	0	368	(144)	0	(144)	(7)	(137)	
Assistant Chief Executive, People & Organisation	86	(86)	0	0	(86)	(86)	(86)	0	(86)	2,078	(86)	1,992	2,122	(130)	1,992	44	(44)	0	0	0	0
Corporate Costs	46,948	(32,609)	14,339	40,216	(33,953)	6,263	(6,732)	(1,344)	(8,076)	81,396	(52,544)	28,852	78,276	(50,009)	28,268	(3,120)	2,536	(584)	(213)	(371)	
Total excluding HRA	2,726	0	2,726	2,559	0	2,559	(167)	0	(167)	86,452	(52,544)	33,908	83,132	(50,009)	33,124	(3,320)	2,536	(784)	(413)	(371)	
Housing Revenue Account	49,674	(32,609)	17,065	42,775	(33,953)	8,822	(6,899)	(1,344)	(8,243)	86,452	(52,544)	33,908	83,132	(50,009)	33,124	(3,320)	2,536	(784)	(413)	(371)	
Total Capital Programme	49,674	(32,609)	17,065	42,775	(33,953)	8,822	(6,899)	(1,344)	(8,243)	86,452	(52,544)	33,908	83,132	(50,009)	33,124	(3,320)	2,536	(784)	(413)	(371)	

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/2012
2011/12 Capital Programme
Summary

Title and Description of the Scheme	December 2011						Full Year Forecast						Full Year Variance			Full Year Variance Explained by:						
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			Revised Capital Programme- Approved by Executive 15th November 2011			Full Year Forecast			Full Year Variance			Over / under spend	Slippage after the Capital Programme Review to 2012/13		
	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	Gross Expenditure	External Funding	Net Expenditure	Net Expenditure	Net Expenditure		
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s		
Categories																						
Category A (Fully externally funded schemes)	24,141	(20,338)	3,803	20,576	(22,639)	(2,063)	34,310	(34,285)	25	32,314	(32,289)	25	32,314	(32,289)	25	1,996						
Category B (Schemes which are statutory that may have an element of external funding)	10,955	(7,810)	3,145	10,083	(7,563)	2,520	19,271	(12,343)	6,928	19,290	(12,339)	6,951	19,290	(12,339)	6,951	4						
Category C (Service enhancements driven by a service benefit with little or no financial return that may have an element of external funding)	9,264	(4,353)	4,911	7,378	(3,748)	3,630	16,988	(5,412)	11,576	15,952	(4,876)	11,076	15,952	(4,876)	11,076	536						
Category D (Schemes which are invest to save with a consequent reduction in revenue costs)	2,588	(108)	2,480	2,179	(3)	2,176	10,827	(604)	10,323	10,720	(504)	10,216	10,720	(504)	10,216	0						
HRA	2,726	0	2,726	2,559	0	2,559	5,056	0	5,056	4,856	0	4,856	4,856	0	4,856	0						
Total	49,674	(32,609)	17,065	42,775	(33,963)	8,822	86,452	(52,644)	33,908	83,132	(60,009)	33,124	83,132	(60,009)	33,124	2,536	(784)	(413)	(371)	(413)	(371)	(371)

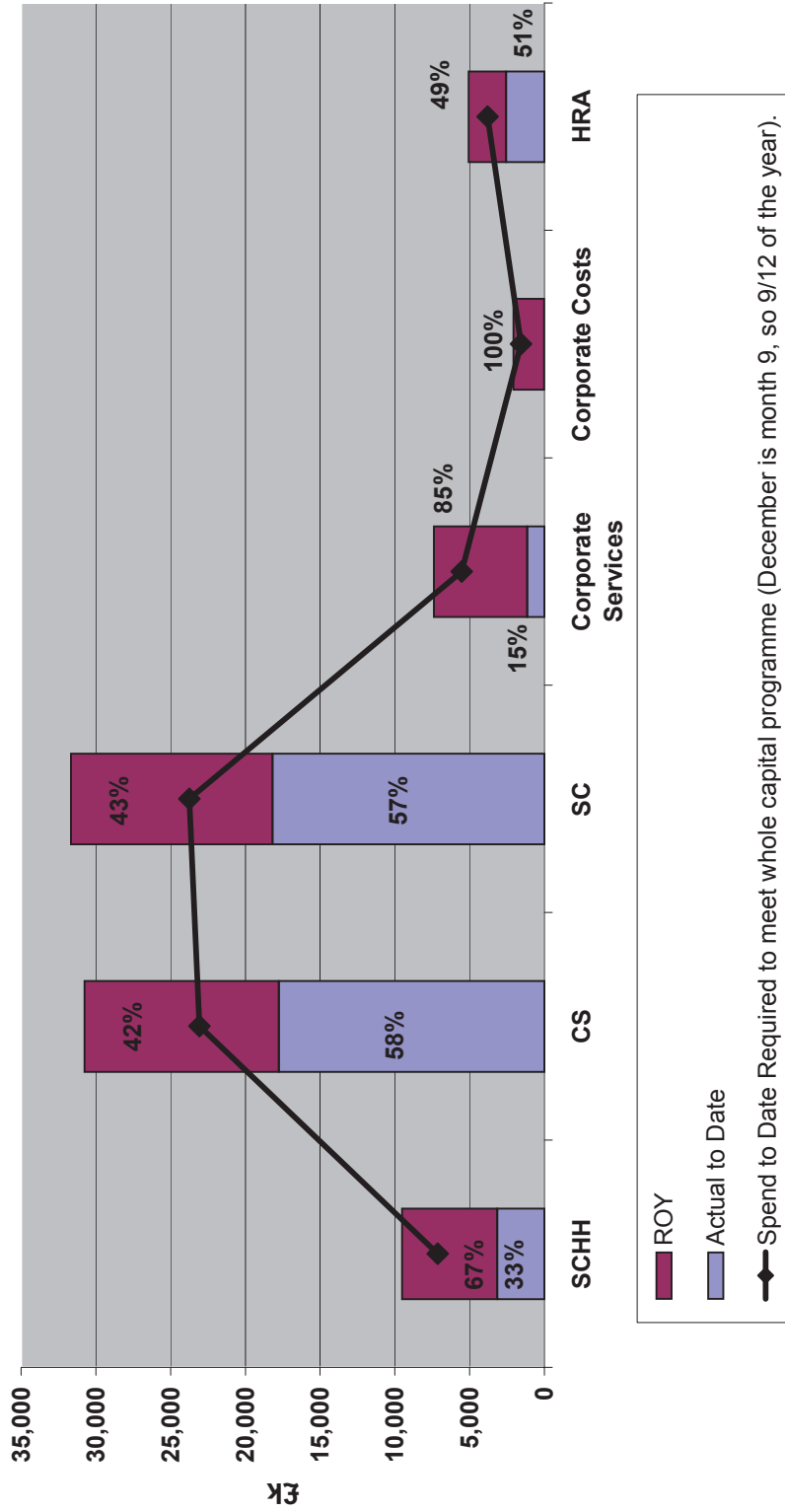
CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/2012
2011/12 Capital Programme
Top 20 Schemes

Title and Description of the Scheme	Category	Comments: What has been delivered to date: The extent to which the project is dependent on contributions including funding from third parties and what steps are being taken to facilitate or expedite these contributions; Anticipated next steps.	December 2011						Revised Capital Programme- Approved by Executive 15th November 2011				Full Year Forecast				Full Year Variance			
			PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			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	Gross Expenditure	External Funding	Net Expenditure									
All Saints Academy The project includes the rebuild and refurbishment of buildings previously comprising of the former Northcotes Technology College, now All Saints Academy, Dunstable, as part of the Government's Academy programme.	B		7,004	(7,004)	0	7,004	0	0	0	0	0	11,604	(11,456)	148	11,604	(11,456)	148	0	0	0
Schools Capital Maintenance (Formerly New Medication Distribution) Medication distribution is currently the only funding available to address the highest priority Repair and Maintenance needs across the schools estate. It would also be expected to be used to address the highest priority.	A		3,660	(3,660)	170	3,860	(3,660)	170	0	0	0	7,804	(6,993)	811	7,804	(6,993)	811	0	0	0
Reverell Lower Relocation This project is to provide Reverell Lower School with a new site in the local growth area, meeting the Council's statutory obligations.	A		5,967	(5,967)	0	2,971	(2,971)	0	2,996	0	(2,996)	5,967	(5,967)	0	5,967	(5,967)	0	0	0	0
NHS Campus Change The NHS Campus Change Programme is a Government initiative backed with NHS Capital funding, to provide up to date and future proofed accommodation for people with severe Learning Disabilities who are currently living in substandard Care Homes under the responsibility of the Local Authority. The programme was started in 2007 by the legacy of the NHS Act 2003. The programme is now acts as the agent for all 3 authorities Bedford Borough, Luton Borough and Central Bedfordshire. The scheme is intended to provide much more individual living space, enabling personalised care and support to promote independence.	A		3,431	0	3,431	947	(2,484)	0	947	(2,484)	0	4,430	(4,430)	0	3,319	(3,319)	0	(1,111)	1,111	0
Highways Structural Maintenance Block (B1, E40) This scheme is to provide for the repair and replacement of transport links to meet a minimum safety standard and to create safer communities by reducing accidents caused by poor road and footway maintenance.	A		2,700	(2,700)	0	4,447	(3,334)	1,113	1,747	(654)	1,113	3,857	(3,857)	0	3,857	(3,857)	0	0	0	0

Title and Description of the Scheme	Category	Comments: to deliver it to date: The extent to which the project is dependent on contributions including funding from third parties and what steps are being taken to facilitate or expedite those contributions; Anticipated next steps.	December 2011				Revised Capital Programme-Approved by Executive 15th November 2011				Full Year Forecast				Full Year Variance					
			PROFILED BUDGET TO DATE		ACTUAL TO DATE		VARIANCE TO DATE		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	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												
Development Project: Elluck-Town Centre. Acquisition of land to enable redevelopment of town centre and procurement of a development partner.	C	3.251 (3,251) 0 3,252	(3,276) (3,276) 41	(27) (27) 14	3,411 (3,398) 13	3,411 (3,398) 13	3,411 (3,398) 13	0 (0) 41	(3,398) (3,398) 14	3,411 (3,398) 13	3,411 (3,398) 13	0 (0) 0	0 (0) 0	3,411 (3,398) 13	0 (0) 0	0 (0) 0	3,411 (3,398) 13	0 (0) 0	0 (0) 0	0 (0) 0
Disabled Facilities Grants Schemes The projects are the provision of mandatory accessible toilet facilities to enable people to adapt homes of people with disabilities to meet their specific needs.	B	2.240 (588) 1,652	(622) (622) 1,476	(142) (142) 1,718	3,370 (588) 2,782	3,370 (588) 2,782	3,370 (588) 2,782	0 (0) 0	2,782 (588) 2,194	3,370 (588) 2,782	3,370 (588) 2,782	0 (0) 0	0 (0) 0	3,370 (588) 2,782	0 (0) 0	0 (0) 0	3,370 (588) 2,782	0 (0) 0	0 (0) 0	0 (0) 0
Section 276 Schemes Delivery of highway works required under planning permissions of various developments throughout Central Bedfordshire.	A	2.700 (2,700) 0	(2,355) (2,355) 345	(465) (465) 840	3,337 (4,183) (846)	3,337 (4,183) (846)	3,337 (4,183) (846)	0 (0) 0	345 (840) (495)	3,337 (4,183) (846)	3,337 (4,183) (846)	0 (0) 0	0 (0) 0	3,337 (4,183) (846)	0 (0) 0	0 (0) 0	3,337 (4,183) (846)	0 (0) 0	0 (0) 0	0 (0) 0
Durable AS/MI Link Road Stabilisation Infrastructure Projects Funding allocated to assist the delivery of highway works to improve road link critical to new growth proposals around Dunsable and Houghton Regis.	A	2.026 (2,026) 0	(5,000) (5,000) 432	(2,542) (2,542) 840	3,026 (3,026) 0	3,026 (3,026) 0	3,026 (3,026) 0	0 (0) 0	432 (840) (408)	3,026 (3,026) 0	3,026 (3,026) 0	0 (0) 0	0 (0) 0	3,026 (3,026) 0	0 (0) 0	0 (0) 0	3,026 (3,026) 0	0 (0) 0	0 (0) 0	0 (0) 0
Highways Structural Maintenance Additional Expenditure Schemes brought forward to 2011/12 from 2012/13 as agreed by Council November 2011.	D	0 (0) 0	0 (0) 0	0 (0) 0	3,000 (3,000) 0	3,000 (3,000) 0	3,000 (3,000) 0	0 (0) 0	0 (0) 0	3,000 (3,000) 0	3,000 (3,000) 0	0 (0) 0	0 (0) 0	3,000 (3,000) 0	0 (0) 0	0 (0) 0	3,000 (3,000) 0	0 (0) 0	0 (0) 0	0 (0) 0
Redundancy Capitalisation Directive	B	0 (0) 0	0 (0) 0	0 (0) 0	1,992 (1,992) 0	1,992 (1,992) 0	1,992 (1,992) 0	0 (0) 0	0 (0) 0	1,992 (1,992) 0	1,992 (1,992) 0	0 (0) 0	0 (0) 0	1,992 (1,992) 0	0 (0) 0	0 (0) 0	1,992 (1,992) 0	0 (0) 0	0 (0) 0	0 (0) 0
Durable Community Football Development Centre Increase provision of community football pitches, BMX track, stadium, changing and community use facilities. Projects mainly funded by section 106 developer contributions and Football Foundation Grant.	D	1,546 (710) 836	(275) (275) 435	1,218 (63) 832	1,868 (1,030) 838	1,868 (1,030) 838	1,868 (1,030) 838	0 (0) 0	836 (63) 435	1,868 (1,030) 838	1,868 (1,030) 838	0 (0) 0	0 (0) 0	1,868 (1,030) 838	0 (0) 0	0 (0) 0	1,868 (1,030) 838	0 (0) 0	0 (0) 0	0 (0) 0
Elluck Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	D	0 (0) 0	0 (0) 0	0 (0) 0	1,850 (1,850) 0	1,850 (1,850) 0	1,850 (1,850) 0	0 (0) 0	0 (0) 0	1,850 (1,850) 0	1,850 (1,850) 0	0 (0) 0	0 (0) 0	1,850 (1,850) 0	0 (0) 0	0 (0) 0	1,850 (1,850) 0	0 (0) 0	0 (0) 0	0 (0) 0

Title and Description of the Scheme	Category	Comments: - delivered to date: The extent to which the project is dependent on contributions including funding from third parties and what steps are being taken to facilitate or expedite those contributions; - Anticipated next steps.	December 2011						Revised Capital Programme-Approved by Executive 15th November 2011			Full Year Forecast			Full Year Variance				
			PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			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							Gross Expenditure	External Funding
			£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s		
Dunstable Town Centre Regeneration Phase 1 The project will provide a hand assembly solution which will greatly assist in the delivery of the Dunstable Town Centre Masterplan.	C	Outcomes Delivered to Date - Active engagement and promotion with the wider development/investment industry - Specialist consultants CBRE appointed to carry out feasibility testing with regard to the redevelopment/refurbishment of the Quadrant. Separately, Executive has approved a scheme to acquire 9 properties to allow the regeneration to proceed. These negotiations continue. A number of the properties have been identified and the Council continues to work with the current owners and interested developers to bring this vital part of the Town Centre regeneration forward.	0	45	0	45	0	45	0	45	0	1,500	0	1,500	0	1,500	0	0	
GBC Corporate Property Rolling Programme (R1) includes improvement and development of the corporate estate and capital maintenance. The requirement for 2011/12 is calculated to be c. £2m, of which £1m will be covered by additional seepage from 2010/11.	C	Details of the Rolling Programme Projects only signed by Portfolio Holder on 3rd Oct 2011. £530k is already allocated to projects, with an additional £321k for project fees for all the assets schemes, and forecast to complete before the end of the financial year. There is no dependency on external third party funding. Stoford Football pitches £300k is currently forecast to slip into 2012/13. The other key elements not yet allocated. Moves Capitalisation £180k are anticipated to be fully spent by the end of the financial year, with any unspent balances needing to be slipped into 2012/13.	592	72	0	72	0	72	0	520	0	1,456	0	1,456	0	1,456	0	0	
Highways Integrated Schemes (H3) The draft Local Transport Plan 3 sets out a programme of improvement works such as shared space road layouts to deliver the Council's vision of a safer, more accessible, less congested, creating safer communities and promoting healthier lifestyles. Government grant is available to almost cover the entire cost of this programme.	A	Progress on Integrated Transport schemes by LAMP area: Aleysey/Stobold 72% of schemes complete including walking/cycling, Aleysey Stobold and zebra at Elmbury Middle School Biggleswade/Sandy 50% of schemes complete including public transport infrastructure Bigg/Sandy and walking and cycling routes to and from local areas Biggleswade. Leighton 75% of schemes complete including Leighton High Street shared space and bus stop improvements Leighton Dunstable/Houghton Regis 50% of schemes complete including 20mph speed limit area south-west of A5 and Poynters Road Weight Limit.	900	180	(100)	(975)	(975)	(975)	(255)	(620)	(975)	1,474	(1,464)	10	1,265	(1,255)	10	209	0
Central Heating Installation (HRA) Delivery of affordable warmth and improvement to thermal comfort while reducing harmful emissions.	HRA	283 installations have occurred to mid December 2011, with a further 84 to follow by year end. There is always a slight lag in invoicing but predicted outturn very close to budget. Carefully monitored with long term suppliers. HRA funded.	598	668	0	668	70	668	0	70	0	1,100	0	1,100	0	1,100	0	0	0
Kitchens and Bathrooms (HRA) Identify properties that will fail the Decent Home Standard and institute remedial action.	HRA	Progress affected due to withdrawal of two of the three contractors. There have also been ongoing issues with progress during the Summer from the third contractor although they are now committed to completing their programme by 31/3/12. We have since appointed an additional contractor. Expenditure is £466k (Nov) and prediction is to spend of £1.1m by 31/3/12 using the two remaining contractors. HRA funded.	600	560	0	560	(40)	(40)	0	(40)	0	1,100	0	1,137	0	1,137	0	37	0
Highways Street Lighting Maintenance Backlog (H3) Unrecorded lighting columns in danger of collapse will be replaced. In addition, the lanterns on sound columns will begin to be replaced with more reliable, efficient and longer lasting varieties. This will reduce the Council's exposure to risk and allow savings on maintenance and energy costs.	D	Delivery to date is as follows: - Number of lanterns replaced = 3762 - Number of Structurally defective columns replaced = 520 - Number of Electrical Test Certificates completed = 3762 - Number of Defective pole brackets (street lights on wooden pole) = 156 - Number of KW Hour saved = 649,941	720	689	0	689	(21)	(21)	0	(21)	0	1,054	0	1,054	0	1,054	0	0	0
Children's Case Management System The software has been installed and configured on a development environment. All hardware for the live system is installed and ready. Interfaces to SAP, ECM and Swift are in development and the data cleansing of data on Swift for transfer continues. The live system is on order to enable existing users to go live in April 2012. No contributions from third parties. Next steps are: User training, user testing, data migration from swift and live operation.	D		0	63	0	63	63	63	0	63	0	1,003	0	1,003	0	1,003	0	0	0
Total of the top 20 schemes			38,035	32,717	8,499	(29,636)	3,033	(6,318)	(148)	(5,446)	64,201	(46,392)	17,809	62,618	(45,068)	17,550	1,324	(29)	
Balance of the remaining schemes:			11,639	8,666	(3,073)	(4,289)	5,789	(1,581)	(1,196)	(2,777)	22,251	(6,152)	16,099	20,719	(4,940)	15,779	1,212	(320)	
Total Capital Programme:			49,674	(32,609)	17,065	42,775	8,822	(6,899)	(1,344)	(8,243)	86,452	(62,544)	33,908	83,337	(50,069)	33,329	2,536	(679)	

Actual v ROY Spend required to achieve Revised Budget as per the Capital Programme Review as at December



Meeting: Customer & Central Services Overview and Scrutiny Committee
Date: 16 April 2012
Subject: Corporate Services: Quarter 3 Budget Management Report (Revenue)
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the financial position to the end of December 2011 and the latest forecast position.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Phil Ball, Senior Finance Manager (Corporate Resources)
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

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

Legal:

3. There are no direct legal implications arising from the report.

Risk Management:

4. Sound financial management and budget monitoring mitigates adverse financial risks.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision

7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of any significant equality implications relating to their budget proposals.

Community Safety:

13. Not Applicable.

Sustainability:

14. Not Applicable.

Procurement:

15. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Note and consider the report and associated appendices.**

Introduction and Key Highlights (Appendices A1-A3)

16. Following various Management Actions to address in year pressures, the full year forecast position, £26.547m net spend before Corporate Costs, contingency and reserves, but including planned use of earmarked reserves identifies under spend of £64k; this is the first time this financial year that Corporate Services have forecast to come within budget.

The key reasons for the forecast variance are due to:

Chief Executive (-£282k) – forecast under spend due to savings from the organisational restructure.

ACE People & Organisation (-£344k) – forecast under spend within staff costs in Committee Services, the release of the Elections reserve and higher than expected Local Land Charges income.

ACE Resources (+£562k) – forecast overspend due to the costs of interim staff, increased benefit claimants and the outcome of benefits audits, and non achievement of some rental income targets on various properties as well as budget shortfalls for NNDR costs.

Corporate Costs (+£138k), forecast outturn £12.144m - Pressures around non achievement of some cross cutting efficiencies, and a forecast reduction in debt management and premature retirement costs

Contingency & Reserves (+£1.616m), forecast outturn £2.638m -
Estimated calls on the contingency have been increased in recognition of the continuing net risks that have not been included in the detailed forecasts.

Directorate Overall position.

The position by service is included in Appendix A2.

Subjective Analysis – Corporate Services before Corporate Costs and Contingency & Reserves.

Expenditure Type	Forecast (Before use of Reserves) £000
Staffing Costs	25,016
Premises and Transport	3,331
Supplies and Services	11,639
Third Party Payments	-9,993
Other	83,959
Total Expenditure	113,953
Income	-84,056
Grants	-2,608
Total Income	-86,664
Net Expenditure	27,290

Narrative- Chief Executive (note 5), forecast outturn £0.240m

17. **Chief Executive**

Forecasting an under spend of £282k after use of reserves, key variance 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 6 to 12), forecast outturn £9.201m

18. **ACE People and Organisation, forecast outturn £0.177m**

Forecast over spend of £177k. This was a new post created following organisational restructure. No budget exists for this post; however the cost is largely offset by the savings reported within Chief Executive.

19. **Communications, forecast outturn £0.736m**

Forecasting an under spend of £46k, key variances being:

A £20k forecast under spend against the Consultation supplies and services 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 £10k forecast under spend against the Internal Communications media monitoring budget. This reflects a decision by the team to put this funding towards the cost of establishing a second graduate trainee post.

An £18k forecast under spend against the staffing budget partly due to vacant posts and further under spends against the car mileage and staff advertising budgets.

There is a £2k 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.

20. **Customer Services, forecast outturn £1.863m**

Forecast under spend of £191k including use of reserves, key variance being:

Holding staff vacancies, under spend of £188k.

21. **Policy and Strategy, forecast outturn £0.500m**

Forecast under spend of £37k, key variances being:

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

A £20k under spend against the staffing budget primarily due to a Research Officer post being vacant for the first few months of the financial year, a Corporate Advisor post being made redundant in January and to an under spend against the car mileage budget.

A £7k under spend against the supplies and services following an in-month review and re-alignment of forecasts and budgets.

22. **Customer and Community Insight, forecast outturn £0.125m**

Forecast under spend of £14k, key variances being:

A £21k under spend against the staffing budget primarily due to a member of the team being on maternity leave and to the team leader transferring to the Channel Shift Programme at the beginning of January. This post is expected to be vacant for one month.

A £4k over spend due to an unbudgeted requirement to procure Population Forecasting Software.

A £3k pressure for expected MFD recharges.

23. **People, forecast outturn £2.416m**

Forecast pressure of £195k after the use of reserves, largely due to a number of one off costs including winding up HEART, temporary staff associated with Recovery, and a temporary payroll expert to assist with payroll redesign and bringing payroll provision in house.

Management Action- A review of Training and Organisational Development budgets indicates that a £20k reduction to the forecast should be possible, to be confirmed and included in January forecast. Note that as the pressures are largely one off, the 2012/13 budget will not be impacted by them.

24. **Legal & Democratic, forecast outturn £3.265m**

Forecast under spend of £428k after use of reserves, key variances being:

Overachievement of efficiency target in Committee Services restructure, under spending by £107k.

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

A review of Election Services has resulted in an under spend of £270k including the release of £180k reserve.

Additional service charges and property costs in Coroners Services, pressure of £43k.

A one off award of legal costs for a long standing legal case has been awarded in the authority's favour, total £60k.

Continuing increased demand for Local Land Charges services resulted in an increased forecast of £70k.

Narrative - ACE Resources (notes 13 to 18), forecast outturn £17.284m

25. **ACE Resources, forecast outturn £0.115m**

Forecast overspend of £115k. This was a new post created following organisational restructure. No budget exists for this post; however the cost is largely offset by the savings reported within Chief Executive. This post will be vacant from February 2012.

26. **Programme and Performance, forecast outturn £1.086m**

Operational- Forecasting an under spend of £65k, key variances being:

Staff costs for notice period working, not included in original budget, resulting in a pressure of £47k.

The Programme Manager post being held vacant, resulting in a forecast under spend of £56k.

A Senior Analyst post which has been vacant for part of the year and has resulted in a forecast under spend of £7k.

Net under spend of £24k due to differences between the budgeted and actual cost of posts.

Net under spend of £9k against the car mileage and civic hospitality budget.

The postponement of the purchase of a new Performance Management System resulting in an under spend of £10k.

A £7k under spend for Professional Services.

A £7k pressure for expected MFD recharges.

A £6k under spend against the subscriptions budget and various other supplies and services budgets.

Non Operational- including Invest To Save, Pan Public Working and Corporate Subscriptions, forecasting an under spend of £14k due to discounts against a number of subscriptions being received in year and to a reduction in forecast costs for the Director of Public Health.

27. **E Procurement and Payments, forecast outturn £0.464m**

Forecast over spend of £48k after use of reserves, largely due to the interim Head of Service cost.

Management Action- The majority of the pressures are resulting from the appointment of an interim Head of Service, with little opportunity to find compensatory savings. Spend is under continued scrutiny to reduce the overspend where possible.

28. **Finance, forecast outturn £4.597m**

Forecast pressure of £348k after use of reserves, key variances being:

Pressure against Chief Finance Officer post due to interim cover, of £46k.

Pressure against Head of Financial Strategy post due to interim cover, of £28k.

An increased income of £666k for recovery of overpaid benefits.

A provision of £200k re 2009/10 and £590k re 2010/11 Housing benefit subsidy claim, which are expected to result following the current audits.

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

Additional subsidy received 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 £59k.

Additional professional service costs and Bank charges in Income and Sundry Debt, resulting in a pressure of £64k.

Net increase in Insurance Premiums £106k.

Staff cost savings within Audit, resulting in an under spend of £49k.

Management Action- The majority of the pressures are resulting from earlier activity, with little opportunity to find compensatory savings. Spend is under continued scrutiny to reduce the overspend where possible.

29. **ICT, forecast outturn £6.417m**

Overall position of ICT is a forecast under spend of £79k to budget, key variance resulting from staff cost savings.

30. **Assets, forecast outturn £4.546m**

Forecast pressure of £208k after the use of reserves, key variances being:

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

Pressures around rental income achievement, £137k.

Pressures around property costs, including utilities, rates and professional services, £328k.

Underachievement against capitalised salaries budget £120k.

Savings against Development Disposals budget, £115k.

Staff costs savings, partly as a result of changes to print room service and deletion of vacant posts, £333k.

Management Actions:

The position in respect of Kingsland rents to establish if income can be increased has been confirmed, with an expected improvement to the forecast in the region of £90k.

Review remaining disputed amounts due to Bedford BC to establish any accrual releases.

Review rental income to confirm all rents are fully billed.

31. **Corporate Costs, forecast outturn £12.144m**

Corporate Costs has a forecast over spend of £138k. The key variances being

Non achievement of some cross cutting efficiencies, pressure of £670k.

Forecast reduction in Premature Retirement costs of £200k.

Forecast reduction in Debt management costs £332k.

The year to date variance against budget is as a result of non achievement of some of the cross cutting efficiencies and payments on account being made for pension costs, whereas the budget assumed full settlement in period 12.

32. **Contingency & Reserves, forecast outturn £2.408m**

Contingency is forecast to be over spent by £1.616m, reflecting a contingency of £2.100m for increased risks.

33. **Reserves position (Appendix B)**

The balance brought forward for Earmarked Reserves is £5.425m. This includes £2.117m Redundancy /Restructure Reserve, £3.059m Insurance Reserve £0.180m Elections Fund and £0.069m of Corporate Services reserves. To date, the forecast includes a planned £0.974m use of Reserves.

34. **Debt Management (Appendix C)**

Overall debt has increased by £295k in the month. There is currently £494k that is over 90 days old; this represents 34% of the total debt.

A summary of debt ageing is appended.

Management Actions:

Finance have circulated to Budget Managers details of debts over £20k that are more than 30 days overdue. Budget Managers are working to resolve recovery of these debts, and progress is being followed up at monthly budget meetings.

Appendices:

Appendix A1 Council Summary

Appendix A2 Directorate Position analysed by service

Appendix A3 Movement between Current and Previous Quarter Forecast Position

Appendix B Earmarked Reserves

Appendix C Debt Analysis

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Appendix A1

Month: December 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	40,646	39,695	-675	-1,516	55,701	56,503	802	-1,055	-253
Children's Services	26,175	23,610	-381	-2,946	35,485	34,531	-954	-408	-1,362
Sustainable Communities	37,991	37,522	-309	-777	50,654	51,048	394	-520	-126
Corporate Services	20,520	20,285	-744	-979	26,610	27,290	679	-743	-64
Contingency and Reserves	-1,406	-1,687	-230	-510	792	2,638	1,846	-230	1,616
Corporate Costs	3,801	4,668	0	867	12,006	12,144	138	0	138
Total	127,725	124,093	-2,339	-5,861	181,249	184,155	2,905	-2,956	-51

Director	Cumulative to Date				Year				Report Para Reference			
	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	221	217		217	-3	293	297	4		4	1%	amber
Director of Customer and Shared Services	280	244	-79	165	-116	374	248	-125	-79	-204	-55%	amber
AD Strategy and Performance	111	128	-62	66	-45	148	128	-19	-62	-82	-55%	amber
Partnership and Community Insight	41	0	0	0	-41	0	0	0	0	0	0%	green
Director of Corporate Resources	-280	62		62	342	-293		0		0	0%	green
TOTAL- CHIEF EXECUTIVE	374	652	-141	511	137	521	381	-140	-141	-282	-54%	amber
ACE PEOPLE AND ORGANISATION												
ACE People	0	66	0	66	66	0	177	177	0	177	0%	red
Sub Total ACE People	0	66	0	66	66	0	177	177	0	177	0%	red
Communications												
Chief Communications Officer	118	108		108	-11	122	114	-8		-8	-6%	green
News Central Magazine	27	21		21	-6	40	42	2		2	6%	amber
Internal Communications	134	139	-10	129	-5	179	184	5	-10	-6	-3%	green
External Communications	172	174		174	2	229	225	-4		-4	-2%	green
Consultation	162	136		136	-26	212	182	-31		-31	-14%	amber
Sub Total Communications	614	578	-10	568	-46	782	746	-36	-10	-46	-6%	green
Customer Services												
Customer Services	1,650	1,471	-18	1,453	-197	2,055	1,881	-173	-18	-191	-9%	green
Sub Total Customer Services	1,650	1,471	-18	1,453	-197	2,055	1,881	-173	-18	-191	-9%	green

Appendix A2

Month: December 2011

Director	Cumulative to Date				Year				Report Para Reference			
	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		
Policy and Strategy												
Corporate Policy	396	360	-2	358	-38	537	501	-36	-1	-37	-7%	green
Sub Total Policy and Strategy	396	360	-2	358	-38	537	501	-36	-1	-37	-7%	green
Customer and Community Insight												
Community Insight and Risk	105	97		97	-8	139	125	-14		-14	-10%	amber
Sub Total Customer and Community Insight	105	97	0	97	-8	139	125	-14	0	-14	-10%	amber
People												
HR Strategy	1,826	1,881	-7	1,874	47	2,355	2,503	148	-7	141	6%	amber
HR Operations	-323	-106		-106	217	-430	-368	62		62	-14%	amber
Recruitment & Development	222	-267		-267	-489	296	288	-8		-8	-3%	green
Sub Total People	1,726	1,508	-7	1,501	-225	2,221	2,423	202	-7	195	9%	amber
Legal and Democratic Services												
Legal Services	932	704		704	-228	1,191	1,195	5		5	0%	green
Democratic Services	354	373	-180	193	-162	470	291	-180	-180	-360	-76%	amber
Members' Costs	998	926		926	-71	1,330	1,329	-1		-1	0%	green
Committee Services	268	182		182	-86	356	248	-107		-107	-30%	amber
Registration and Coroner Service	223	225	-8	217	-6	347	390	43	-8	35	10%	red
Sub Total Legal and Democratic Services	2,774	2,410	-188	2,222	-553	3,693	3,453	-240	-188	-428	-12%	amber
TOTAL- ACE PEOPLE & ORG	7,264	6,488	-225	6,263	-1,001	9,426	9,307	-120	-225	-344	-4%	green

Appendix A2

Month: December 2011

Director	Cumulative to Date				Year				Report Para Reference			
	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		
ACE RESOURCES												
ACE Resources	0	83		83	83	0	115	115		115	0%	red
Sub Total ACE Resources	0	83	0	83	83	0	115	115	0	115	0%	red
Programme and Performance												
Programme and Performance Operations	397	379	-28	352	-46	543	505	-38	-28	-65	-12%	amber
Programme and Performance Non-Operational	481	368	-69	299	-182	622	678	55	-69	-14	-2%	green
Sub Total of Programme and Performance	878	747	-97	650	-228	1,165	1,183	18	-97	-79	-7%	green
E Procurement & Payments												
E Procurement & Payments	331	334	-55	279	-53	415	519	103	-55	48	12%	red
Sub Total E Procurement & Payments	331	334	-55	279	-53	415	519	103	-55	48	12%	red
Finance												
Revenues & Benefits	759	897	-32	865	106	1,002	1,172	171	-32	139	14%	red
Chief Finance Officer	185	260		260	75	63	102	40		40	63%	red
Financial Strategy	704	869	-67	802	98	1,200	1,449	249	-67	182	15%	red
Financial Management	854	772	-22	750	-104	1,133	1,192	59	-22	37	3%	amber
Audit	657	607		607	-51	851	802	-49		-49	-6%	green
Sub Total Finance	3,160	3,404	-121	3,283	124	4,249	4,718	469	-121	348	8%	amber

Appendix A2

Month: December 2011

Director	Cumulative to Date					Year					Report Para Reference		
	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	RAG
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
ICT													
ICT Operations	2,527	2,527		2,527	-0	3,226	3,227	1		1	0%	green	
Chief IT Officer	101	101		101	1	133	134	1		1	1%	amber	
ICT Strategy & Assurance	2,492	2,431		2,431	-61	3,136	3,056	-80		-80	-3%	green	
Sub Total ICT	5,119	5,059	0	5,059	-61	6,496	6,417	-79	0	-79	-1%	green	
Assets													
Assets	125	8	-11	-3	-129	156	206	50	-11	39	25%	red	
Chief Assets Officer	151	162		162	11	27	109	81		81	301%	red	
Facilities and Maintenance	3,117	3,348	-94	3,254	137	4,154	4,336	182	-94	88	2%	amber	
Sub Total Assets	3,393	3,518	-105	3,413	20	4,337	4,651	313	-105	208	5%	amber	
TOTAL - ACE RESOURCES	12,881	13,145	-378	12,767	-114	16,663	17,602	939	-378	562	3%	amber	
Corporate Costs													
Debt Management	4,144	3,441		3,441	-702	10,617	10,285	-332		-332	-3%	green	
Premature Retirement Costs	927	1,982		1,982	1,055	2,954	2,754	-200		-200	-7%	green	
Corporate HRA Recharges	0	0		0	0	-104	-104	0		0	0%	green	
Cross Cutting Efficiencies	-1,269	-755		-755	515	-1,461	-791	670		670	-46%	amber	
Sub Total Corporate Costs	3,801	4,668	0	4,668	867	12,006	12,144	138	0	138	1%	amber	

Month: December 2011

Appendix A2

Director	Cumulative to Date				Year				Report Para Reference			
	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		
Contingency & Reserves *												
Contingency	-1,406	-1,687	-230	-1,917	-510	792	2,638	1,846	-230	1,616	204%	red
Sub Total Contingency & Reserves	-1,406	-1,687	-230	-1,917	-510	792	2,638	1,846	-230	1,616	204%	red
Total	22,914	23,267	-974	22,292	-622	39,409	42,072	2,663	-974	1,689	4%	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	Reserves	Balance
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	-257	398		655
General contingency	0	2,100		2,100
Adult Community Learning Grant	0	-1,291		-1,291
Release of J1U reserve	0	0	-230	-230
SEPT transfer from ASC	300	0	-300	-300
	390	2,236	-230	1,616

Movement between Sep forecast variance and Dec forecast variance

Director	Variance Dec £000	Variance Sep £000	Change in Variance £000	COMMENTARY on movements greater than £20k
Chief Executive	4	-1	5	
Director of Customer and Shared Services	-204	-206	1	
AD Strategy and Performance	-82	-77	-5	
Partnership and Community Insight	0	-4	4	
Director of Corporate Resources	0	0	0	
Sub Total Chief Executive	-282	-287	5	
ACE People and Organisation				
ACE People & Org	177	177	0	
Chief Communications Officer	-8	-7	-1	
News Central Magazine	2	2	0	
Internal Communications	-6	-7	1	
External Communications	-4	-6	2	
Consultation	-31	-21	-10	
Sub Total Communications	-46	-38	-8	
Customer Services	-191	-161	-30	Movement due to slippage of recruitment and vacancy savings
Sub Total Customer Services	-191	-161	-30	
Corporate Policy	-37	-17	-21	Movement due to a £3k reduction against the car mileage budget, an £11k reduction against the payroll budget primarily due to a Corporate Policy Advisor taking voluntary redundancy and a £6k reduction against the Supplies and Services budget following a review of thorough forecast requirement.
Sub Total Policy and Strategy	-37	-17	-21	
Community Insight and Risk	-14	-1	-13	
Sub Total Customer and Community Insight	-14	-1	-13	
Head of HR Strategy	141	57	84	HR new restructure resulting in an increase in forecast of £63k. Ts & Cs actual having a short fall of £32k from original estimate.
Head of HR Operations	62	34	28	Movement includes a £19k increase in the Occupational Health forecast and various minor adjustments.
Head of recruitment and Development	-8	-8	0	
Sub Total People	195	82	113	
Head of Legal Services	5	77	-73	Largely due to costs being awarded in an ongoing legal case that was won by CBC.
Head of Democratic Services	-360	-292	-67	Mainly due higher than expected Local Land Charge income for the year.
Members' costs	-1	4	-5	
Committee Services	-107	-108	1	
Registration and Coroner Service	35	39	-4	
Sub Total Legal and Democratic Services	-428	-284	-148	

Movement between Sep forecast variance and Dec forecast variance					Appendix A3
Director	Variance Dec £000	Variance Sep £000	Change in Variance £000	COMMENTARY on movements greater than £20k	
Total, ACE People	-344	-241	-107		
ACE Resources					
ACE Resources	115	149	-34	Movement due to ACE Resources Post vacated January 2012	
Programme and Performance Operations	-65	-33	-33	Movement due to a £7k reduction in the car mileage forecast, an £8k reduction in staff costs due to a Senior Business Analyst post being vacant for part of the financial year and a further £15k reduction in forecast resulting from the under utilisation of a £21.5k transfer of Pan Public Sector funding. This purpose of this transfer was to cover staff costs relating to a Finance led project.	
Programme and Performance Non- Operations	-14	-10	-4		
Sub Total Programme and Performance	-79	-42	-37		
E Procurement & Payments	48	106	-57	Movement due to Redundancy payment subsequently paid from Reserves & increase in Rebate income following a review.	
Sub Total E Procurement & Payments	48	106	-57		
Head of Revenues & Benefit	139	121	17		
Chief Finance Officer	40	42	-2		
Head of Financial Strategy	182	128	54	Mainly due to increased Agency Costs within Financial Strategy.	
Financial Management	37	28	9		
Head of Audit	-49	-46	-3		
Sub Total Finance	348	274	74		
Head of Systems (Operations)	1	-11	12		
Chief IT Officer	1	1	-0		
Head of Systems (Strategy & Assurance)	-80	10	-91	Movement due to extra expected Capitalisation of salaries (£30k) & slippage on recruitment to vacant posts (£61k)	
Sub Total ICT	-79	-0	-79		
Assets	39	199	-160	Movement of (£160k) due mainly due to £131k of Kingsland income moved from FM to Head of Assets and various other reduction within Capital Development, staffing and saving on Building Repairs and Maint on various buildings.	
Chief Assets Officer	81	81	0	Movement of £57k due mainly due to £131k of Kingsland income moved from FM to Head of Assets and double accounting for utilities in Tech house £70k.	
Head of Facilities, Maintenance	88	31	57		
Sub Total Assets	208	312	-103		
Total ACE Resources	562	798	-236		
Debt Management	-332	-132	-200	Reduction in MRP as per latest estimate.	
Premature Retirement Costs	-200	-200	0		
Corporate HRA Recharges	0	0	0		
Efficiencies	670	415	255	Unachievable cross cutting efficiencies	

Movement between Sep forecast variance and Dec forecast variance

Director	Variance Dec £000	Variance Sep £000	Change in Variance £000	COMMENTARY on movements greater than £20k
Sub Total Corporate Costs	138	87	55	
Contingency	1,616	316	1,300	Reflects current risks against forecast
Sub Total Contingency & Reserves	1,616	316	1,300	
Total	1,689	673	1,017	

Appendix B

Earmarked Reserves - Month: December 2011

Description	Opening Balance 2011/12 £000	Increase in reserves £000	Directorate Spend against reserves £000	Our spend against other Directorates' reserves	Other Directorate Spend against reserves £000	Release of reserves £000	Proposed Closing Balance 2011/12 £000
Corporate Services							
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
	69	0	69	0	0	0	0
Corporate Reserves							
Redundancy/Restructure Reserve	2,117	750	464		734		1,669
Insurance reserve	3,059		31				3,028
Elections Fund	180		180				0
Total Earmarked Reserves	5,356	750	675	0	734	0	4,697
Sustainable Communities Reserves							
JTU Reserve	0	0	0	230	0	0	0
				230			
Directorate use of Earmarked Reserves- TOTAL			744	230			974

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	428	29%	76	5%	78	5%	57	4%	75	5%	1	0%	715	49%
Bedford Borough	0	0%	2	0%	0	0%	0	0%	33	2%	131	9%	166	11%
Bedfordshire PCT	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
General debts	95	7%	176	12%	39	3%	6	0%	103	7%	151	10%	570	39%
TOTAL DEBT	523	36%	254	18%	117	8%	63	4%	211	15%	283	20%	1,451	100%
PREVIOUS MONTH	259	22%	279	24%	86	7%	63	5%	211	18%	258	22%	1,156	100%

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Meeting: Customer & Central Services Overview and Scrutiny Committee
Date: 16 April 2012
Subject: Corporate Services: Quarter 3 Budget Management Report (Capital)
Report of: Cllr M Jones, Executive Member for Corporate Resources
Summary: The report sets out the financial position to the end of December 2011 and the latest forecast position.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Phil Ball, Senior Finance Manager (Corporate Resources)
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. Sound financial management contributes to the Council's value for money and enables the Council to successfully deliver its priorities. The recommendations will contribute indirectly to all 5 Council priorities.

Financial:

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

Legal:

3. There are no direct legal implications arising from the report.

Risk Management:

4. Sound financial management and budget monitoring mitigates adverse financial risks.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision

7. Equality Impact Assessments were undertaken prior to the allocation of the 2011/12 budgets and each Directorate was advised of any significant equality implications relating to their budget proposals.

Community Safety:

13. Not Applicable.

Sustainability:

14. Not Applicable.

Procurement:

15. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

1. **Note and consider the report and associated appendices.**

Introduction

16. The report sets out the capital financial position for 2011/12. It sets out spend to date and the approved budget.

Key Highlights (Appendices A1, A2 and A3)

17. **Capital – ACE Resources**

The approved gross capital programme, following the review approved by November Executive is £6.874m (£6.595m net) with spend to date running £1.402m behind profiled budget. The spend to date of £1.053m is mainly on ICT Infrastructure. The under spend to date is largely due to delays within Assets' capital schemes, mainly as a result of having to obtain more detailed information from the Service Directorates on the long term use of Council buildings,

18. **Capital – ACE People & Organisation**

The approved gross capital programme is £512k with spend to date running £27k behind profiled budget.

19. **Capital – Corporate**

The approved gross capital programme is £1.992m, representing the Redundancy Capitalisation Directive. No actual postings will be made until the end of the financial year.

Appendices:

Appendix A1 – Capital Summary- ACE Resources

Appendix A2 – Capital Summary- ACE People & Organisation

Appendix A3 – Capital Summary- Corporate

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CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME 2011/12/012
2011/12 Capital Programme
Assistant Chief Executive Resources

Title and Description of the Scheme	Revised Capital Programme - Approved by Executive 16th November 2011			Full Year Forecast			Full Year Variance			Over / under spend			Slippage after the Capital Programme Review to 2012/13			December 2011					
	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	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s	PROFILED BUDGET YTD		ACTUAL		VARIANCE	
																Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s	Gross Expenditure £000s	External Funding £000s	Net Expenditure £000s
CBC Corporate Property Rolling Programme (R1) 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.	1,456	0	1,456	1,456	0	0	0	0	0	0	0	0	592	72	72	592	72	72	(520)	0	-520
Amphill Court House - (Originally shown in the Corporate Property Block)	150	0	150	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Priny House - (Originally shown in the Corporate Property Block)	212	0	212	212	0	0	0	0	0	0	0	0	2	0	0	2	0	(2)	0	-2	
Havesham Lodge/Bears - (Originally shown in the Corporate Property Block)	74	0	74	74	0	0	0	0	0	0	0	0	42	0	0	42	0	(42)	0	-42	
Libraries - (Originally shown in the Corporate Property Block)	371	0	371	371	0	0	0	0	0	0	0	0	90	0	0	90	0	(90)	0	-90	
Carbon Reduction Improvements (Originally shown in the Corporate Property Block)	330	0	330	330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Wratling House - (Originally shown in the Corporate Property Block)	171	0	171	171	0	0	0	0	0	0	0	0	41	0	0	41	0	(41)	0	-41	
Silsoe Horticultural Centre	66	0	66	66	0	0	0	0	0	0	0	0	66	0	0	66	0	(66)	0	-66	
Akeley - (Originally shown in the Corporate Property Block)	123	0	123	123	0	0	0	0	0	0	0	0	123	0	0	123	0	(123)	0	-123	
Indefatig Leisure Centre (Originally shown in the Corporate Property Block) - paths and car parking	176	0	176	176	0	0	0	0	0	0	0	0	70	0	0	70	0	(70)	0	-70	
Priny House (Originally shown in the Corporate Property Block) - car parking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
ICT Infrastructure - Professional Services (from Rolling Programme)	96	0	96	96	0	0	0	0	0	0	0	0	60	0	0	60	0	(60)	0	-60	
ICT Infrastructure - Hardware (from Rolling Programme)	235	0	235	235	0	0	0	0	0	0	0	0	200	460	460	200	460	260	0	260	
ICT Infrastructure - Software (from Rolling Programme)	240	0	240	240	0	0	0	0	0	0	0	0	180	5	5	180	5	(175)	0	-175	
ALS Phase	64	(64)	0	64	(64)	0	0	0	0	0	0	0	42	(42)	0	42	(42)	0	(42)	0	-42
Enterpris Content Management (KEY ECM) Implementation To deliver a single Enterprise Content Management (KEY ECM) system for Central Bedfordshire that will: <ul style="list-style-type: none"> - 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. 	150	0	150	155	5	5	5	5	5	5	5	5	70	13	13	70	13	(57)	0	-57	
CBC Network (NEW) Move of 1000 users of BEC network Data Centre Migration (NEW) To provide CBC with a data centre that is not susceptible to IT risks	148	0	148	172	0	24	24	24	24	24	24	24	148	168	168	148	168	156	10	0	10
ICT Line Redefining System (NEW) To enable effective project charging	66	0	66	66	0	0	0	0	0	0	0	0	66	0	0	66	0	(66)	0	-66	
SAP Optimisation- Financial Forecasting	200	0	200	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SAP Optimisation- Implementation of Manager & Employee Self Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children's Case Management System (NEW)	1,003	0	1,003	1,003	0	0	0	0	0	0	0	0	0	63	63	0	63	63	0	0	63
Integrated Asset Management System (NEW)- This single platform will be accessible cross service, resolving the current issues of multiple databases.	150	0	150	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Co-Location DWP former Community Hubs- Total Phase/ Points of Presence	480	(215)	265	480	(215)	0	0	0	0	0	0	0	240	(108)	42	132	42	(198)	108	-90	
Optical Character Recognition (OCR)	84	0	84	85	1	1	1	1	1	1	1	1	84	63	63	84	63	(21)	0	-21	
Additional Construction works - Technology House (Your Space)	35	0	35	35	0	0	0	0	0	0	0	0	17	57	57	17	57	40	0	40	
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 	115	0	115	115	0	0	0	0	0	0	0	0	72	96	72	72	96	26	0	26	
The implementation of this comprehensive web strategy is fundamental to the transformation of the Council's services.																					
Performance / Complaints Management System: To introduce a corporate software system or systems which will allow us to: <ul style="list-style-type: none"> • effectively monitor, report and improve on our performance • Analyse and plan for effective risk management 	45	0	45	0	(45)	(45)	0	0	0	0	0	0	(45)	0	0	(45)	0	0	0	0	0

Title and Description of the Scheme	Revised Capital Programme- Approved by Executive 16th November 2011						Full Year Forecast			Full Year Variance			Over / under spend			Slippage after the Capital Programme Review to 2012/13						December 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	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s	£,000s		
Clophill St Mary's Maintenance	75	0	75	0	0	75	0	0	0	0	0	0	0	0	0	0	0	0	0	75	0	75	0	0	0	0	0	0	0	0	0
CCT Stabilisation	559	0	559	0	0	559	0	0	0	0	0	0	0	0	0	0	0	0	0	325	0	325	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	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	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	0	0	0	0	0	0	0	0	0	
Total Assistant Chief Executive Resources	6,874	(279)	6,595	(279)	6,898	6,898	(279)	6,980	(15)	0	(15)	0	0	0	0	0	0	0	0	2,805	(150)	2,455	0	1,052	0	1,052	(1,552)	150	0	(1,402)	

Meeting: Customer and Central Services Overview and Scrutiny Committee
Date: 16 April 2012
Subject: Quarter 3 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report highlights Quarter 3 performance 2011/12 for the Corporate Health indicators recorded by Corporate Services - Resources and Corporate Services - People and Organisation.

Advising Officer: Deb Clarke, Assistant Chief Executive. Charles Warboys, Chief Finance Officer.
Contact Officer: Elaine Malarky, Head of Programme and Performance
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The quarterly performance report underpins the delivery of all Council priorities.

Financial:

None directly but there are a number of performance indicators within the corporate suite that have a strong financial link, including: Council Tax collected; Amount of debt outstanding; Undisputed invoices paid within 30 days; and Time taken to process benefits and change events.

Legal:

None

Risk Management:

Areas of ongoing underperformance are a risk to both service delivery and the reputation of the Council.

Staffing (including Trades Unions):

The corporate performance suite includes indicators on sickness absence within the Council and the number of agency staff being used.

Equalities/Human Rights:

This report highlights performance in respect of how the Council and its services impact across all communities within Central Bedfordshire, so that specific areas of underperformance can be highlighted for further analysis/drilling down as necessary.

Community Safety:

None

Sustainability:

No direct implications.

RECOMMENDATIONS:

1. That the Overview and Scrutiny Committee notes the overall improvement made against this set of indicators and considers any issues from this report that could form part of their work programme.

1. Overall performance against the Corporate Health indicators in the Council's Corporate Indicator Set demonstrates improvement. It shows that services are continuing to be supported by strong management decisions and that appropriate actions are being taken to remedy challenging performance issues.
2. Appendix A has a cover sheet providing an overview of performance for each of the indicators in the corporate set considered by this Committee. During quarter 3 2011/12, it has been possible to RAG score five of the seven Corporate Services indicators. Two are green and improving, two are amber and improving and one is red with no change in performance. The remaining two have not been scored, either because no target has been set or the nature of the indicator means it is not suitable to score in this way. Wherever possible and appropriate, the cover sheet also shows the direction of travel for the indicator.
3. The following paragraphs provide a brief summary highlighting key performance for Quarter 3. The tables attached as Appendix A provide the details for each indicator.

Corporate Services - Resources

4. The interventions used to chase outstanding payments, including reminder letters and the issuing of summonses has ensured that the percentage of Council Tax collected remains very close to target. By the close of Quarter 3, the Council had collected 84.73% of the Council Tax due to it. This is 0.26% up on last year, but still 0.37% (527k) off target, hence the amber rating. The level of payments collected by the Council's bailiffs has increased significantly in 2011/12 compared to 2010/11 and with £1.2m passed to the bailiff in Quarter 2 for collection, we remain confident that the year end target of 98% will be achieved.
5. In relation to the processing of Housing Benefit and Council Tax, performance during Quarter 3 is on par with that of 2010/11. More encouraging is the significant drop in processing times between November and December 2011 and is an indication that we have made good progress in clearing the backlog. In December the volume of outstanding benefit changes reduced to its lowest for 24 months and processing times improved by almost 25% between November and December. It is still anticipated that processing times will be brought into line with monthly targets by the end of the year (the processing target for the month of March 2012 is 19 days). However achieving an overall average rate of 25 days for the entire year is unlikely due to the impact of dealing with the backlog.

6. Performance in Quarter 3 2011/12 for the percentage of undisputed invoices paid within 30 days, improved on that achieved in Quarter 2, returning to the level achieved in Quarter 1, and again the 90% target has been achieved. The seasonal comparison also shows a significant improvement in Quarter 3 this year compared to same quarter in 2010/11. At a directorate level all directorates showed an improvement this quarter.
7. Good progress is being made in reducing the amount of outstanding debt due to the Council. However the challenge for the Council is not only to reduce the overall level of debt but also to ensure that the proportion of older debt is kept under control. Progress is being made in this respect with debt over 90 days falling by £530k this quarter and debt under 90 days old falling by £610k. £926k of the £4.228m over 90 days old is secured on properties so takes longer to recover. A target covering the ratio between older debt (over 90 days old) excluding that secured on property and all debt outstanding is being developed.

Corporate Services - People and Organisation

8. The Council continues to monitor the level of agency staff that it uses, including the reason for their usage and the category of job the agency worker is carrying out. The use of agency workers continues to be one of the mechanisms that allows the Council to be flexible in the fulfilment of its resourcing needs. As the optimum number of agency staff will fluctuate from quarter to quarter due to changing needs, it is not possible to performance score this indicator.
9. The year on year sickness absence has improved and this figure is lower than the comparable period last year. After a reduction in staff sickness absence for the three successive quarters, Quarter 3 2011/12 shows an increase. The indicator has been scored as AMBER as the 2.63 days lost per employee remains above the quarterly target of 2 days. Human Resources continue to work closely with Occupational Health to provide support to those identified as having higher levels of sickness absence.
10. At 89.95% the Customer Service Contact Centre continues to surpass its target of resolving 80% of calls that it receives at the first point of contact. This is a considerable achievement bearing in mind the high volume of calls received during the quarter (129,087) and the fact that 41% of these came through on the 'General Enquiries' line

Appendices:

Appendix A – Quarter 3 2011/12 indicators for Corporate Services - People and Organisation and Corporate Services - Resources.

Background Papers: (open to public inspection) - None

Location of papers: Priory House

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Performance Report Appendix A (Corporate Health Indicators) Quarter 3 2011/12

Corporate Services - (Corporate Health Indicators) Resources		Corporate Services - (Corporate Health Indicators) People and Organisation		Not scored
CH 1	The percentage of Council Tax due, collected	↑	A	Not scored
CH 2	Time taken to process Housing Benefit, Council Tax, new claims and change events	↔	R	A
CH 3	Undisputed invoices paid within 30 days	↑	G	G
CH 4	Amount of debt outstanding (No target set)	↑	Not scored	
CH 5	Total number of Carlisle Managed Solutions agency staff		↑	
CH 6	Corporate sickness absence		↑	
CH 7	Percentage of first point resolutions by the Customer Service Contact Centre		↑	

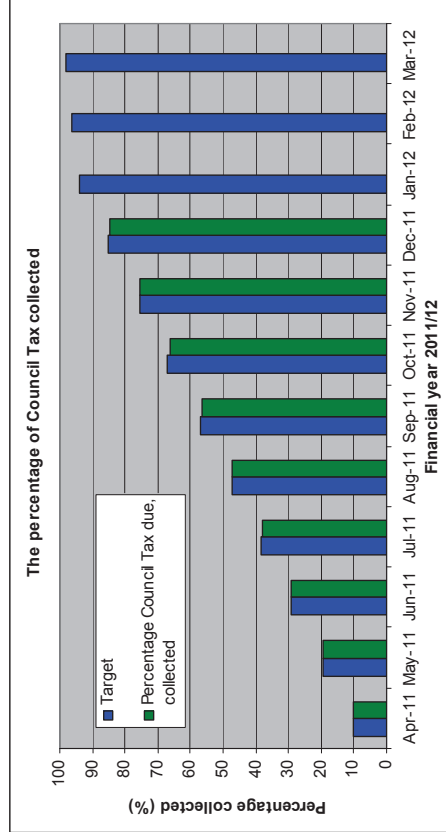
Corporate Health - Resources Chief Executive: Richard Carr

Deputy Leader and Executive Member for Corporate Resources - Cllr Maurice R Jones
Deputy Executive Member for Corporate Resources - Cllr David John Hopkin
Deputy Executive Member for Corporate Resources - Cllr Richard D Wenham

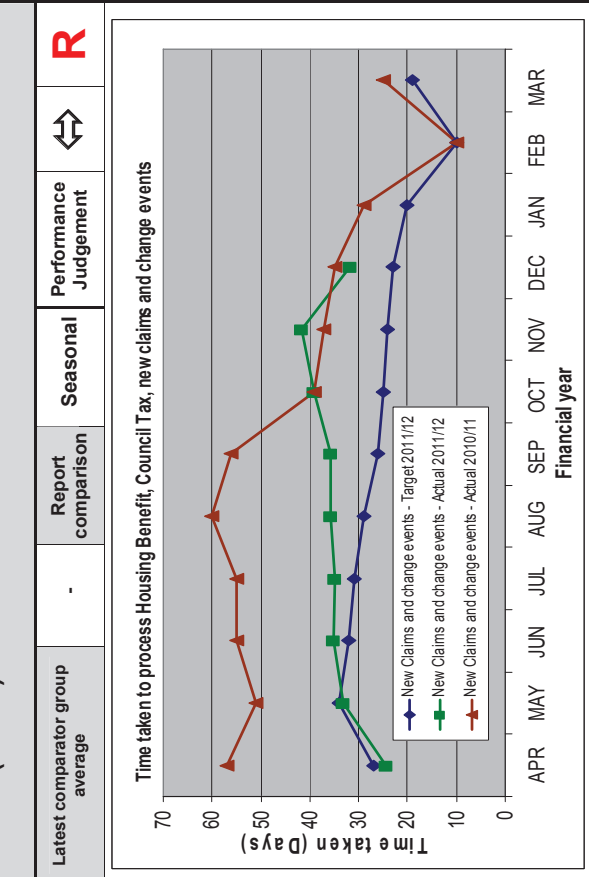
Seasonal = Compared to the same time in the previous year
Quarter on quarter = Compared to the previous quarter
Annual = Compared to one fixed point in the previous year

Council tax and benefits

CH 1	The percentage of Council Tax due, collected										Latest comparator group average	Report comparison	Seasonal	Performance Judgement	Not scored	
	Good is High	2009/10 Outturn	2010/11				2011/12									
%			Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn				
Cumulative Target			29.52	57.54	85.34	98.50	98.50	29.10	56.90	85.10	98.00	98.00				
Cumulative Actual	97.19		28.79	56.61	84.47	97.60	97.60	28.97	56.67	84.73						
Variance			-0.73	-0.93	-0.87	-0.90	-0.90	-0.13	-0.23	-0.37						
Comment:	<p>Quarter 3 - The interventions used to chase outstanding payments, including reminder letters and the issuing of summonses has ensured that the percentage of council tax collected remains very close to target. By the close of Quarter 3, the Council had collected 84.73% of the Council Tax due to it. This is 0.26% up on last year, but still sees the Council 0.37% off target, hence the amber rating. The 0.37% equated to £527k.</p> <p>The level of payments collected by the Council's bailiffs has increased significantly in 2011/12 compared to 2010/11 and with the £1.2M passed to the bailiff in Quarter 2, for collection we remain confident that the year end target of 98% will be achieved.</p> <p>The timetable to recover outstanding Council Tax has been refined to speed up the process in Quarter 4.</p>															



CH 2 Time taken to process Housing Benefit, Council Tax Benefit, new claims and change events (NI 181)

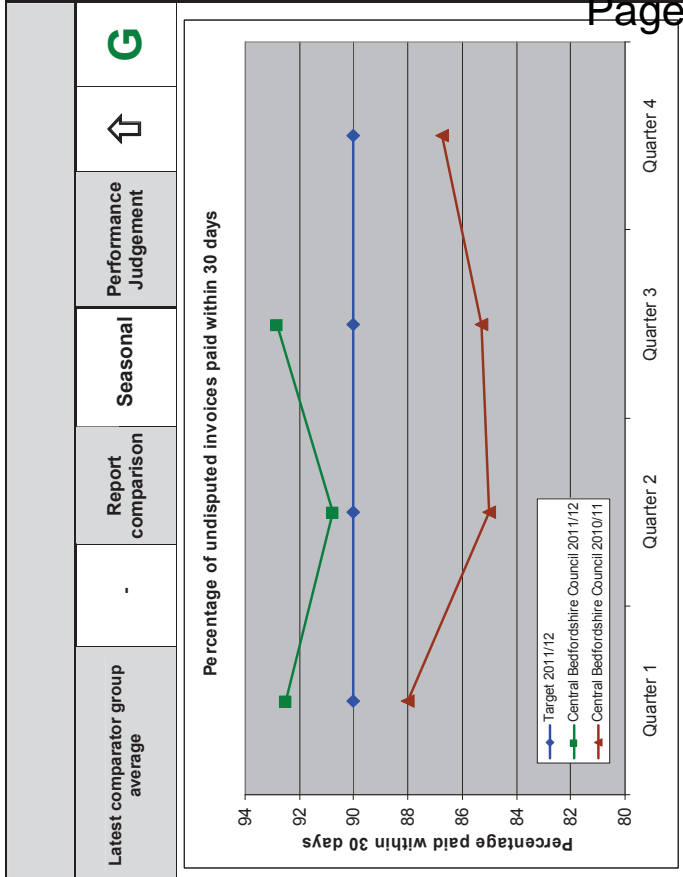


Unit	Good is	2010/11				2011/12				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	
		Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1					Qu 2
Calendar days	Low	29	29	54	56	37	21	42	25	31	35.43 (23.5)	37.46 (24)	-	R

Comment: Performance during Quarter 3 is on par with that of 2010/11. More encouraging is the significant drop in processing times between November and December 2011 and is an indication that we have made good progress in clearing the backlog. It was always anticipated that clearing the backlog of claims and amendments to existing benefits would see a temporary rise in processing times. This has taken longer than anticipated but in December the volume of outstanding benefit changes reduced to its lowest for 24 months and processing times improved by almost 25% between November and December.

It is still anticipated that processing times will be brought into line with monthly targets by the end of the year (the processing target for the month of March 2012 is 19 days). However achieving an overall average rate of 25 days for the entire year is unlikely due to the impact of dealing with the backlog.

Invoices and outstanding debt



Unit	Good is	2010/11				2011/12				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	
		Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1					Qu 2
%	High	90	88	85	85.28	86.73	86.73	86.73	90	92.5	90.74	92.81	-	G
CBC		82.6							90					
Social Care, Health & Housing									90					
Children's services									90					
Sustainable Communities									90					
Corporate Services - Resources									90					
Corporate Services - People & Organisation									90					

Comment: Performance in Quarter 3 2011/12 improved on that achieved in Quarter 2, returning to the level achieved in Quarter 1, and again the 90% target has been exceeded. The seasonal comparison also shows a significant improvement in Quarter 3 this year compared to Quarter 3 2010/11, both for the Council as a whole, and for Directorates where comparable data exists. All Directorates have shown improved performance in Quarter 3 compared to Quarter 2 2011/12. Looking behind the quarterly averages, on the monthly returns, both Sustainable Communities and Corporate Services - Resources improved exceeded the 90% target in December, the last month of the quarter.

CH 4		Amount of debt outstanding					2011/12		2010/11		Latest comparator group average		Report comparison		Performance Judgement		Not scored		
Unit	Good is	Indicator		Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Outturn		-		-		↑		-		
£(m)	Low	All debt outstanding including that requiring the sale of a property before the debt can be recovered		Total amount of debt outstanding		Amount of debt outstanding (60 days or less)		Amount of debt outstanding (61 to 90 days)		Amount of debt outstanding (91 to 365 days)		Amount of debt outstanding (Over 1 year)							
				19.394	10.937	9.797	5.199												
				15.804	5.887	0.370	0.553												
				0.732	0.292	3.080	1.616												
				1.915	3.612	1.146	0.693												
				0.943	1.146	1.148													

Comment: The start of the financial year sees increased volume of invoices sent out by the Council hence the high level of debt outstanding at the close of Quarter 1. A good proportion of this outstanding debt has been cleared relatively quickly, but the challenge for the Council is not only to reduce this debt outstanding but also to ensure that the proportion of older debt is kept under control. Progress is being made in this respect with debt over 90 days falling by £530k this quarter and debt under 90 days old falling by £610k. £926k of the £4.228M over 90 days old is secured on properties so takes longer to recover. A further £805k owed by the NHS is still awaiting an agreement to be reached, the Assistant Director is aware and is helping to resolve this debt. In addition £421k of the over 90 day debt refers to an invoice for S106 agreement that did have a query on it that has since been resolved but the department do not want Income to take legal action against them at present.

A target covering the ratio between older debt (over 90 days old) excluding that secured on property and all debt outstanding is being developed.

Amount of debt outstanding

Quarter	Debt outstanding (Over 1 year)	Debt outstanding (91 days to 1 year)	Debt outstanding (61 days to 90 days)	Debt outstanding (60 days or less)	Total amount of debt outstanding
Quarter 1 2011/12	15.804	0.732	1.915	0.943	19.394
Quarter 2 2011/12	5.887	0.292	3.612	1.146	10.937
Quarter 3 2011/12	0.370	0.553	1.616	0.693	9.797
Quarter 4 2011/12	0.553	0.732	1.915	0.943	5.199

Seasonal = Compared to the same time in the previous year
 Quarter on quarter = Compared to the previous quarter
 Annual = Compared to one fixed point in the previous year

Deputy Leader and Executive Member for Corporate Resources - Cllr Maurice R Jones
Deputy Executive Member for Corporate Resources - Cllr David John Hopkin
Deputy Executive Member for Corporate Resources - Cllr Richard D Wenham

Corporate Health - People and Organisation
Assistant Chief Executive - Deb Clarke
Agency staff

CH 5		Total number of agency staff					2011/12		2010/11		Latest comparator group average		Report comparison		Performance Judgement		Not scored	
Unit	Good is	Indicator		Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Outturn		-		-		-		-	
%	193	Level determined by need		166.49	161.21	189.24												
				166.49	161.21	189.24												

Comment: The Council continues to monitor the level of agency staff that it uses, including the reason for their usage and the category of job the agency worker is carrying out. The use of agency workers continues to be one of the resourcing options that allows us to be flexible in our resourcing options. As the optimum number of agency staff will fluctuate from quarter to quarter due to changing needs, it is not possible to performance score this indicator.

Total number of agency staff (FTE) broken down by reason for cover

Quarter	Other	Vacant post cover	Sickness cover	Project work / heavy workload	Maternity & Paternity cover	Leave cover
Quarter 1	4.87	95.15	76.17	13.81	64.53	4.33
Quarter 2	10.89	89.59	13.66	47.36	5.32	5.68
Quarter 3	48.47	53.43	26.77	2.58	46.8	3.68
Quarter 4	44.61	35.15	29.82	4.27	47.36	3.68

Total number of agency staff (FTE) broken down by type of cover

Quarter	Social Work	Professional & Technical	Industrial	Care	Administrative
Quarter 1	43.64	47.18	5.82	27.43	42.42
Quarter 2	44.61	35.15	4.27	29.82	47.36
Quarter 3	48.47	53.43	2.58	26.77	46.8
Quarter 4	44.61	35.15	4.27	29.82	47.36

Sickness absence

Average number of days lost per employee (FTE)															
Unit	Good is	2010/11				2011/12				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	↑	A
		Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1						
%	Low	8.0	1.8	2.13	2.72	2.42	9.07	8.0	2.33	2.2	2.63				
<p>Comment: We continue to carefully monitor levels and patterns of sickness absence and work closely with all managers, supporting them as they follow our robust sickness absence policies.</p> <p>Building on the sickness absence training already provided to managers, further training is planned over the coming months.</p> <p>As part of this support, Human Resources works closely with Occupational Health to provide support to those identified as having higher levels of sickness absence.</p> <p>After a reduction in sickness absence for three successive quarters, Quarter 3 2011/12 shows a quarterly increase. However year on year sickness absence has improved, and this figure is lower than the comparable period last year. The indicator has been scored as AMBER as Quarter 3 remains above the quarterly target.</p>															

Customer Services

Percentage of first point resolutions by the Customer Service Contact Centre																	
Unit	Good is	High	76.0	2010/11				2011/12				Latest comparator group average	Report comparison	Quarter on quarter	Performance Judgement	↑	G
				Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1						
%	High		80	87.29	89.53	90.46	89.64	89.23	80	88.76	88.85	89.95					
<p>Comment: The purpose of this indicator is to ensure that the Council's Customer Service Contact Centre resolves at least 80% of calls at first point of contact (FPOC).</p> <p>The Customer Contact Centre received 129,087 calls in Quarter 3, of these 41% came through on the 'General Enquiries' line.</p> <p>Analysis of these 'General Enquiry' line calls revealed that 25% (13,361) of these were where the caller merely asked to be directed to a named member of staff, therefore with no opportunity to achieve FPOC these have been removed from the calculation.</p>																	

Meeting: Customer & Central Services Overview & Scrutiny Committee
Date: 16 April 2012
Subject: Work Programme 2012 – 2013 & 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 may also wish 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 2012 – 2013

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
1.	19 June 2012	<p>Executive Member Update</p> <p>Housing & Council Tax Benefit Processing</p> <p>ICT Framework</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive a report regarding a cost v benefit analysis of reducing the Benefits backlog to zero and maintaining processing speeds at target levels.</p> <p>To receive the quarterly progress report regarding implementation of the ICT Framework.</p>	
2.	31 July 2012	<p>Executive Member Update</p> <p>Quarter 4 Budget Monitoring</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To consider corporate budget and treasury management monitoring information for the 4th quarter of 2011/12, together with specific information for Corporate Services (Resources and People & Organisation).</p>	

Ref	Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 4 Performance Monitoring	To consider performance monitoring information for the 4th quarter of 11/12.	
3.	11 September 2012	<p>Executive Member Update</p> <p>Quarter 1 Budget Monitoring</p> <p>Quarter 1 Performance Monitoring</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To consider corporate budget and treasury management monitoring information for the 1st quarter of 2012/13, together with specific information for Corporate Services (Resources and People & Organisation).</p> <p>To consider performance monitoring information for the 1st quarter of 12/13.</p>	
4.	23 October 2012	<p>Executive Member Update</p> <p>Procurement Review & Priorities</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To receive a progress report regarding achievement of the Council's procurement priorities first presented in February 2012.</p>	
5.	18 December 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 2 Budget Monitoring</p> <p>Quarter 2 Performance Monitoring</p>	<p>To consider corporate budget and treasury management monitoring information for the 2nd quarter of 2012/13, together with specific information for Corporate Services (Resources and People & Organisation).</p> <p>To consider performance monitoring information for the 2nd quarter of 12/13.</p>	
6.	22 January 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
7.	5 March 2013	Executive Member Update	To receive a brief verbal update from the relevant Executive Member.	
8.	30 April 2013	<p>Executive Member Update</p> <p>Quarter 3 Budget Monitoring</p>	<p>To receive a brief verbal update from the relevant Executive Member.</p> <p>To consider corporate budget and treasury management monitoring information for the 3rd quarter of 2012/13, together with specific information for Corporate Services (Resources and People & Organisation).</p>	

Ref	  Indicative OSC Meeting Date	Report Title	Issue to be considered	Comment
		Quarter 3 Performance Monitoring	To consider performance monitoring information for the 3rd quarter of 12/13.	

**Central Bedfordshire Council
Forward Plan of Key Decisions
1 April 2012 to 31 March 2013**

- 1) During the period from **1 April 2012 to 31 March 2013**, 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 May 2012	3 May 2012
3 July 2012	21 June 2012
21 August 2012	9 August 2012
2 October 2012	20 September 2012
6 November 2012	25 October 2012
4 December 2012	22 November 2012
8 January 2013	20 December 2012
5 February 2013	24 January 2013
19 March 2013	7 March 2013
7 May 2013	25 April 2013
25 June 2013	13 June 2013

Central Bedfordshire Council

Forward Plan of Key Decisions for the period 1 April 2012 to 31 March 2013

Key Decisions

Date of Publication: 15 March 2012

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.	Determination of Statutory Proposals to Extend the Age Range at certain Lower Schools in Houghton Regis -	Determination of statutory proposals to extend the age range of Hawthorn Park Lower, Thornhill Lower, Tithe Farm Lower and Thomas Whitehead Church of England Lower School in Houghton Regis from 3 - 9 years to 3-11 years.	16 April 2012	From 20 February these proposals were published in each of the 4 schools concerned; appeared within the local press; on display at Houghton Regis Town Council; Houghton Regis Library; and Watling House, Dunstable. The 4 x lower schools have also been directed to provide a copy of their Statutory Notice to all parents/carers and to provide a copy of both their Statutory Notice and their Full Proposal to their Governors. Hard copies have been sent to the local MP; Local Diocese Representatives; Director of Children's Services, Luton Borough Council; School Organisation Unit of the DfE; Head teachers of all CBC schools and academies and CBC Members. Statutory consultation period will be 20 February to 2 April 2012.	Report on the outcome of the statutory consultation and any responses received to the proposals	Executive Member for Children's Services Comments by 19/03/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & 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)
2.	Medium Term Plan and Priorities -	To recommend to Council the Medium Term Plan and Priorities.	15 May 2012	To be considered by the Overview and Scrutiny Committees and Central Bedfordshire Together in April 2012.	Medium Term Plan and Priorities	Chairman of the Executive and Leader of the Council, Deputy Leader and Executive Member for Corporate Resources Comments by 18/04/12 to Contact Officer: Alan Fleming, Project Director Email: alan.fleming@centralbedfordshire.gov.uk Tel: 0300 300 6968
3.	Brewers Hill Road Sites, Dunstable Regeneration -	To adopt/endorse the plans for the Brewers Hill Road sites as a Supplementary Planning Document or endorsement as Interim Technical Guidance for Development Management Purposes.	15 May 2012	Statutory consultation procedure to be carried out in January/February 2012 using exhibitions, meetings, presentations and questionnaires.	Brewers Hill Road sites, Dunstable Planning and Development Brief	Deputy Leader and Executive Member for Corporate Resources and Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 14/04/12 to Contact Officer: Peter Burt, MRICS, Head of Property Assets 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)
4.	Minerals and Waste Core Strategy -	To agree the recommended changes to the Minerals and Waste Core Strategy before submission to the Secretary of State.	15 May 2012	<ol style="list-style-type: none"> All Parish and Town Councils were notified by letter or email. Individuals who had expressed an interest from previous consultations were notified by email or by letter. Adjacent Parish, Town, District and County Councils were notified by email or by letter. 	<p>Report of the results of consultation on soundness of the Minerals and Waste Core Strategy (Plan for Submission)</p> <p>Appendix summarising representations received, and recommended changes to the Minerals and Waste Core Strategy.</p>	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development</p> <p>Comments by 14/04/12 to Contact Officer:</p> <p>Lester Hannington, Principal Minerals and Waste Planning Officer</p> <p>Email: lester.hannington@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6219</p>
5.	The Approach to Central Bedfordshire Council Parking -	To consider how Central Bedfordshire Council manage parking across the district, recognising the needs of shoppers businesses, residents and new developments.	3 July 2012	The Strategy has been through a full public consultation before coming back to the Executive for approval.	Report	<p>Executive Member for Sustainable Communities - Services</p> <p>Comments by 02/06/12 to Contact Officer:</p> <p>Basil Jackson, Assistant Director Highways & Transport</p> <p>Email: basil.jackson@centralbedfordshire.gov.uk</p> <p>Tel: 0300 300 6171</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)
6.	Development Brief for Site Allocations Policy MA5 - Land East of Biggleswade Road, Potton -	To adopt the Development Brief for Site Allocations Policy MA5 - land east of Biggleswade Road, Potton as technical guidance for development management purposes.	3 July 2012	<p>November 2011 – A Stakeholder Group comprising ward Members, Town Councillors, residents, local interest groups and developers has been established whose purpose is to inform the emerging Development Brief. In accordance with the signed Planning Performance Agreement, consultation will take place:-</p> <p>April 2012 – The Development Brief will require sign off by Director/Portfolio Holder in order to commence consultation. Members will also be notified.</p> <p>April/May 2012 – A four week public consultation exercise will be carried out that will include a public exhibition.</p> <p>June 2012 – A presentation on the Development Brief (together with consultation responses) will be given to the Sustainable Communities Overview and Scrutiny Committee seeking Members to endorse it before the Executive take a decision.</p>	Development Brief and Statement of Community Involvement	<p>Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 02/06/12 to Contact Officer: Mark Saccoccio, Local Planning and Housing Team Leader Email: mark.saccoccio@centralbedfordshire.gov.uk Tel: 0300 300 5510</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)
7.	Capital Investment for the Customer First Programme -	To approve the Capital Investment for the 'Construct and Implementation' phase of the Customer First Programme	3 July 2012		Full Business Case for the Channel Shift Programme	Deputy Leader and Executive Member for Corporate Resources Comments by 02/06/12 to Contact Officer: Trisha Chapman, Programme Manager Email: trisha.chapman@centralbedfordshire.gov.uk Tel: 0300 300 4657
8.	Stotfold Heritage -	To facilitate the creation of a new community and heritage attraction in Stotfold.	3 July 2012	A twelve week public consultation is proposed to gather the community response to this private investment proposal and invite alternative usage to be expressed.	Report Investors prospectus	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 02/06/12 to Contact Officer: Liz Wade, Assistant Director Economic Growth and Regeneration Email: liz.wade@centralbedfordshire.gov.uk Tel: 0300 300 6288
9.	Revenue and Capital Provisional Outturn 2011/12 -	To consider the revenue and capital provisional outturn for 2011/12.	3 July 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 02/06/12 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)
10.	Announced Inspection of Safeguarding and Looked After Children's Services -	To consider the response to the Ofsted Inspection which took place between 20 February and 3 March 2012 and the improvement strategy.	21 August 2012	Key strategic partners and agencies involved in developing the action plan between 23 April and 25 May 2012.	Ofsted inspection report published 10 April 2012	Executive Member for Children's Services Comments by 20/07/12 to Contact Officer: Sylvia Gibson, Health & Special Projects Co-ordinator Email: sylvia.gibson@centralbedfordshire.gov.uk Tel: 0300 300 5522
11.	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.	21 August 2012		Report	Executive Member for Social Care, Health and Housing Comments by 20/07/12 to Contact Officer: Hamid Khan, Head of Housing Needs Email: hamid.khan@centralbedfordshire.gov.uk Tel: 0300 300 5369
12.	Revenue and Capital Quarter 1 Budget Monitor Reports -	To consider the quarter 1 revenue and capital budget monitor reports.	21 August 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 20/07/12 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)
13.	Future of Crescent Court Sheltered Housing Scheme, Toddington -	To consider the results of the feasibility studies and consider a recommended way forward in relation to the development and the funding arrangements.	21 August 2012		Report	Executive Member for Social Care, Health and Housing Comments by 20/07/12 to Contact Officer: Sue Marsh, Housing Services Manager Email: sue.marsh@centralbedfordshire.gov.uk Tel: 0300 300 5662
14.	Determination of Statutory Proposals to Expand Shefford Lower, Fairfield Lower and the Leighton Buzzard Lower School -	Determination of statutory proposals to expand Shefford Lower, Fairfield Lower and the Leighton Buzzard Lower School as recommended to the Council's Executive on 27 March 2012 as the provider of lower school places on the new site known as Pratts Quarry.	21 August 2012	<ul style="list-style-type: none"> • The Local MP • Local Diocese Representatives • The Director of Children's Services, Luton Borough Council • The School Organisation Unit of the DfE • The Head teachers of all CBC schools and academies – via our publication 'Central Essentials' • All CBC ward members – via the CBC Members Information Bulletin <p>Statutory consultation period will be 11 June to 9 July.</p>	Report on the outcome of the statutory consultation on the proposals as originally reported to the Executive on 27 March 2012	Executive Member for Children's Services Comments by 20/07/12 to Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning & 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)
15.	Statement of Community Involvement -	To adopt the Statement of Community Involvement.	2 October 2012	Statutory consultation carried out in May/June 2012. Member consideration through the Sustainable Communities Overview and Scrutiny Committee.	Statement of Community Involvement Report of Consultation Responses	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 01/09/12 to Contact Officer: Richard Fox, Head of Development Planning and Housing Strategy Email: richard.fox@centralbedfordshire.gov.uk Tel: 0300 300 4105
16.	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.)	6 November 2012	Consultation expected in May/June 2012, Member consideration through the 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 05/10/12 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)
17.	Outdoor Access Improvement Plan -	To endorse the Outdoor Access Improvement Plan.	6 November 2012	The Central Bedfordshire and Luton Local Access Forum has established a sub group input into the development of the plan this will be followed by a full 13 week public consultation with both stakeholder and public engagement activities during period.	Report	Executive Member for Sustainable Communities - Services Comments by 05/10/12 to Contact Officer: Paul Cook, Head of Transport Strategy and Countryside Access Email: paul.cook@centralbedfordshire.gov.uk Tel: 0300 300 6999
18.	Revenue and Capital Quarter 2 Budget Monitor Reports -	To consider the revenue and capital quarter 2 budget monitor reports.	4 December 2012		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 03/11/12 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147
19.	Community Safety Partnership Plan and Priorities 2013 - 2014 -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities 2013 - 2014	8 January 2013	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2013-2014	Executive Member for Sustainable Communities - Services Comments by 07/12/12 to Contact Officer: Joy Craven, CSP Manager Email: joy.craven@centralbedfordshire.gov.uk Tel: 0300 300 4649

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.	Revenue and Capital Quarter 3 Budget Monitor Reports -	To consider the revenue and capital quarter 3 budget monitor reports.	19 March 2013		Reports	Deputy Leader and Executive Member for Corporate Resources Comments by 18/02/13 to Contact Officer: Charles Warboys, Chief Finance Officer & Section 151 Officer Email: charles.warboys@centralbedfordshire.gov.uk Tel: 0300 300 6147

NON KEY DECISIONS

21.	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
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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 2012/13 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 2013 when the plan will be published on the fourteenth day:

Date of Publication	Period of Plan
13.04.12	1 May 2012 – 30 April 2013
15.05.12	1 June 2012 – 31 May 2013
15.06.12	1 July 2012 – 30 June 2013
13.07.12	1 August 2012 – 31 July 2013
15.08.12	1 September 2012 – 31 August 2013
14.09.12	1 October 2012 – 30 September 2013
15.10.12	1 November 2012 – 31 October 2013
15.11.12	1 December 2012 – 30 November 2013
14.12.12	1 January 2013 – 31 December 2013
15.01.13	1 February 2013 – 31 January 2014
14.02.13	1 March 2013 – 28 February 2014
15.03.13	1 April 2013 – 31 March 2014

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