

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 9 August 2012

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 21 August 2012 at 9.30 a.m.

Venue

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the EXECUTIVE:

Cllrs	J Jamieson	– Chairman and Leader of the Council
	M Jones	– Deputy Leader and Executive Member for Corporate Resources
	M Versallion	– Executive Member for Children's Services
	Mrs C Hegley	– Executive Member for Social Care, Health and Housing
	N Young	– Executive Member for Sustainable Communities – Strategic Planning and Economic Development
	B Spurr	– Executive Member for Sustainable Communities – Services
	Mrs P Turner MBE	– Executive Member – Economic Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

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

AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 3 July 2012.

3. **Members' Interests**

To receive from Members any declarations of interest.

4. **Chairman's Announcements**

To receive any matters of communication from the Chairman.

5. **Petitions**

To consider petitions received in accordance with the Scheme of Public Participation set out in Annex 2 of Part A4 of the Constitution.

6. **Public Participation**

To respond to general questions and statements from members of the public in accordance with the Scheme of Public Participation set out in Appendix A of Part A4 of the Constitution.

7. **Forward Plan of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 September 2012 to 31 August 2013. **Please note the Forward Plan for this period will follow after the publication date on 15 August 2012.**

Decisions

Item	Subject	Page Nos.
8.	Future Options for the Provision of Housing for Older People in Toddington (Crescent Court)	11 - 18

The report proposes that flexible, older persons' accommodation should be re-provided on a new site in Toddington, which shall be identified and brought forward through the Neighbourhood Plan process.

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|-----|--|-----------|
| 9. | Budget Strategy and Medium Term Financial Plan | 19 - 28 |
| | The report proposes the medium term financial planning framework for 2013/14 through to 2016/17. | |
| 10. | Determination of Statutory Proposals to Expand Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School | 29 - 128 |
| | Determination of Statutory Proposals to Expand Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School. | |
| 11. | Safeguarding and Looked After Children Post Inspection Action Plan | 129 - 164 |
| | The report presents the action plan following the Ofsted inspection of Safeguarding and Looked After Children Services. | |
| 12. | Draft Council Tax Support Scheme | 165 - 214 |
| | The purpose of the report is to provide Executive with an overview of the Government's proposals to localise Council Tax Benefit (CTB), through the introduction of the Local Council Tax Support Scheme from 1 April 2013. The report also sets out the key principles of the Central Bedfordshire local scheme which will be consulted upon. | |

Monitoring Matters

- | | | |
|-----|--|-----------|
| 13. | Quarter 1 Revenue Report 2012/13 | 215 - 236 |
| | The report provides information on the revenue position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13. | |
| 14. | Quarter 1 Capital Report 2012/13 | 237 - 244 |
| | The report provides information on the Capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13. | |
| 15. | Quarter 1 Housing Revenue Account Revenue and Capital Report 2012/13 | 245 - 252 |
| | The report provides information on the Housing Revenue Account revenue and capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13. | |

16. **Quarter 1 Performance Report**

253 - 266

To report on Quarter 1 2012/13 performance for Central Bedfordshire Council's corporate performance indicator set.

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 3 July 2012.

PRESENT

Cllr J G Jamieson (Chairman)
Cllr M R Jones (Vice-Chairman)

Executive Members:	Cllrs	Mrs C Hegley B J Spurr R C Stay	Cllrs	M A G Versallion J N Young
Deputy Executive Members:	Cllrs	A D Brown Mrs S Clark I Dalgarno A L Dodwell	Cllrs	D J Hopkin B Wells R D Wenham
Apologies for Absence:	Cllr	Mrs P E Turner MBE	Cllr	A M Turner
Members in Attendance:	Cllrs	Mrs A Barker A R Bastable R D Berry D Bowater Mrs R J Drinkwater	Cllrs	Mrs S A Goodchild D McVicar J Murray A Shadbolt
Officers in Attendance		Mr R Carr Ms D Clarke Mr A Fleming Mr D Galvin Mrs S Gibson Mrs S Hobbs Mrs J Moakes Mrs J Ogley		Chief Executive Interim Assistant Chief Executive (People & Organisation) Project Director - Business Services Head of Financial Performance Health & Special Projects Co-ordinator Committee Services Officer Assistant Director Community Safety & Public Protection Director of Social Care, Health and Housing

E/12/15 **Minutes**

RESOLVED

that the minutes of the meeting held on 15 May 2012 be confirmed as a correct record and signed by the Chairman subject to the second paragraph in minute E/12/7 being amended to read:

“Members noted that in regard to the Children’s Services Overview and Scrutiny Committee’s comments on the Medium Term Plan, the educational attainment targets could only be delivered in conjunction with schools and other partners.”

E/12/16 Members' Interests

(a) Personal Interests:-

None.

(b) Personal and Prejudicial Interests:-

None.

E/12/17 Chairman's Announcements

The Chairman reported on the recent sudden death of Councillor Jon Clarke. Members stood in silent tribute to his memory.

The Chairman acknowledged the positive improvements that were occurring throughout the Council that were reflected within various agenda items. In particular he congratulated the Executive Member and Director of Social Care, Health and Housing on the significant achievements made in Adult Social Care.

The Chairman had agreed by virtue of the authority vested in him to take an urgent item of business relating to the inclusion of works funded through the Local Sustainable Transport Fund in the Capital Programme as the issue could not be delayed to the next scheduled meeting of the Executive and therefore needed to be considered as a matter of urgency.

E/12/18 Petitions

No petitions were received.

E/12/19 Public Participation

No members of the public had registered to speak.

E/12/20 Forward Plan of Key Decisions

RESOLVED

that the draft Forward Plan of Key Decisions for the period 1 July 2012 to 30 June 2013 be noted.

E/12/21 **Customer First Implementation**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that detailed the proposed implementation of a new service delivery model for Customer Services. The new model would deliver improvements for the Council's customers and unlock revenue savings of over £600k a year from 2013/14 onwards.

Reason for decision: To enable the Council to deliver transformed Customer Services through the channels that the Council's customers want and in the most cost effective way possible.

RESOLVED

1. **that the Customer First Implementation Strategy and Plan be endorsed;**
2. **that the appointment of a technology partner for the programme, as set out in the exempt Appendix B to the report, be approved;**
3. **to draw down funding of £1.689m from the Capital Budget;**
4. **that the extension of the contract for the delivery partner, following a gateway review, on a risk and reward basis be approved; and**
5. **that a second design phase aimed at bringing further services forward for improvement and savings be endorsed.**

E/12/22 **Provisional Outturn 2011/12**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that detailed the provisional financial position for 2011/12. The provisional outturn under spend of £0.494M against budget was in line with expectations. This included the planned use of, and proposed transfer to, reserves.

Reason for decision: To facilitate effective financial management and planning.

RESOLVED

1. **that the outturn position which was an under spend of £0.494M be noted, representing achievement of a balanced outturn. This enabled a contribution to reserves to be made, thus strengthening the Council's long term financial position; and**
2. **that the proposed transfers to General Fund and Earmarked Reserves, as set out in Appendix B to the report, be approved.**

E/12/23 **Provisional Capital Outturn 2011/12**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided information on the provisional capital outturn for 2011/12, subject to audit. Members noted that the provisional outturn gross under spend was £21.5M against the approved budget of £86.5M. Council on 14 June had approved the carry forward a total of £22.289M from 2011/12 to 2012/13.

Reason for decision: To complete schemes currently underway and facilitate effective financial management and planning.

RESOLVED

1. **that the outturn position which was an under spend of £21.5M gross, £10.3M net be noted;**
2. **that the transfer of budgets for capital schemes in progress from 2011/12 to 2012/13, funded by £8.4M external capital receipts and £13.6M Central Bedfordshire Council's contribution be noted, as approved by Council on 14 June.**

E/12/24 **Towards Excellence in Adult Social Care**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that detailed the significant achievements made in Adult Social Care and the subsequent sector wide recognition received from the Towards Excellence in Adult Social Care Board. Members welcomed the improved quality in service and that the improvements embedded in the work of the Council and its partners would be sustained.

Reason for decision: To recognise the progress made by the Adult Social Care Services in Central Bedfordshire.

RESOLVED

that the significant improvement in the Council's Adult Social Care services, as recognised by the Towards Excellence in Adult Social Care Board, be endorsed.

E/12/25 **Central Bedfordshire Council Private Housing Renewal Policy**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that detailed the draft revised Renewal Policy. The revised Policy included the provision of loan assistance rather than grants, in most cases. This would enable the Council to recover and recycle funding, which in turn enabled further improvement work to be undertaken.

The Executive Member for Social Care, Health and Housing moved an additional recommendation, which was duly seconded:-

“To agree that the Head of Legal and Democratic Services, following consultation with the Executive Member for Social Care, Health and Housing, enter into an agreement with the Homes and Communities Agency in order to obtain the £200,000 Empty Homes funding, to be utilised in accordance with the Council’s Renewal Policy and Empty Homes strategy.”

Reason for decision: To enable the Council to provide revised types of financial assistance to improve the homes of the most vulnerable households whilst ensuring that the assistance could be recovered and recycled for further improvements.

RESOLVED

1. **that the revised Private Sector Housing Renewal Policy attached at Appendix B to the report be adopted; and**
2. **that the Head of Legal and Democratic Services, following consultation with the Executive Member for Social Care, Health and Housing, enter into an agreement with the Homes and Communities Agency in order to obtain the £200,000 Empty Homes funding, to be utilised in accordance with the Council’s Renewal Policy and Empty Homes strategy.**

E/12/26

Residual Waste and Recycling Treatment and Disposal Contracts

The Executive considered a report from the Executive Member for Sustainable Communities that sought approval for expenditure for the following contracts to continue:

- the treatment and disposal of residual waste; and
- the treatment and disposal of recycling collected by Central Bedfordshire Council.

Reason for decision: To enable the Council to continue with the treatment and disposal of residual waste and recycling in line with the Council’s statutory duties.

RESOLVED

that the expenditure for two new contracts be approved to continue:

- (a) **the treatment and disposal of residual waste; and**
- (b) **the treatment and disposal of recycling collected by Central Bedfordshire Council.**

E/12/27 **Quarter 4 Performance Report**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that detailed the quarter 4 2011/12 performance for the Council's corporate performance indicator set.

In response to a query, the Deputy Leader and Executive Member for Corporate Resources confirmed that continued improvements were being made to reduce the time being taken to process Housing and Council Tax Benefit claims.

Reason for decision: To ensure a rigorous approach to performance management across Central Bedfordshire.

RESOLVED

that the overall strong performance in quarter 4 and the encouraging outturn performance for indicators in the corporate indicator set be noted and officers further investigate and resolve underperforming indicators as appropriate.

E/12/28 **Urgent Item of Business - Local Sustainable Transport Fund - CBC Capital Programme**

The Executive considered an urgent report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that sought approval to include works funded through the Local Sustainable Transport Fund in Capital Programme. The Council had been awarded £4.9m from the Department for Transport to support sustainable transport initiatives in the south of Central Bedfordshire over the period 2012/13 to 2014/15. The reason for the urgency was that if the Council did not claim the full £1.4M the remaining balance would be lost to the Council.

Reason for decision: To enable commencement of work such that funding is not put at risk.

RESOLVED

that the inclusion of funding obtained from central government as part of the Local Sustainable Transport Fund in the Capital Programme be approved.

E/12/29 **Customer First Implementation**

See minute E/12/21 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 10.09 a.m.)

Chairman

Dated

Meeting: Executive
Date: 21 August 2012
Subject: Future Options for the Provision of Housing for Older People in Toddington (Crescent Court)
Report of: Cllr Mrs Carole Hegley, Executive Member for Social Care, Health and Housing
Summary: The report proposes that flexible, older persons' accommodation should be re-provided on a new site in Toddington, which shall be identified and brought forward through the Neighbourhood Plan process.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Sue Marsh, Housing Services Manager
Public/Exempt: Public
Wards Affected: Toddington
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS

Council Priorities:

- The Councils Medium Term Plan has a priority to 'Promote health and wellbeing and protect the vulnerable' through a range of targets including the delivery of 50 extra care housing units. There is also a commitment in the Plan to develop an accommodation strategy for older people to incorporate a range of support models such as extra care. This report recommends an increase in the provision of housing for older people in Toddington.

Financial:

1. Council Housing Finance has recently undergone fundamental reform as part of the Localism Act 2011. The subsidy system has been replaced by a self-financing regime for stock retaining authorities such as Central Bedfordshire Council (CBC). The new system allows the authority the option to invest resources in new build provision, including accommodation designated for older people. This could result in efficiency savings to the General Fund, as a result of reduced adult social care expenditure.

Legal:

2. This report proposes that older person's accommodation should be re-provided on a new site in Toddington, on a site identified and brought forward through the Neighbourhood Plan process. The Plan is being developed by the Parish Council which has received front runner status by the Government. The development of the plan is being supported by the Council which will receive government funding to support the process. On completion, the Plan will be put to a referendum of electors in Toddington. If at least 50% of those voting support the plan it will become a legal planning document that sits below the Council's Development Strategy and Development Plan for Central Bedfordshire. Both plans will be for the period up to 2031.

Risk Management:

3. Not Applicable.

Staffing (including Trades Unions):

4. Not Applicable.

Equalities/Human Rights:

5. Public authorities have a statutory duty to advance 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.
6. The current accommodation at Crescent Court does not fully meet the needs of older people. The access arrangements are inadequate for wheelchair users and the layout of the flats is not suitable for people with mobility issues. In addition, there is a growing demand for housing for older people that is not being met.
7. Full consultation was previously carried out with the Crescent Court residents, who were supported by an Independent Tenant Adviser. The residents have also been supported by the 'Friends of Crescent Court'. Council officers have involved this group in the assessment of the viability and feasibility of the two future options for Crescent Court.
8. The two options described in this report both advance equality of opportunity through the provision of new housing for older people to meet the needs of an ageing population. There are equality and human rights implications related to the two options, but these can be mitigated through working closely with the tenants affected to ensure their equality and human rights are met.

9. Both options would provide additional accommodation for older people. Option One would provide a small increase in the number of flats as the floor space standards are now greater than when the scheme was built. It would also create a high level of disturbance to residents as the aim would be for them to remain on site during the building works. Option Two provides a greater number of flats that would all meet current space requirements. The current residents would be offered a tenancy in the new scheme on completion.

Public Health:

10. Any new development of housing for older people will be designed following government guidelines and best practice. The provision of housing which enables older people to remain independent within community settings for longer will have a positive impact upon health and wellbeing.

Community Safety:

11. Not Applicable.

Sustainability:

12. Not Applicable.

Procurement:

13. Not Applicable.

Overview and Scrutiny:

14. The Overview and Scrutiny Committee on 18 June considered a report on this subject and agreed to recommend to the Executive that the Council seek to provide housing for older people on a new site in Toddington, to be identified and brought forward through the Neighbourhood Plan process. The Committee also made the following observations and requests:

- that a contingency plan be considered in case the Neighbourhood Plan is rejected;
- that the positive communication and work to empower residents to comment on and help develop proposals should be used to inform similar situations in the future; and
- that the manner in which demand for additional Extra Care Schemes is identified and delivered by the Council be considered at a future meeting.

RECOMMENDATION:

The Executive is asked to:

- 1. agree that flexible, older person's accommodation be re-provided on a new site in Toddington, which shall be identified and brought forward through the Neighbourhood Planning process.**

<i>Reason for Recommendation:</i>	<i>So that the Council can provide flexible, older persons accommodation in Toddington that contributes to meeting the growing demand of housing for older people.</i>
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Executive Summary

15. On 14 February 2012, the Executive considered a report on the future of Crescent Court Sheltered Housing Scheme and agreed that a feasibility and viability study be undertaken on two future options for the provision of housing for older people in Toddington. These options were an off site new development, progressed through the Neighbourhood Plan and an on site development proposed by the residents which incorporated the existing building.
16. Officers undertook the study in partnership with Crescent Court residents and their representative group, the Friends of Crescent Court. A 'planning for real' approach was taken, informed by the government guidelines, 'Design principles for Extra Care'.
17. The conclusions from the study identified two major concerns with the on site option - the level of disruption that would be experienced by the residents during a twelve to eighteen month build period and the financial risk of retaining the older existing building, within the heart of a new development.
18. The recommendation to the Social Care, Health and Housing Overview and Scrutiny Committee was therefore to pursue the re-provision of older persons accommodation on a new site in Toddington, to be identified and brought forward through the Neighbourhood Plan process.
19. The conclusions from the study were discussed with Crescent Court residents on 3 May where support was expressed for the new, off site development. The Overview and Scrutiny Committee on 18 June also supported this proposal. (See paragraph 14 above.)

Background

20. On 14 February 2012 the Executive considered a report on the future of Crescent Court and the recommendations of the Overview and Scrutiny Committee. The Executive agreed the recommendation of the Overview and Scrutiny Committee that a feasibility and viability study be undertaken on the two options and that officers report back with the results of the study and a recommended way forward in relation to the development and the funding arrangements.

Outcome of the studies

21. **Option One – Development of an Extra Care Housing Scheme on the Crescent Court site** – In assessing the feasibility and viability of a development on the existing site, officers were mindful of two key issues. The level of disruption that would be experienced by residents who would remain on site during the building works and the size of the site in relation to the space requirements of a 45 – 50 unit Extra Care Housing Scheme.
22. Using the government guidelines ‘Design principles for Extra Care’, a detailed drawing was prepared of an Extra Care development on the existing site, retaining the existing building. This resulted in a forty seven unit scheme with a range of communal facilities and outdoor space. However, to achieve a viable number of units and take out the bedsits, it would not be possible to retain all of the existing building, and only eleven of the current units would stay. As a comparison, existing units at Crescent Court are between 27 – 40m². The current recommended size for similar units is 51m² for one bed units and 64 m² for two bed units.
23. With regard to the overall development, two concerns were identified. The first relates to the retention of the existing building. As it is approximately forty five years old, it will deteriorate at a faster rate than the new buildings in the development. This will impact on the cost of maintenance and cause major disruption on site if, due to age, it needed to be demolished whilst the new buildings were still viable. The second concern related to the density of the site caused by a larger building, coupled with the different widths of existing and new buildings and the particular problems that may arise with linking old and new roofs.
24. Given the scale of the development officers were also concerned about the health and wellbeing of the residents who would remain on site during the twelve to eighteen month building works. Whilst every effort would be made to phase the development and reduce the amount of moves that any resident would have to make, it is evident that the impact will be great for a considerable period of time.
25. Officers also considered a number of other issues in relation to the on site development. These include the additional parking requirement brought about by the increased number of units and the additional costs that would emerge through a phased development of the site.

26. **Option Two – Development of an Extra Care Housing Scheme on a new site in Toddington** – A recent outcome of the Localism Act has been the decision taken by Toddington Parish Council to develop a Neighbourhood Plan for the area. Neighbourhood planning empowers communities to shape the development and growth of a local area through the production of a neighbourhood development plan. Such plans then become part of the local statutory development plan and will form the basis for determining planning applications. The plan will be subject to a referendum to ensure that the local community has the final say on whether a Neighbourhood Plan comes into force in their area. Toddington Parish Council has received front runner status by the Government and is being assisted by CBC who will receive government funding to support the process. It is estimated that the Plan will be developed over the next two years.
27. The Toddington Neighbourhood Plan will provide an ideal opportunity for the Council to work with the local community in the identification of a suitable site for the provision of housing for older people. In recent months a potential site in Toddington has been identified that would meet a range of criteria including size, location and availability. However no formal terms have been discussed and it is proposed that this potential opportunity be further considered as part of the overall development of the Neighbourhood Plan.

Funding Arrangements

28. The Landlord Service Business Plan contains a 30 year programme of investment in the Council's sheltered housing stock. A specific reserve for Sheltered Housing Re-provision has been incorporated into the model, with annual contributions of approximately £4m. The HRA Capital Programme anticipates usage of £8.250m for an Extra Care Housing scheme in the 2 years from April 2013. However there is flexibility to increase or reduce this amount depending upon the Council's prioritisation of debt repayment or investment in the stock. There is a potential efficiency saving to the General Fund, as it is proposed to reduce the reliance on residential placements for older people by increasing the use of extra care housing. Efficiency savings of £200k in 2013/14 and £280k in 2014/15 are proposed in the Medium Term Financial Plan.

Should the Executive agree to the re-provision of older persons accommodation in Toddington, the Council will engage with the Neighbourhood Plan Steering Group to develop site specific proposals and consider the detail of the re-provision. A programme has been established, which aims to create choice for older people in the housing market and in that context, work is underway to determine the housing types that would be best suited to the area, to meet the needs of the community in Toddington and the surrounding areas. The timeframe to develop and examine proposals through the Neighbourhood Planning process, to then procure and deliver an alternative provision to Crescent Court is approximately four to five years time.

Conclusion and Next Steps

29. In assessing the viability and feasibility of the two options officers have been mindful of the Council's commitment to provide housing for older people in Toddington. As previously agreed by the Executive, work will soon commence on the central heating boiler at Crescent Court, alongside a number of alterations to meet fire safety regulations. These will result in the building being a safe and warm environment for its residents for an extended period of time.
30. With regard to Option one, officers are of the view that the impact of the building works on the residents, who would remain on site, would be detrimental to their health and wellbeing. In addition, the density of the site and the design difficulties that would be caused by the integration of old and new buildings are not seen as suitable in terms of long term investment. It is therefore proposed that, in terms of viability and feasibility, this option should not be progressed.
31. With regard to option two, officers are of the view that the planned investment in the central heating boiler at Crescent Court does provide a timely opportunity for the Council to pursue the provision of new housing for older people on a new site in Toddington via the Neighbourhood Plan process. It is clear from the earlier consultation process on the future of Crescent Court that there is strong support in the community for housing for older people in the area and it is hoped that this enthusiasm would be reflected in support for a new development. It is therefore proposed that in terms of viability and feasibility, option two should be progressed.
32. The study of the two options was undertaken in consultation with Crescent Court residents and their representative group, the Friends of Crescent Court. This process worked well and ensured that the residents concerns were taken into consideration. A Crescent Court residents meeting was also held on Thursday, 3 May to discuss the outcome of the feasibility and viability study.
33. During a good discussion, residents expressed their concern at the level of disruption that would be caused by the on site development. There was also concern expressed for the off site option should it not gain approval through the Neighbourhood Plan process. At the close of the meeting, residents decided that out of the two options proposed by CBC, they were in favour of a development on a new site in Toddington, close to local amenities.
34. Should the Executive agree to the off site proposal, the next step would be to work with the Neighbourhood Plan Steering Group on the identification of a suitable location for the development. During this process, Crescent Court residents would be kept informed of progress and invited to become involved in the design of new accommodation.

35. On a wider scale, a key priority for the Social Care, Health and Housing Directorate plan is the development of a programme taking an integrated approach to the housing needs of older people. There are three strands to the project - a review of all sheltered accommodation in the south of Central Bedfordshire, a plan for the future of residential care and an approach to creating choice in the housing market for older people. The learning points from the Crescent Court project will be captured and used to inform both the management of the integrated approach and any consultation that is carried out.

36. In summary, Executive is asked to agree that flexible, older person's accommodation be re-provided on a new site in Toddington, which shall be identified and brought forward through the Neighbourhood Planning process.

Background Papers: None

Appendices: None

Meeting: Executive
Date: 21 August 2012
Subject: Budget Strategy and Medium Term Financial Plan
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report proposes the medium term financial planning framework for 2013/14 through to 2016/17.

Advising Officer: Charles Warboys, Chief Finance Officer and s151 Officer
Contact Officer: Charles Warboys, Chief Finance Officer and s151 Officer
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:

The action supports all of the Council's priorities. A sound understanding of the financial climate, a robust plan for the medium term and proper awareness and mitigation of risks are key for the Council to be able to further its objectives for the community.

Financial:

1. The planning process takes place in an environment of significant uncertainty in respect of Government financing of local government and the economic situation at large. There is an expectation of a new Spending Review within the next two years, which could significantly alter the Settlement for Local Authorities. Changes to Council Tax Support funding (formerly Council Tax Benefit) and National Non Domestic Rates (NNDR) financing will apply to the 2013/14 financial year but are not fully set out in detail by Department for Communities and Local Government (DCLG) and the economy remains at a very low or negative level of growth. These factors mean that indicative figures only are available for the later years of the Medium Term Financial Plan (MTFP) and even the year one (2013/14) figures will be subject to amendment as more information is received from Government.

Current indications are that confirmed funding figures from Government may not be available until December 2012.

Legal:

2. Nothing specifically arising from this report, but the Council is required to set a balanced budget and to undertake consultation. See also Equalities section below.

Risk Management:

3. The state of the UK and world economy and other global economic influences will continue to have an effect on growth and their full impact remains uncertain at this time.

Prudent estimates of known factors will be built into the MTFP. As noted above the major changes in the funding regime will introduce a higher degree of uncertainty and therefore risk.

Staffing (including Trades Unions):

4. None at this time.

Equalities/Human Rights:

5. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and the legal duties.

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. 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.

Public Health:

6. None arising directly from this report.

Community Safety:

7. None arising directly from this report.

Sustainability:

8. None arising directly from this report.

Procurement:

9. Not applicable.

Overview and Scrutiny:

10. The four Overview and Scrutiny Committees are scheduled to review the detailed budgets in the December round of Committee meetings. The timetable allows for comments and recommendations from Scrutiny to be incorporated into the final Budget proposals.

RECOMMENDATIONS:

The Executive is asked to:

1. recognise that there will be a significant impact on this Authority of proposed changes in funding arrangements but that these are not currently known in detail;
2. endorse the proposed framework for updating of the Medium Term Financial Plan and the preparation of a budget for 2013/14; and
3. endorse the timetable for the consultation process.

Reason for Recommendations: To put in place a framework to meet the financial challenges faced by Central Bedfordshire Council over the medium term.

Executive Summary

11. This report starts the formal process that leads to the setting of a budget and Council Tax in February 2013. It sets a framework for the 2013/14 Budget and MTFP with updated planning assumptions. It also considers the impact of changes in Local Government financing and how these may be addressed.
12. The report also sets out proposals for consultation.

Introduction

13. This report sets out the framework for preparing the Council's 2013/14 Budget and the annual updating of the MTFP, so that it covers the period to 2016/17.
14. The process and timetable for setting the budget and updating the MTFP up to its approval by Council on 21 February 2013 is also included in this report for consideration.

Policy

15. The Council's constitution and related financial procedures set out the process for budget setting. In addition, the Council is required to undertake a public consultation exercise on its budget proposals.

Background

16. The Budget for 2012/13, which was agreed in February 2012 was set in an environment of tough economic conditions and the continued Government public spending reductions, factors which continue into the present budget setting round. The Budget for 2013/14 will also need to take account of significant changes to NNDR and Council Tax Support. Therefore the Council will be required to make further efforts to find savings through service efficiencies in order to avoid service reductions.

The Council agreed a new Medium Term Plan – “Delivering Your Priorities” - at its meeting on 14 June 2012 and this will be taken into consideration when setting the 2013/14 Budget and the annual updating of the MTFP.

Issues

17. The financial plan will address the following issues:
- (a) the priorities of the Council and more specifically the outcomes we want to achieve over the medium term under those priorities and the allocation of resources to deliver them;
 - (b) changes to the MTFP (revised economic, financial and demographic assumptions and facts);
 - (c) continuing uncertainty in the public sector financial landscape including changes to grant funding, NNDR and Council Tax Support;
 - (d) the Revenue budget for 2013/14 through to 2016/17, including the required level of general fund reserves;
 - (e) the Capital Programme for 2013/14 through to 2016/17;
 - (f) the Housing Revenue Account and the consequences of changes in its financing in 2012/13; and
 - (g) the outcome of the budget consultation process .

MTFP as per 2012/13 Budget Report

18. The Council agreed an MTFP on 23 February 2012 which took account of the economic conditions and continuing austerity measures by Government in allocating funding for Local Authorities.

19. The key figures from this current MTFP are shown in the table below:

Table 1 – 2012/13 to 2015/16 MTFP

	2012/13 £m	2013/14 £m	2014/15 £m	2015/16 £m
Funding	179.2	176.0	173.5	169.7
Spending:				
Base income and expenditure	181.3	179.2	176.0	173.5
Inflation	1.6	2.6	2.6	2.6
Pressures	7.3	5.5	3.4	2.9
Efficiency savings	(11.3)	(10.6)	(9.4)	(6.8)
Additional contingency / (Efficiency savings to be identified)	0.3	(0.7)	0.9	(2.5)
Total planned spend after savings	179.2	176.0	173.5	169.7
Net spend (demonstrating balanced budget)	-	-	-	-

20. This Plan enables the Council to achieve and maintain a sustainable level of General Fund reserves over the life of the MTFP. The anticipated level of General Fund Reserves at 1 April 2013 is £11.8M.
21. A minimum prudent level of reserves, based on assumptions contained in the agreed MTFP is c. £11 million. This takes into account the Council's expenditure levels, increasing risk profile and investment plans. The strategy for maintaining reserves is set out in paragraph 32.

Current economic outlook

22. The UK economy continues to look uncertain, with the country experiencing negative growth of 0.3% in the first quarter of 2012, following a lengthy period of flat or slow growth since the recession. With the continued reductions in public sector spending, growth rates are expected to remain low in the short to medium term. For households, therefore, the picture continues to look challenging, with low wage rises and a stagnant housing market with low mortgage approvals. However, according to the latest census, Bedfordshire is the fastest growing county in the UK which brings additional pressures on services and a consequent increase in the number of benefit claimants.
23. The worldwide picture is no more optimistic, with a significant sovereign debt crisis affecting Europe and the stability of the Euro. A number of UK and European banks have been downgraded by ratings agencies over the last few months.

24. Inflation has started to drop from the last quarter of 2012. Consumer Price Index in May 2012 stands at 2.8% down from a high of 5.2% in September 2011 and 3.0% in April 2012. Retail Price Index stands at 3.1% in May 2012 compared with a high of 5.6% in September 2011 and 3.5% in April 2012. Falling inflation is at least some good news for families struggling with monthly outgoings, except those dependent on income from investments.
25. Official interest rates remain at the all time low of 0.5% and are expected to remain so for at least the next 12 months.
26. Unemployment levels remain high, partly due to the shrinking of the public sector outstripping modest growth in the private sector. Unemployment for the June quarter was 2.61 million, a fall of 51,000 from the last quarter, but an increase year on year of 185,000.

Strategic and directorate plans

27. The Council's high level priorities are set out in its Medium Term Plan, which identifies specific service outcomes for each directorate. These defined priorities will become the driver behind the financials within the MTFP. They will also determine where the efficiencies are to be found and identify cost pressures.

Areas of focus

28. Whilst we are at an early stage of identifying further efficiencies, a number of areas have been identified, which build on the four year efficiencies programme outlined in the 2012/13 MTFP. These will be kept under review as the overall funding parameters become clearer.

Consultation

29. There is a legal requirement on the Council to consult with council tax payers and non domestic rate payers on its Revenue Budget and Council Tax options. As well as being a statutory part of our budget setting process, effective community engagement during the process will support Member decision making.
30. A plan for engagement is being developed that will ensure the Council meets its legal requirements and will be reported to Executive on 6 November 2012.
31. In preparation for the Medium Term Financial Strategy agreed by the Council in April 2012, comprehensive research was undertaken with the community to establish the priorities for service investment and savings. This feedback influenced the Council's strategy which was widely communicated to the public and stakeholders. This year we anticipate that, following approval of the draft budget report by Executive on 4 December 2012, the budget proposals will again be extensively promoted to the community including local businesses, the Equality & Diversity Forum as well as the Council's Overview and Scrutiny Committees. This will enable their views to feed into the budget proposals made by the Executive and presented to Council in February 2013.

Budget Assumptions

32. The current MTFP as agreed at the February Council meeting includes a number of assumptions that will need to be reviewed and revised as appropriate for the new MTFP. The key factors are detailed in the paragraphs below. The Plan will also be extended a year to include projections for 2016/17.
33. The base budget includes an assumption that £1.4 million will be transferred to general fund reserves each year to 2013/14 in order to provide reserves at the minimum prudent level of £11.2 million. In 2011/12, additional amounts were transferred to reserves, accelerating the process such that reserves stood at £10.4 million on 31 March 2012. There is a budgeted transfer of £1.4 million in 2012/13 meaning that there will be flexibility over reserves transfers thereafter, subject to our assessment of future risks. Reserve levels will be kept under constant review to ensure that they adequately protect against adverse risks from economic, financial and other factors.
34. For 2013/14, there is an expectation that the formula grant reduction will not be as severe as in previous years, although information remains provisional at this stage. However, the Government is introducing changes in the structure of the Council Tax Benefit subsidy (to be known as Council Tax Support) which is likely to involve a cut in support to councils of more than 10% of the current subsidy, alongside changes to the NNDR system. For both of these items the full effect will not be known until the latter part of the year, with some timetables showing this as late as December.
35. For the following three years, information is much less quantifiable, with a likelihood of a new Government Spending Review sometime in 2013 or 2014, and further changes as the Government pursues its “Localism” agenda.
36. Inflation levels for the current MTFP are set at the rates detailed in the table below:

Table 2 – Current MTFP inflation assumptions

	2013-14 and future years
Employees:	
Pay	1.0%
Increments	0.0%
NI	0.0%
Prices	2.0%
Contracts	2.0%
Income	2.0%

37. These inflation factors will be subject to review, including taking account of new economic data and supplier contract terms.
38. A number of known service pressures have been included in the MTFP, such as those arising from increased demand for care services and an aging population, contract price uplifts and ICT staffing. Other pressures will emerge as the budget process develops. This will in turn increase the level of savings required.
39. The Government has announced that responsibility for setting the Council Tax Benefit regime will be devolved to local authorities from 2013/14. As part of this change there will also be a 10% cut in funding. Due to assumptions being made on the future level of benefit claims, in practice this cut is likely to be significantly more than 10% in reality. The Council is currently reviewing various scheme options for addressing this gap.
40. For 2012/13 the Council was in receipt of two Council Tax freeze grants of £3.2 million each. The first of these was a multi-year grant and is due to end in 2014/15. The second is a one-off grant and therefore is not expected to recur in the new MTFP period. Service grants additional to the Formula Grant are budgeted at approximately £42m in 2012/13. Though it is assumed at present that these will continue at similar levels over the MTFP period, these will be reviewed in detail over the planning period.
41. As of 1 April 2013, the Council will assume responsibility for Public Health from NHS Bedfordshire. The Council has been working with NHS Bedfordshire to understand the amount of budget needed for the Central Bedfordshire and to make arrangements for transition. The latest estimate of budget to transfer is approximately £8-9 million. Government has indicated that it will provide grant funding to cover the costs, though the level of funding including whether all administrative overheads will be covered has yet to be clarified. Full details of the impact will not be known until a final announcement from Government currently planned for December.
42. Following legislative changes taking effect on 1 April 2012, the Council now 'self finances' the Housing Revenue Account. Central Bedfordshire now retains all rental income from its housing stock, whilst in return, on 1 April 2012 the Council received an allocation of the national housing debt totalling £165m. The Current MTFP includes rental income of £27 – 29 million for each of the three years to 2015/16, fully offset by revenue and capital spending, and debt repayment costs.
43. The baseline for the 2013/14 budget will be the 2012/13 Budget. At this stage, the forecast outturn for the current year remains close to Budget overall.

Budget process

44. The budget process will deliver closer alignment of the revenue and capital budgets, with a detailed review of the capital programme leading to a realistic budget over the planning timeframe.

45. Budgets will be built up early / mid-September prior to an update presentation on the MTFP to the Corporate Resources Overview and Scrutiny Committee on 23 October. Detailed draft budgets on a directorate basis will be the subject of formal review at Overview and Scrutiny meetings in the December round (10 December onwards), reflecting both pressures and efficiencies arising from the fact that not all services will actually be delivered in the same way as the previous year.
46. It is proposed that the process for setting fees and charges should follow that for 2012/13, with a separate stream of work being developed to run alongside the main budget reports.
47. The budget timetable below, which sets out the timescales for all the above activities, has a reserve date of 8 January for an additional Executive report, followed by scrutiny in January, by the Corporate Resources Overview and Scrutiny Committee only, of any late amendments that are required.

Timetable

48. The key milestones for setting the 2013/14 budget are:
 - 23 October 2012 – Corporate Services O&S update on MTFP;
 - 6 November 2012 – Executive Report on approach to Consultation;
 - 4 December 2012 – Executive Draft Budget Report;
 - 10-18 December 2012 – O&S review of draft budgets;
 - 8 January 2013 – Executive Final Budget Report [Provisional];
 - 22 January 2013 – Corporate Services O&S review of late amendments [Provisional];
 - 5 February 2013 – Executive Budget Recommendations; and
 - 21 February 2013 – Council approves Budget.

Appendices:

None

Background Papers:

None

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Meeting: Executive
Date: 21 August 2012
Subject: Determination of Statutory Proposals to Expand Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School

Report of: Cllr Mark Versallion, Executive Member for Children's Services

Summary: The report sets out the responses to the statutory proposals to expand Shefford Lower School, Fairfield Lower School and Greenleas Lower School. These proposals have been subject previously of statutory consultation and a statutory notice period has now concluded requiring the Council to consider representations received and to determine the outcome of the proposals.

Advising Officer: Edwina Grant, Deputy Chief Executive/ Director of Children's Services
Contact Officer: Pete Dudley, Assistant Director for Learning, Commissioning and Partnerships
Public/Exempt: Public
Wards Affected: Shefford, Stotfold, Leighton Buzzard South
Function of: Executive
Key Decision: Yes

CORPORATE IMPLICATIONS

Council Priorities:

In providing new school places for growing communities this report supports the following Central Bedfordshire Council's strategic priorities:

Educating, protecting and providing opportunities for children and young people
Managing growth effectively.

Financial:

1. The proposals outlined in this report are contained within the Council's New School Places Programme 2012/13 – 2016/17 and are capital funded as outlined in Appendix C to that report, subsequently approved to be included within the Council's capital programme by full Council on 19 April 2012.

2. The Greenleas Lower proposal is supported by a capital budget of £4,804,463 which comes from current and agreed S106 income and a small element of Department for Education (DfE) Basic Need grant. The Fairfield Lower proposal is supported by a capital budget of £3,212,799 almost all of which is funded from DfE Basic Need grant. The Shefford Lower proposal is supported by a capital budget of £2,711,081 of which £394,948 is expected to be funded by S106 income and the remainder from DfE Basic Need grant.
3. The proposal to expand Greenleas Lower School in Leighton Buzzard to incorporate the new site for lower school provision at Pratts Quarry and the expansion of Fairfield Park Lower School will also require the use of temporary measures, on the current school sites, to manage the local growth in pupil numbers in the interim until the new provision is constructed for opening in 2013. The Council's rolling capital programme of temporary accommodation will fund this provision within its existing budget.
4. Approval for capital expenditure within the New School Places Programme 2012/13 – 2016/17 is subject to the Council's Code of Financial Governance and approval for expenditure to date, which has funded commissioned feasibility studies and design work required for projects within the rolling programme, has been provided by the Deputy Chief Executive/Director of Children's Services, in consultation with the Executive Member for Children's Services, as per Section 4.10.7 of the Council's Constitution.
5. In addition, packages of enabling works have been let at Shefford and Fairfield Park to ensure that the main contracts can be let later in the year to provide the extra permanent accommodation. Each of the three proposals within this report is subject of a detailed business case, attached for information and providing further information of the budget and anticipated capital expenditure on each related construction project.
6. The day to day running costs of expanded provision, including increased teaching and non teaching staffing levels, is met through revenue funding which is made available to each school as part of the dedicated schools grant, calculated on a per pupil basis.

Legal:

7. The main legislation governing school organisation is found in sections 7-32 of the Education and Inspections Act 2006, The School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 and the School Organisation (Prescribed Alterations to Mainstream Schools) (England) Regulations 2007.
8. Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

9. DfE regulations outline the requirements and process for proposals to expand maintained schools and these include full public consultation, the publication of statutory proposals and the decision making process. Decision makers must be satisfied that proposals have followed due process and must also have regard to statutory guidance.
10. As decision maker for the statutory proposals published in regard to the three Community Lower Schools in this report, the Council must determine whether to approve the proposed changes within two months of the close of the determination period on 9 July 2012, otherwise the proposals must be referred to the schools adjudicator.
11. The following bodies may appeal against a Council decision on the proposals in this report:

- The local Church of England diocese
- The bishop of the local Roman Catholic diocese

Any appeals must be submitted to the Council within 4 weeks of the decision and the Council must refer the matter to the schools adjudicator.

Risk Management:

12. The need to commission the new school places and to make the related investment of capital reflected in the three proposals in this report implements the identified need in the previously published school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places. Key risks include:
 - Failure to discharge legal and statutory duties/guidance.
 - Failure to deliver the Council's strategic priorities.
 - Reputational risks associated with the non delivery of required school places.
 - Financial risks, including non realisation of anticipated Section 106 monies and anticipated levels of government grant.
13. The three proposals reflected in this report have been developed through the formal process of strategic planning that is now in place following the approval by the Council's Executive of the New School Places Programme 2012/13 – 2016/17 in March 2012. Without this process there is a risk that the DfE will not approve future allocations of Basic Need Funding to the Council. There is also a risk that S106 monies will not be able to be properly planned in order to achieve the spend of funds in an appropriate and timely manner. This reinforces the importance of the Council adopting a new Development Strategy and Community Infrastructure Levy in 2014 to ensure that well designed appropriately located housing is supported by educational infrastructure.
14. Contract and construction risks will be overseen through the project management of the approved projects.

Staffing (including Trades Unions):

15. Staff and Trades Unions have been consulted on the proposals to expand the three schools in this report as part of the initial consultation and statutory process required by regulations.
16. Subject to service buy back arrangements, schools will have the support of the Council's Human Resources team where any proposals require changes in school staff structures or to terms and conditions of employment. Schools may also need to consider their Governance arrangements given the enlarged size of each in future.
17. Each expanding school will need to increase the numbers of teaching and non-teaching staff to support the increase in pupil numbers. This will be funded through the school's Dedicated School Grant budget and the increased share which the school will receive.

Equalities/Human Rights:

18. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and to foster good relations in respect of the following protected characteristics: age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
19. This statutory duty includes requirements to:
 - Remove or minimise disadvantages suffered by people due to their protected characteristics.
 - Take steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encourage people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
20. The consultation and decision making process set out in regulation for proposals to expand maintained schools requires an evaluation on a project by project basis of any equalities and human rights issues that might arise.
21. As Decision Maker for these proposals, the Council has considered that there are no race or disability discrimination issues that arise from the changes being proposed. Each of the schools has carefully considered these issues and the impact on provision for children with special educational needs and disabilities in the construction designs and management development plans that have been developed in parallel to the statutory process. Similarly each school has made a continued commitment to provide access to a range of engagement opportunities which reflect the ethnic and cultural mix of their local communities, while ensuring that such opportunities are open to all.

Public Health:

22. Each of the schools in this report currently provide a range of extended school services which can be further developed as a result of the growing school population and capital investment.
23. The range of extended services that may be provided more effectively in larger schools includes:
- Parenting and family support officers.
 - Transition support for pupils, schools and families.
 - Combined clubs and after school activities.
 - Holiday activities.
 - Support for vulnerable pupils and families i.e. siblings group and young carers.

Community Safety:

24. Whilst it is acknowledged that schools have an important role in working alongside a range of other agencies to ensure safety in their local communities, the expansion of the schools identified in the report does have the potential to increase community safety issues around the school locations. Inconsiderate parking, low level anti social behaviour, noise, litter etc. These are issues that can, in some instances, have a significant impact on residents living in the school vicinity and place additional demand upon the services responsible for dealing with them. To meet its statutory duty in relation to crime and disorder the Council will need to work with the schools to ensure that community safety issues are considered and appropriate measures are put in place to mitigate any risks with regard to community safety issues in these areas.

Sustainability:

25. Whilst there may be additional costs in order to meet sustainability objectives for new build and/or expansion of existing schools, these will be contained within the costs identified for each of the individual projects in this report. These measures will contribute to reduced running costs through better energy and resource efficiency, and therefore limit the Carbon Reduction Commitment burden on the Council and the schools, alongside creating a better learning environment for the pupils.

Procurement:

26. The tendering and approval process for awarding construction contracts will be in accordance with the Council's Code of Procurement Guidance and the thresholds indicated in section 5.1 of the Council's Constitution.

Overview and Scrutiny

27. This report has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:

The Executive is asked to:

1. note that the procedures established by The Education and Inspections Act 2006 (EIA 2006) and The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended by The School Organisation and Governance (Amendment) (England) Regulations 2007 and The School Organisation and Governance (Amendment) (England) Regulations 2009, have been complied with in bringing forward the proposals outlined in this report;
2. consider the representations attached at Appendix A, to the statutory notices as set out in Appendices B - D, issued on 11 June 2012 under Section 19(1) of the Education and Inspections Act 2006 for Shefford Lower School, Fairfield Park Lower School and Greenleas Lower School;
3. approve the statutory proposal to expand Shefford Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 3 form of entry (450 place) lower school catering for pupils aged 4+ to 9 with effect from September 2013, increasing the schools planned admission number from 60 to 90;
4. approve the statutory proposal to expand Fairfield Park Community Lower School from a 1 form of entry (150 place) lower school for pupils aged 4+ to 9 to a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 with effect from September 2013, increasing the schools planned admission number from 30 to 60;
5. approve the statutory proposal to expand Greenleas Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 4 form entry (600 place) lower school for pupils aged 4+ to 9 through the creation of a new second campus at Pratts Quarry, off Kestrel Way, Leighton Buzzard, with effect from September 2013, amending the schools planned admission number to provide for 60 pupils on each of the school's two sites; and
6. approve the detailed business cases for each proposal as attached at Appendix E to G.

Reason for Recommendations:

To determine the outcome of the statutory proposals following the close of the representation period on 9 July 2012. If the Council were to fail to decide these proposals within 2 months of the end of the representation period it must forward proposals, and any received representations, to the schools adjudicator for decision.

Executive Summary

28. The purpose of this report is to provide the Council's Executive with sufficient information and guidance to enable the determination of proposals to expand three community lower schools that have been subject of statutory consultation.

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|-----|--|
| 29. | The report sets out the background to the proposals and the process that they have followed to date, aligned with the statutory requirements set out in legislation and DfE guidance for proposals of this nature. |
| 30. | The report concludes with a recommendation to approve the proposed expansion of these three schools, with an implementation date of September 2013. |

Introduction

31. On 27 March 2012 the Council's Executive approved a recommendation to commence informal and statutory consultation on three proposals set out within the New School Places Programme 2012/13 – 2016/17 where local pressures of demographic growth require urgent expansion of existing schools to provide additional places.
32. The need for expansion of two of the schools, Shefford Lower and Fairfield Lower, is a result of demographic growth within the schools existing catchment areas. Options for the potential provider of new lower school places at Pratts Quarry in Leighton Buzzard were outlined in the report to Executive in March and concluded with a proposal to expand Greenleas Lower School, an existing popular and successful school in Leighton Buzzard. In all three of these specific areas of Central Bedfordshire the need for extra accommodation has already required temporary measures to be employed in September 2011 and in September 2012 to provide sufficient schools places.
33. All three of these proposals, in accordance with the Education and Inspections Act 2006, constitute significant expansions of existing schools and therefore required both statutory consultation and a further representation period through the publication of Statutory Notices.
34. The statutory consultation period commenced on Monday 23 April 2012 for a four week period to Monday 21 May 2012. The consultation was conducted to meet the requirements set out in the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).
35. Each of the proposals were publicised through the production of consultation documents placed:
 - on the Council's website;
 - at each of the schools, for circulation to parents (including early years), carers, staff and Governors;
 - in local libraries and Town Council offices;
 - on community notice boards;
 - by email to local MPs, to members of the Children's Trust Board, to neighbouring Local Authorities and to key voluntary sector organisations;
 - in the members Bulletin;
 - in Central Essentials; and
 - in the local media.

Meetings for staff, unions and Governors were held at each school and public meetings were also arranged to give parents, carers and other interested parties the opportunity to have their say on the proposals.

36. Although the Council's Executive had already approved the publication of statutory proposals, the DfE guidance advises that at the end of the statutory consultation period the proposer (i.e. the Council in this instance) should consider the views expressed during that period before reaching any final decision on whether to publish statutory proposals.
37. The guidance also states that where, in the course of consultation, a new option emerges which the proposer wishes to consider, it will be appropriate to consult afresh on this option before proceeding to publish statutory notices.
38. On conclusion of the statutory consultation no viable alternative options were forthcoming on any of the three proposals. The following sections set out the rationale for each proposal and provide a summary of the results of the statutory consultation exercise for each.

Shefford Lower School

39. Pupil numbers within the immediate Shefford area have been growing in recent years and are expected to continue to grow as a result of increasing birth rates, recent housing completions and new housing allocations. Currently the school is recognised as a 2FE (300 place) school with an admission number of 60.
40. In September 2011, 66 pupils were admitted taking the total number on roll in the main school to 328. In order to support the increase in numbers, the Council supported the provision of an additional permanent classroom funded mainly through previous S106 contributions.
41. This growth in numbers, supported by Area Health Authority pre-school data and extra housing forecasts is expected to continue into the future and it is in this context that the recommendation was made to permanently extend the school to provide an enlarged school for 3FE (450 places) with an increased admission number of 90.
42. This proposal has been developed in consultation with the school's Governing Body who are supportive.
43. Twenty five responses were received within the consultation period and of those seventy six percent indicated support for the proposal. Sixty eight percent of respondents were parents of children at a local lower school and of those seventy six percent were supportive.
44. The main concern arising from the consultation related to the potential for increase in traffic congestion in the area, mainly as a result of fears of increased numbers of parents transporting children as additional parking provision is to be made available for the increase in staff at the enlarged school. A request for a new school to be built elsewhere, rather than enlargement of the existing, also featured as a concern that was raised as part of the consultation.

45. The potential for increase in traffic congestion is an understandable concern given the school's current access arrangements and through flow of pupils from the adjacent Robert Bloomfield Academy site. Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area.
46. However, and as discussed at the public meeting at which fifteen members of the public attended, the school will need to review its current approved travel plan and bring forward updated proposals to mitigate this risk as part of the parallel Planning application that has been submitted and has now been approved by the Development Management Committee of the Council. The new Travel Plan will need to reflect the changes that will be made and outline the actions the school will be taking to encourage sustainable travel and to ensure any negative travel and transport issues are minimised.
47. The Council's Sustainable Transport team have provided support to the review process and provided guidance as to the actions that should be put in place.
48. The potential for the required additional places to be provided within new provision elsewhere in Shefford, as an alternative to the enlargement of Shefford Lower was also noted as a concern and discussed at the public meeting. However, the cost of providing a new 150 place lower school elsewhere in Shefford for which the Council would also need to acquire a site, would be considerable and the future viability of such is also uncertain, particularly given the proposed changes to the national funding formula and the impact these are likely to have on small schools.
49. The benefits of increased financial and educational viability of Shefford Lower as a result of its expansion are also clear. The extended timeframe and Planning uncertainties for bringing forward proposed new build stand alone provision, versus the requirement to have the additional 150 permanent places on stream by September 2013 is also a factor in the proposal to expand Shefford Lower School.
50. Concern of the potential during building works for disruption to teaching and learning and for the health and safety of existing staff and pupils were raised by some staff and parents of children currently attending the school. The proposed phasing of the construction plan will address these concerns and the school's governing body has been fully engaged in the process to ensure that risks have been identified and will be mitigated.

Fairfield Park Lower School

51. Pupil numbers generated from within this new development are significantly higher than those originally forecast by Bedfordshire County Council when the school was first proposed and constructed. Currently the school is recognised as a 1FE (150 place) lower school with an admission number of 30.
52. In September 2011, 54 pupils were admitted into the school from within the school's area taking the overall number on roll in the main school to 178. In order to accommodate the increase in numbers a temporary classroom was funded from the Council's temporary classroom programme and the Council continues to work with the school to provide further interim arrangements for September 2012.

53. Although the new development is coming to an end, Area Health Authority pre-school data for the area supports the current trend in numbers with anticipated future requirements forecast to be approximately twice the school's current capacity, i.e. an average of approximately 60 pupils per year group. It was in this context that the recommendation was made that the school be permanently expanded to provide an enlarged school of 2FE (300 places) with an increase in admission number to 60.
54. This proposal has been developed in consultation with the school's Governing Body who are supportive. The school has recently been rated as outstanding by Ofsted.
55. A total of fifty responses were received within the statutory consultation period and of those an overwhelming ninety eight percent indicated support for the proposal. Seventy percent of respondents were parents of children at Fairfield Lower school and of those all were supportive. Respondents were particularly supportive in their comments that the proposal supported the concept of local schools for local children and the proposed permanent enlargement of the school has clearly been long awaited by the local community.
56. The main concern arising from the consultation related to the potential for increase in traffic congestion in the area, mainly as a result of fears of increased numbers of parents transporting children as additional parking provision is to be made available for the increase in staff at the enlarged school. The potential for increase in traffic congestion is an understandable concern given that as of the latest survey of school travel (September 2011) 41.5% (129) of all pupils at Fairfield Park Lower travelled to school by private car. This is significantly higher than the average for schools in Central Bedfordshire (21.5%).
57. However, and as discussed at the public meeting at which twenty three members of the public attended, the school population is forecast to serve children who live on the Fairfield Park estate and preschool data indicates that the additional capacity of the school will be taken up by catchment children who are within a short walking distance of the school, through the housing estate.
58. The school will however need to review its current approved travel plan and bring forward updated proposals to mitigate any risk as part of the parallel Planning application that has been submitted to the Council and was approved on the 18 July 2012. The new Travel Plan will need to reflect the changes that will be made and outline the actions the school will be taking to encourage sustainable travel and to ensure any negative travel and transport issues are minimised.
59. Concern of the potential during building works for disruption to teaching and learning and for the health and safety of existing staff and pupils were raised by some staff and parents of children currently attending the school. The proposed phasing of the construction plan will address these concerns and the school's governing body has been fully engaged in the process to ensure that risks have been identified and will be mitigated. The school's governing body has also prepared a business case for further financial support from Dedicated School Grant throughout the building phase to ensure that the school's management structure can grow in line with the expansion proposal and that where necessary school staff can be released to support the construction project without an impact on the pupils.

Greenleas Lower School

60. Significant new housing has been built in the south of Leighton Buzzard in recent years with more than 1000 further new dwellings still to be provided. In anticipation of the likely impact this would have on the school infrastructure, Section 106 financial contributions were agreed along with a site for an extra 300 place lower school provision at Pratts Quarry, off Kestrel Way.
61. Until recently, the pupils moving into the new development have been provided for by the existing schools in the area utilising spare capacity. In September 2011, and in particular for initial admission at 4+, there was a shortage of places in areas where parents wanted them and some schools were required to admit in excess of their published admission numbers.
62. Set against a total of 548 overall places for admissions across the area at 4+ a total of 538 pupils were admitted resulting in most schools being at or above capacity. Area Health Authority figures support the continuation of this trend over the coming years with further added pressure resulting from the new developments which are either underway or have yet to commence. The numbers proposed in this report are therefore evaluated as being robust for school places planning purposes.
63. Since April 2011 the Council has worked with schools in the area that collectively comprise Learning Community 2, in the second of the Council's current Transforming Learning reviews. Within the scope of the review was the need to consider and plan for the impact of demographic change across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in the Leighton and Linslade area was at the forefront of many of the discussions with what is an active partnership of schools, who have been actively engaged in identifying management options for their own schools and for the Council's commissioning of new provision.
64. As set out in detail in the report to Executive on 27 March 2012, three local popular and successful lower schools expressed an interest in expanding to also encompass the new site at Pratts Quarry. Following an evaluation of detailed submissions made by each school, the Council's Executive approved the commencement of consultation to expand Greenleas Lower School.
65. Fifty three responses were received within the statutory consultation period and of those seventy four percent indicated support for the proposal. Sixty seven percent of parents who responded to the consultation were supportive.
66. The main concerns arising from the consultation related to:
 - the potential for increase in traffic congestion in the area of the existing school and for sufficient parking/drop off provision to be made available at the new site;
 - the need for the new site to have pre school and nursery provision;
 - the potential for disruption to teaching and learning at Greenleas; and
 - admission arrangements to the new site from September 2013 and the way in which year groups of uncertain size might be managed initially between the two sites.

67. As discussed at both of the public meetings at which sixty eight members of the public attended, the school will need to review its current approved travel plan and bring forward updated proposals for the new site to mitigate any risk as part of the parallel planning application that has been submitted to the Council. The new Travel Plan will need to reflect both sites and will need to be clear of the changes that will be made on the existing site and outline the actions the school will be taking to encourage sustainable travel and to ensure any negative travel and transport issues are minimised on both sites in future.
68. The project to provide 300 new places for statutory education on the new site does not currently have S106 funding to provide preschool or nursery provision. Whilst there is an overall sufficiency of pre-school provision across Leighton and Linslade, there is a recognised shortfall of places in this particular locality. Through close scrutiny of the project with the appointed contractor under a Local Authority framework contract, it has been identified that a nursery classroom can be provided within the overall scheme, although this would require an additional £78k which could be funded by applying DfE Basic Need grant funding to the overall project. This is reflected in the business case at Appendix E.
69. Concern of the potential disruption to teaching and learning of pupils at Greenleas were raised by some staff and parents of children currently attending the school. The school's governing body has prepared a business case for further financial support from Dedicated School Grant throughout the building phase to ensure that the school's management structure can grow in line with the expansion proposal and that where necessary school staff can be released to support the construction project without an impact on the pupils.
70. Suggested admission arrangements will be in accordance with the Council's published criteria and were outlined on the statutory notice for September 2013 as:
- All 'looked after' children or children who were previously 'looked after'
 - Pupils with siblings at the school
 - 'Very exceptional' medical grounds
 - Children attending Greenleas Nursery Unit
 - Children attending Willows Pre-School on the Greenleas School site
 - Children who live nearest to the school determined by straight line distance from the Greenleas Lower School - Sandhills site, to the pupil's home address.

These criteria are to be reviewed further for September 2014.

71. The admissions service and school, supported by the local community house, are to undertake further work with the Sandhills and Billington Park communities to better forecast the numbers and ages of children who may express a preference for the Pratts Quarry site from September 2013. This will enable the school to better plan their staffing structure for both sites. The school are committed to work with parents to achieve transitional arrangements that are appropriate for siblings who could potentially be split between each site.

Conclusion of statutory consultation and publication of statutory notices

72. As a result of the outcome of the statutory consultation and the considerable support that each proposal had attracted, it was recommended on 24 May 2012 to proceed to the serving of statutory notices. In the absence of the Director of Children's Services, the Assistant Director for Learning, Commissioning and Partnerships considered a report and approved that recommendation.
73. As decision maker, the Council's Executive must be satisfied that the proposals have followed due process and must have regard to guidance issued by the Secretary of State.
74. Before judging the respective factors and merits of each of the statutory proposals, the Council's Executive must consider four key issues. These are:
- Is any information missing?
 - Does the published notice comply with statutory requirements?
 - Has the statutory consultation been carried out prior to the publication of the notice?
 - Are the proposals "related" to other published proposals?
75. The statutory proposals were published on 11 June 2012 with information prescribed by regulation. The information was complete, clear and complied with statutory requirements. The statutory notices with prescribed information for each proposal is attached to this report at Appendix B to D. A summary of the outcomes of the statutory consultation that was carried out before the statutory notices were published is provided within this report. The proposals are not related to each other but are independent and capable of being determined without preventing or undermining the implementation of others in this report.
76. The DfE guidance for decision makers is issued by the Secretary of State and contains a number of key factors to be considered when they make a decision on proposals of this nature. The guidance is clear that these factors should not be taken to be exhaustive and all proposals should be considered on their individual merits. The following sections therefore focus on the factors most relevant to these proposals.
77. A system shaped by parents – The findings of the statutory consultation indicated significant support and parental demand for the proposed expansion of each of the three schools.
78. Standards – The Council's aim of expanding popular and successful schools is reflected in these proposals as each school is oversubscribed and successful with Shefford Lower rated by Ofsted as Good, Greenleas and Fairfield both rated as Outstanding.

79. Need for places – The three proposals in this report are set out within the New School Places Programme 2012/13 – 2016/17 and reflect local pressures of demographic growth that are forecast to be sustained and require urgent expansion of existing schools to provide additional places. The Council's School Organisation Plan is the evidence base for the New School Places Programme and is based upon a five year planning forecast. It is refreshed on an annual basis to take account of the supply and demand for school places and is informed by data on school capacity and forecasts of pupil numbers as a result of changes in birth rate, housing development and parental preferences.
80. Travel and Accessibility for all – Section 76 of the Education and Inspections Act 2006 places a duty on local education authorities to promote the use of sustainable modes of travel to meet the school travel needs of their area.
81. Each of the schools concerned already has an approved travel plan which will be updated to reflect the increased capacity of the schools and to outline the actions they will be taking to encourage sustainable travel and to ensure any negative travel and transport issues are minimised. The Council's sustainable transport team are able to help support this review process and provide guidance as to the actions that should be put in place. The potential impact of local transport is also considered through the Planning and Development Management process that runs in parallel with these proposals.
82. Funding and land – Capital costs have been identified to implement each of the proposals and the required construction works will be funded from external sources, without increasing the Council's borrowing requirements. There is no requirement for additional land to be secured to implement the Fairfield Park Lower or Shefford Lower proposals and the site for new provision off Kestrel Way, Leighton Buzzard has been secured through S106.
83. Views of interested parties – The DfE guidance is clear that the decision maker should consider the views expressed during the initial statutory consultation and the statutory representation period, following publication of the statutory public notices. In doing so the Executive should not simply take account of the numbers of respondents expressing a particular view but instead give the greatest weight to representations from stakeholders likely to be most directly affected by the proposals.
84. One response was received within the statutory 4 week representation period relating to the proposal to expand Shefford Lower School. Three responses were received relating to Greenleas Lower school. Concerns of the potential for increased traffic arising from both proposals were raised. For Greenleas, the potential for disruption to the teaching and learning of existing pupils, in addition to concerns of the lack of clarity of the benefits of the proposal to the existing school, were raised among a number of other issues. The representations and the Council's response to each are attached at Appendix A.

Determination

85. In considering the proposals the decision maker may decide to reject, approve or to approve with modifications (e.g. the implementation date) the proposals set out in this report. In either case, the reasons for the final decision must be carefully recorded indicating the main factors considered and the reasons for the decision. A copy of the final decision must be forwarded to a range of bodies specified in guidance.
86. Having followed the procedure required by regulation and in consideration of the key issues and factors for decision makers set out in guidance it is recommended that the proposals to expand the three schools as set out in this report and published by Statutory Notices issued on the 11 June 2012, be approved with an implementation date of 1 September 2013.

Appendices:

Appendix A – Responses received within the representation period

Appendix B – Statutory notice and prescribed information for proposal to expand Fairfield Park Lower School

Appendix C – Statutory notice and prescribed information for proposal to expand Shefford Lower School

Appendix D – Statutory notice and prescribed information for proposal to expand Greenleas Lower School

Appendix E - Detailed business case for Fairfield Park Lower School

Appendix F - Detailed business case for Shefford Lower School

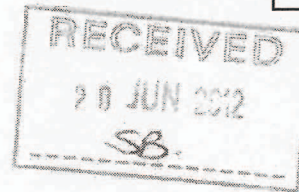
Appendix G - Detailed business case for Greenleas Lower School

Background Papers: (open to public inspection)

None

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Attn: Edwina Grant
Central Bedfordshire Council,
Priory House,
Chicksands
Shefford
Beds
SG17 5TQ



11/6/2012

Re Proposal to expand Shefford Community Lower School.

While recognising the pressure of local numbers and the constraints on the educational budget I am concerned that this development will lead to an increase of vehicle traffic in the surrounding streets by a similar percentage to the increase in places ie 50% more cars attempting to park nearby.

At present School Lane seems to be at maximum capacity as does Bloomfield Drive – likewise Campton Road – consequently it seems likely that any additional traffic created by school enlargement will park on the Ampthill Road. There are already a significant number of cars parked on this busy road at school in/out times and I am concerned that the school expansion will encourage a dramatic increase of this practice with consequent added dangers to persons – eg doors being opened into the traffic stream, more people crossing, degrading of visibility etc

I therefore object to the plan in its present form and suggest that it be modified to accommodate the additional traffic which it may be expected to attract.

A number of options come to mind:

1. A purpose built drop off zone at the top of School Lane.
2. Widening of Bloomfield Drive to enable parking on what is presently a wide grass verge on the west side of the road.
3. Widening of Campton Road to facilitate additional parking, with safe turn-round area at the end eg roundabout.
4. A new Zebra crossing on the Ampthill Road adjacent to School Lane.
5. A new access road to the school.

Yours sincerely



Mr J Deavin
 68 Amptill Road
 Shefford
 Beds
 SG17 3BB

Your ref:
Our ref: Shefford Lower
Date: 03/07/12

Dear Mr Deavin

Proposal to expand Shefford Community Lower School to provide new school places

Thank you for responding to the consultation currently underway on the proposal to expand Shefford Lower School. Your objection and this response will be reported to the Council's Executive on the 21st August 2012 to inform the final determination of the proposal.

As you may know, the current consultation is required by Education law and runs in parallel with the process required to determine the specific construction proposals by the Council's Development Management Committee. The Planning Application for the Shefford Lower proposal was heard by that Committee on the 27th June 2012 and following a significant amount of debate on the potential for transport implications, the application was formally approved.

I acknowledge however, the concerns of local residents and of parents and these have been heard throughout the consultation process which commenced in April.

In responding specifically to the points that you have put forward I have requested support from the Council's Sustainable Transport Officers. It is their view that the options you have outlined as numbers 1, 2 and 3 would further exacerbate the existing and any future travel issues by encouraging and providing for travel by car for the journey school. This is contrary to Central Bedfordshire's transport policy for school journeys.

Option 4 for a zebra crossing is not appropriate as there is currently no significant demand for crossing the Amptill Road at this point. The majority of pedestrians accessing the school use the Broomfield Drive entrance to the school and use either the School Crossing Patrol on Amptill Road or Zebra crossing adjacent to Bloomfield Drive.

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Option 5 for a new school access road presents no benefits that School Lane doesn't already offer. In addition the development of this option would be a substantially lengthy process with the need to acquire additional land.

Central Bedfordshire's Sustainable Transport Officer has identified similar travel and transport issues related to this proposal and has requested that, should it be approved, the School's travel plan be updated to reflect the changes that will be made and outline the actions they will be taking to encourage more sustainable travel and to ensure any negative travel and transport issues are minimised. The development of the plan is the most appropriate means of co-ordinating access arrangements for the school, to encourage walking, scootering and cycling, and overall reducing the amount of car travel for the journey to school.

The need to expand lower school provision in the area is matched at both middle and upper phases and early design work is underway at Robert Bloomfield Academy, adjacent to Shefford Lower, to convert existing temporary accommodation into permanent build. This will not increase the total number of pupils attending the school but will itself be subject to consultation and a Planning application in due course.

I have instructed colleagues who are engaged in the early design work around this proposal to be mindful of the need to improve traffic management in the area and on the school site, not least because the two schools share a thoroughfare.

Thank you again for responding to the consultation.

Yours sincerely

Rob Parsons

Head of School Organisation, Admissions and Capital Planning

Direct telephone 0300 300 5572

rob.parsons@centralbedfordshire.gov.uk

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Leighton Buzzard
Beds LU7 2NX

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Dated 2nd July 2012

Dear Sir or Madam,

I feel that I should comment upon the proposal to expand Greenleas Lower School due to the car parking problems which will inevitably arise.

I have been proud to have been involved with the School since it first opened, first as a parent and then as a Class Teacher, always holding the School in high regard. Whilst I do not have any objections to expansion, I feel I must bring to your attention, the major parking problems which are already occurring at the top of Lomond Drive.

These problems can only increase as the numbers at the Derwent Rd site increase, particularly in the school year 2012/2013. At present, some parents park with little regard to local residents, common sense, the Highway Code or the safety of their or other children.

Indeed, during the morning and afternoon "school runs", the parking at the top of Lomond Drive is so bad, that at times, traffic cannot navigate the junction and has to wait until some cars move. Should the need arise, I am certain that an Emergency Services Vehicle would not be able to enter or depart Lomond Drive. The local newspaper would have a "field day".

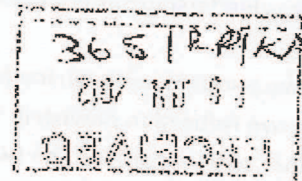
I know that you are aware of the situation but ask that you work closely with the Council and Police to try and alleviate this dangerous situation. There is an accident waiting to happen and I have no wish to say "I told you so" as this situation worsens.

Yours sincerely,

R. A. Blissett

M. J. A. Blissett

Edwina Grant,
Deputy Chief Executive/Director of Children's Services,
Central Bedfordshire Council,
Priory House,
Chicksands,
Shefford,
Bed:
SG17 5 RQ



6th July 2012

Dear Ms F Grant,

I am writing to express my concern over the proposal of Greenleas Lower School to manage an additional school located at Sandhills. This letter tries to articulate my concerns.

Advantages and Opportunities

The main advantages to this proposal is that it reduces Central Bedfordshire's burden in creating a teaching unit from scratch, it removes the difficulty in recruiting a new head teacher / governors and the salary for a single head teacher will lower that if Central Bedfordshire need to employ two head teachers.

There will also be increase potential for existing teachers at Greenleas School to move into new middle management structures or to increase their level of responsibility. The result of which will be the potential for individuals to increase their personal income. This in turn will lead to better job prospect in the future.

These are very good reason for the proposal to go ahead. However a School exists to provide the best education it can for its pupils and it have not been disputed that there will be a level of disruption and change at the school. It is well established that disruption and change lead to initial instability. Even if this instability only last 12 months (but probably a lot longer), it will affect children as they start their time in our education system. The fear is that the initial bad start will impact the whole of that child's education.

Leadership

There are statistically significant empirical and qualitatively robust associations between heads' educational values, qualities and their strategic actions and improvement in school conditions leading to improvements in pupil outcomes. It is also well know in the study of change management that a change in duties and responsibilities of staff and the introduction of new staff is known to cause interference, resentment and reduction in productivity. It is therefore important to have strong leadership for this venture to have a positive if not neutral effect on the pupils at the school.

I am not in a position to judge the leadership at Greenleas School so I have to take it on trust that they have the ability to undergo this type of change programme. However a vital skill in any leadership team is the ability to communicate effectively and to engage with its stakeholders. I therefore would have expected that they would have involved parent in the development of their proposal. Engaged and show that they have understood and taken on board parent's uncertainties.

A strong leadership team would explain what it was doing to mitigate any potential issues. However the Greenleas leadership has not done this.

Not only have parents not been invited contribute to the Greenleas proposal, the School and governors have refused to publish it. This has resulted in parents and local residents being anxious about the lack of transparent. The two public meetings run by Central Bedfordshire focused mainly on the benefits for the residence of Sandhills in having a new School. It failed to offer any benefits to pupils of the existing Greenleas School. The best answer that was given is that the pupils of Greenleas will not be disadvantaged. That is not a very strong argument and it is something I do not believe.

I wonder what criteria Central Bedfordshire has used to assess the suitability of the Greenleas leadership team to undergo this change.

Geographic location

The two sites are separated by a car journey of approximately 10 minutes. This will result in lost time for the head teacher and specialist staff because of travel between sites. This will also have an additional cost associated with it.

Splitting a head teacher time can only reduce their visibility in either school. This has the potential for the head not to be involved in all aspects of the life and work of each of the schools. If this is realized teaching standards in the existing school will drop.

Educationally unviable

The governors at the public meetings presented the argument that pupil numbers will drop in future years making Greenleas educationally unviable and that managing two schools will help protect from this. However this is a weak argument. If one of the schools has such low numbers it is educationally unviable then it will have a negative effect on both schools making this proposal a bad idea.

However the statistics presented by Central Bedfordshire suggest that pupil numbers in the area will rise. Therefore to remain educationally viable all Greenleas needs to do is concentrate its efforts in building on its standards and not risk disruption resulting dropping of standards.

Resources

The increase pupils at the existing Greenleas School from an extra class intake will result in additional strain on resources such as specialist staff, dining hall, library and music room. Indications suggest that the extra intake could be present in the existing school for four year.

The new school will initial not have any resource and so could reduce what is available to existing Greenleas pupils.

Appendix
page 7

Parking

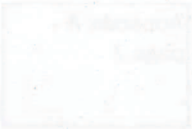
There are currently issues with parking at the School. There are a large number of cars parked along the road and outside local residence homes. The extra intake of children can only add to this burden.

Conclusion

This may seem a very negative letter but in my defense I am worried about the proposal and the effect it will have on my two children. The scarcity of information from the school is only adding to my discomfort.

Regards

C. Wald
C. Wald



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02/07/20
GREENLEAS

Appendix
A - page 9

Dear Ms Grant,

I am writing to you to express my deep concern and huge disappointment about the proposed expansion of Greenleas Lower School. I totally understand the need for a new school to cater for the children on the Sandhills estate, but there is absolutely no reason why a so far outstanding school should be involved. When a new school is built, parents who wish to send their children to their local school will take them there, no matter what associations and names it has. Teachers employed at the new school can pool their knowledge, ideas, policies and experience to plan and develop a new, exciting school that stands on its own, with its own PTA, Governors, newsletters, and website.

However, if Greenleas is involved with this new school - four miles away, unnecessary disruption and instability will occur. This 'outstanding' school will be outstanding no more. The Headteacher will only be

present fifty per cent of her time, which often leads to discipline and communication problems within a school. Other members of staff involved with setting up the new school will not be teaching one hundred per cent of the time, so classes and learning will be disrupted due to the use of supply teachers.

Additional numbers of children within the school resulting in a whole extra class will place huge pressure on music room and library resources/lessons, hall space - for P.E, lunchtime, assemblies, concerts and so on. A mobile classroom would give the feeling of being separate from the school both mentally and physically, and occupy some of the outdoor space used by the current children. If the new class is accommodated within the school building, that space eg music room/library would not be available for current pupils any more. A mobile classroom would not be nearly so useful as a room within the school - much more difficult for individuals to access. Additional toilet facilities and outside doors would need to be built at extra cost and yet more disruption if a current room is to be used.

These losses, instability and general disruption to the whole school, and the Reception year in particular,

could be for the foreseeable future, as once new children have moved to the Greenleas site, they are under no obligation to leave after a year. This could result in a bulge of extra children moving through the school for many years - yet more classroom re-organization. Once children are in and settled, they are quite unlikely to be moved to the new site. However, if children do leave, all the new friendships that have been made will be ripped apart resulting in local Greenleas children becoming sad and dispondent towards school. Already, the Early Years children have suffered in this way as their classes have been split three ways to accommodate new children. They have been left with fewer of their friends than they would have been in previous years when classes were split two ways.

There seem to be absolutely no benefits to the current children of Greenleas Lower School in this proposal, just lots of disadvantages and disruption. Apparently, the only reason for continuing with this scheme is to protect the numbers in Greenleas in case all future children go to the new school, and no new children move into the local area. However, if

Greenleas Staff and Governors focussed on Greenleas

it would continue to be a popular, outstanding school with an excellent reputation that parents from Hinslade and Houghton Buzzard would be desperate to send their children to. There would be 'no' competition!


Appendix A
- page 12

I have been very shocked and disappointed by the lack of transparency and communication throughout this whole process. Right at the beginning parents were not consulted before the original proposal from Greenleas was put forward. We were only told after the proposal had been submitted and were then not shown what was written. It's our children who will be affected. We should have had a say from the start. When this proposal was requested before the second public meeting, it was still not shown, so parents were basically attending meetings blind. When questions were asked at these meetings, they were not always answered adequately, and many parents did not have chance to speak, or were even cut off as it was time for the meeting to end. This is not consultation.

I think that the involvement of Greenleas over School in the setting up of a new school on an estate miles away is a huge mistake and has no benefits whatsoever for the current pupils of the school.

I think that the disadvantages and damage that could be done far outweigh someones guesswork and projected numbers of pupils in the future. Childrens experiences at School should be happy, stable and productive, not sad, unstable and disrupted.

Yours sincerely,


MRS A.M. HOLDEN

Response to representations received regarding Greenleas Lower School

Decision to bid and submission document

Governors decided to respond to the invitation offered to local schools to submit their expression of interest to manage the new school provision. There was lengthy debate especially around the issues of maintaining and growing our excellent provision without diluting what we have. The Sandhills development has been seen as a potential threat to pupil numbers at Greenleas for many years, which is partly why we have marketed and continued to develop our provision. The Greenleas community includes many Sandhills families already and so we decided that we should make a submission. The bid was written and Greenleas was selected in March by the Council's Executive as preferred provider for the new site. A consultation process has followed, and in response to specific queries raised at the public meetings it was suggested by CBC Officers that we could share this submission with our parents, if we chose. We decided against this as the document was not in the public domain, consent had not been secured to see the other 2 submissions and we did not feel that the document actually answered the queries raised at the meetings having been written for a very different purpose and audience.

Leadership team

For September 2012 we have established a larger management team to distribute and strengthen leadership. This is something we have been aiming to do for the last 2 years to meet the needs of this large Group 3 school. All year groups are full and we now manage the on-site pre-school. This senior team will consist of the Head Teacher, Deputy / Key Stage 1 Phase Leader, SENCO, Key Stage 2 Phase Leader and Early Years Foundation Stage Leader.

Staff changes

We have 1 member of teaching staff leaving in July to move to a special school, and another teacher moving to a part time post. We advertised for 3 teaching posts in the spring term and had our best ever response with a field of over 30 applicants. We have appointed 3 experienced teachers for the autumn term and they have already been into school to attend planning meetings, transition day and induction for new Reception pupils, forming bonds and relationships with future colleagues and parents. We anticipate 1 teacher returning from maternity leave and 1 starting maternity leave in the upcoming academic year. We have increased the number of teaching assistants so that all Early Years Foundation Stage and Key Stage 1 classes have Teaching Assistant cover all day. We have strengthened the support for intervention groups and aim to increase the specialist support offered within classroom time whilst maintaining support offered during afternoon withdrawal sessions.

PPA cover

For many years we have covered PPA time with specialist teachers of music and PE and from September will include PHSE into this carousel of specialism taught by our own experienced staff. This will provide the increased amount of PPA coverage and underline our commitment to values education and citizenship which underpin the excellent behaviour we expect at our school.

Supply cover

On the rare occasions we need to cover teacher absence this is done by experienced ex-members of staff who are well known to the staff and children.

Staffing for new school

We intend to recruit for the new school from the spring term 2013. In the autumn term we will begin to acquire data for admissions to the new school, much of this will be provided by the local authority as children are established in a number of schools not just Greenleas. We intend to establish the leadership arrangements and staffing complement based on this information. We anticipate that there will be high demand for Early Years Foundation Stage and Key Stage 1 with less demand for Key Stage 2. Once we are able to establish teaching groups we will be able to appoint suitable candidates. We will strengthen the leadership team appropriately to provide management expertise for the new school.

Setting up the new school

We will have a budget to resource the new school which is additional to the existing Greenleas' budget. The leadership team will be responsible, with governors, for allocating this and placing the necessary orders. This will not disrupt teaching and learning at Greenleas. The existing provision will be mirrored at the new school; we do not need to reinvent the wheel with policies and procedures.

Provision for September 2012 at Greenleas

Along with other schools in the area, we will have an additional Reception class in September 2012. "Wagtails" will be located in Room 9, more recently music / library. We will reinstate the room as a classroom, which sits in the Early Years Foundation Stage block. Last year was the first time that schools have been required to admit reception children full time from September. This was a culture change nationally and we have modified our practice to ensure that in September these children have the best possible start to full time education. Class groups have been carefully considered and the facilities both in class and for external play are well developed. Break and lunchtime arrangements are well thought out so that these children are very well cared for throughout the day. Fencing and gates are being repositioned to cope with additional numbers. The music and library facilities are being accommodated in a new building being sited on the spare ground at the rear of the pre-school building with a separate entrance. The back gate entrance is being widened and we hope to install an additional canopy.

Consistency of approach, policies and procedures

We have very consistent policies and procedures and appropriate staffing in classrooms and for playtimes. Safeguarding, health and safety and welfare are given high priority by staff who know the children well. Reception children will be in smaller class groups than last year will have dedicated support, welfare and lunchtime staff. We do acknowledge that some parents may have mixed emotions as children come to school all day for the first time. The induction evening for all new Reception parents on 9th July was well attended and more sessions will be provided for parents during the year to support learning.

Communication

We now have text messaging in place for all parents and we intend to improve weekly newsletters. Our new website has just been launched and we see this as a Communication Centre. Phase Leaders will be reviewing and improving the information provided to parents and comments in the recent parent questionnaire will be addressed.

Parking

We have, and will continue to, liaised with Police Community Support Officers (PCSOs) to visit at 'rush hour' to speak to inconsiderate parkers - this is often very effective when pupils themselves are involved in ticking off the offenders and our School Council continue to have 'parking' as an agenda item for discussion and action i.e. through designing posters. Governors have set up a 'Parking' Committee and have investigated 'Park and Stride' as a way to ease congestion around the school gates. They continue to research if there is a local business, such as a pub or supermarket, with a car park five minutes' walk away from the school, who would allow parents to park there at drop off and pick up times. This way children who are driven to school get a bit of exercise too. We are reviewing our School Travel Plan and have contacted CBC's road safety team to discuss any infrastructural changes that might improve the situation.



Proposal to expand Fairfield Park Community Lower School to provide new school places

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Central Bedfordshire Council intends to make a prescribed alteration to Fairfield Park Community Lower School, Dickens Boulevard, Stotfold, Hitchin, Hertfordshire SG5 4FD from 1 September 2013.

The proposal is to expand Fairfield Park Community Lower School from a 1 form of entry (150 place) lower school for pupils aged 4+ to 9 to a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 with effect from September 2013.

The current permanent capacity of the school is 150. Following implementation the proposed capacity will be 300. The current number of pupils registered at the school is 173.

The current admission number for the school is 30 for each year group and the proposed admission number will be 60 for each year group.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at <http://www.centralbedfordshire.gov.uk/public-statutory-notice/public-statutory-notice.aspx>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Edwina Grant

Deputy Chief Executive / Director of Children's Services

Publication Date: 11 June 2012

Explanatory notes

The proposal is in response to the growing number of pupils, from within the schools designated catchment area, seeking places at the school. The school has recently admitted pupils in excess of their permanent capacity through the use of temporary accommodation and further temporary measures are proposed for admission in 2012 ahead of the permanent extension of the school which will be completed in 2013.

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

Fairfield Park Community Lower School
Dickens Boulevard
Stoffold
Hitchin
Herts
SG5 4FD

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

The proposals would be implemented in full with effect from 01 September 2013

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and

- (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 9 July 2012), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Fairfield Park Community Lower School from a 1 form of entry 150 place lower school catering for pupils aged 4+ to 9 to a 2 form of entry 300 place school catering for pupils of the same age range.

School capacity

- 5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 150. Following implementation the proposed capacity will be 300.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current number of pupils admitted to the school in each relevant age group is 30. Following implementation this is proposed to be 60.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

The proposals would be implemented in full in September 2013.

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils registered at the school is 173.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

No additional site will be required.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

The objective of the proposal is to increase capacity at the local "catchment"

school to respond to the growing number of pupils seeking places from within the local area.

Consultation

11. Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

- a) The consultees were all parents/carers, staff, governors of the school, Central Bedfordshire ward councillors, Stotfold Town Council, MPs, Children's Trust Board, neighbouring councils, key local voluntary groups and the general public.
- b) Notes of the meetings held with staff, governors and trade union representatives and of the public consultation meetings are appended at Appendix A.
- c) The views of the persons consulted are contained within the report appended at Appendix B, sections 37 – 47.
- d) All of the applicable statutory requirements in relation to the proposals to consult were complied with
- e) A copy of the consultation document is appended to this document (at Appendix C). This consultation document was supplied to all parents/carers, staff and governors of Fairfield Park Lower School. Copies were available to the public via Stotfold Library and Stotfold Town Council. A link to the consultation document on the Council's website was circulated to all head teachers and ward councillors throughout Central Bedfordshire. A copy of the consultation document was forwarded to the local Members of Parliament, neighbouring Education Authorities, key local voluntary sector organisations and members of the local Children's Trust Board. A press release regarding the consultation also appeared in the local press.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost of the project is currently estimated at just over £3.1m. All the costs would be met by Central Bedfordshire Council as Local Authority.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

On 27 March 2012 the Council's Executive recommended to Full Council the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 14 April 2012 Central Bedfordshire's Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute C/12/9)

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

- (e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

- (b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —

- (i) of the local collaboration in drawing up the proposals; and
- (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

- (d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority’s Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

No changes are proposed to the current range of extended services

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

Pupil numbers within the new Fairfield Park development are increasing and are significantly higher than those originally forecast when the school was first built. Currently the school is recognised as a 1 form of entry, 150 place lower school with an admission number of 30 new pupils a year.

In September 2011, 54 pupils were admitted into Fairfield Park Lower School from within the school's area taking the overall number on roll in the main school to 178. To accommodate the increase in pupil numbers a temporary classroom was installed and the Council has continued to work with the school to provide further

interim arrangements for September 2012.

Although the new development is coming to an end, Area Health Authority pre-school data for the area indicates that the current trend in rising pupil numbers will continue and forecasts future requirements to be approximately twice the number of pupils that the school can accommodate, i.e. an average of approximately 60 pupils per year group.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

- (a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A

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Proposal to expand Shefford Community Lower School to provide new school places

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Central Bedfordshire Council intends to make a prescribed alteration to Shefford Community Lower School, School Lane, Shefford, Bedfordshire SG17 5XA from 1 September 2013.

The proposal is to expand Shefford Community Lower School from a 2 form of entry (300 place) lower school for pupils aged 4+ to 9 to a 3 form of entry (450 place) lower school catering for pupils aged 4+ to 9 with effect from September 2013.

The current capacity of the school is 300. Following implementation the proposed capacity will be 450. The current number of pupils registered at the school is 331.

The current admission number for the school is 60 for each year group and the proposed admission number will be 90 for each year group.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at <http://www.centralbedfordshire.gov.uk/public-statutory-notices/public-statutory-notices.aspx>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Edwina Grant

Deputy Chief Executive / Director of Children's Services

Publication Date: 11 June 2012

Explanatory notes

The proposal is in response to the growing number of pupils, from within the school's designated catchment area, seeking places at the school. The school has recently admitted pupils in excess of their permanent capacity through the use of extra accommodation. The permanent extension of the school will be completed in 2013.

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

Shefford Community Lower School
School Lane
Shefford
Bedfordshire
SG17 5XA

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

It is planned that the proposals should be implemented in full in September 2013.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and
 - the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 9 July 2012), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to expand Shefford Lower School from a 2 form of entry 300 place lower school catering for pupils aged 4+ to 9 to a 3 form of entry 450 place lower school catering for pupils in the same age range.

School capacity

5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

(a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 300. Following implementation the proposed capacity will be 450.

(b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

The current number of pupils admitted to the school in each relevant age group is 60. Following implementation this will be 90.

(c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils registered at the school is 331.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

N/A

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of

Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

- (b) the arrangements for safeguarding the welfare of children at the school;

N/A

- (c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

- (d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

- (a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

N/A

- (b) the distance between the proposed and current site;

N/A

- (c) the reason for the choice of proposed site;

N/A

- (d) the accessibility of the proposed site or sites;

N/A

- (e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A

- (f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A

Objectives

10. The objectives of the proposals.

The objective of the proposal is to provide permanent increased capacity in order that the school can continue to accommodate the rising number of pupils coming from the schools “catchment” area.

Consultation

- 11.** Evidence of the consultation before the proposals were published including—
- (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;
 - (c) the views of the persons consulted;
 - (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
 - (e) copies of all consultation documents and a statement on how these documents were made available.

- a) The consultees were all parents/carers, staff, governors of the school, Central Bedfordshire ward councillors, Shefford Town Council, MPs, Children’s Trust Board, neighbouring councils, key local voluntary groups and the general public.
- b) Notes of the meetings held with staff, governors and trade union representatives and of the public consultation meetings are appended at Appendix A.
- c) The views of the persons consulted are contained within the report appended at Appendix B, sections 24– 36.
- d) All of the applicable statutory requirements in relation to the proposals to consult were complied with.
- e) A copy of the consultation document is appended to this document (at Appendix C). This consultation document was supplied to all parents/carers, staff and governors of Shefford Lower School. Copies were available to the public via Shefford Library and Shefford Town Council. A link to the consultation document on the Council’s website was circulated to all head teachers and ward councillors throughout Central Bedfordshire. A copy of the consultation document was forwarded to the local Members of Parliament, neighbouring Education Authorities, key local voluntary sector organisations and members of the local Children’s Trust Board. A press release regarding the consultation also appeared in the local press.

Project costs

- 12.** A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost of the project is currently estimated at just over £2.7m. This will be funded in full by Central Bedfordshire Council as Local Authority.

- 13.** A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

On 27 March 2012 the Council's Executive recommended to Full Council the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 14 April 2012 Central Bedfordshire's Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute C/12/9)

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

(e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —
- (i) of the local collaboration in drawing up the proposals; and
 - (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

(g) the location of the provision if it is not to be established on the existing site of the school;

N/A

(h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

(i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

(a) details of alternative provision for pupils for whom the provision is currently made;

N/A

(b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

(c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The proposals will not affect the range of extended services currently provided by the school.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

Pupil numbers within the Shefford area have been growing in recent years and are expected to continue to grow as a result of increasing birth rates and new housing developments. This expected continued growth in numbers is supported by Area Health Authority pre-school data and extra housing forecasts.

Currently Shefford Lower School is recognised as a 2 form of entry (FE), 300 place school with an admission number of 60 new pupils a year.

In September 2011, 66 pupils were admitted taking the total number on roll in the main school to 328. In order to support the increase in pupil numbers, the Council has supported the provision of a single additional permanent classroom funded mainly through previous developer contributions secured under S106 agreements.

The proposal will enable the school to cater for the increased number of pupils in

purpose designed permanent accommodation.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of

Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

N/A



Proposal to expand Greenleas Community Lower School to provide new school places for children in the south of Leighton Buzzard

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Central Bedfordshire Council intends to make a prescribed alteration to Greenleas Community Lower School, Derwent Road, Leighton Buzzard, Bedfordshire LU7 2AB from 1 September 2013.

The proposal is to expand Greenleas Community Lower School from a 300 place lower school for pupils aged 4+ to 9 to a 600 place lower school for pupils aged 4+ to 9 through the creation of a new second campus at Pratts Quarry, off Kestrel Way, Leighton Buzzard. The second campus will provide an additional 2 forms of entry (300 places) at Pratts Quarry, off Kestrel Way, Leighton Buzzard in new buildings.

The current capacity of the school is approx 300. Following implementation the proposed capacity will be 300 for the current campus and 300 for the second campus. The current number of pupils registered at the school is 281.

The admission number for the current school is 57 for each year group and the proposed admission number will be 60 for each year group at the Derwent Road site plus an additional 60 pupils for each year group at the new Kestrel Way site.

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained from: The Information Manager, Central Bedfordshire Council, Room DC2, Watling House, High Street North, Dunstable, Beds, LU6 1LF. It can also be viewed on the Council's website at <http://www.centralbedfordshire.gov.uk/public-statutory-notice/public-statutory-notice.aspx>

Within four weeks from the date of publication of these proposals, any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Signed: Edwina Grant

Deputy Chief Executive / Director of Children's Services

Publication Date: 11 June 2012

Explanatory notes:

The proposal is in response to the growing number of pupils seeking school places in Leighton Buzzard. The school has recently admitted pupils in excess of their permanent capacity and further temporary measures are proposed for admissions in 2012 ahead of the permanent new buildings on the Kestrel Way site school which will be completed in 2013. Admissions to the existing school site in 2013 will be in accordance with the published criteria. For admission to the new Kestrel Way site in 2013 it is proposed that this should be in line with the following criteria: all looked after children, pupils with siblings at the school, "very exceptional" medical grounds, children attending Greenleas Nursery Unit, children attending Willows pre-school and children who live nearest the school determined by straight line distance from the Greenleas (Pratt's Quarry) site to the pupils home address. This will be reviewed for admissions in September 2014.

PROPOSALS FOR PRESCRIBED ALTERATIONS OTHER THAN FOUNDATION PROPOSALS: Information to be included in a complete proposal

Extract of Part 1 of Schedule 3 and Part 1 of Schedule 5 to The School Organisation (Prescribed Alterations to Maintained Schools)(England) Regulations 2007 (as amended):

In respect of a Governing Body Proposal: School and governing body's details

1. The name, address and category of the school for which the governing body are publishing the proposals.

N/A

In respect of an LEA Proposal: School and local education authority details

1. The name, address and category of the school.

Greenleas Community Lower School
Derwent Road
Leighton Buzzard
Beds
LU7 2AB

Implementation and any proposed stages for implementation

2. The date on which the proposals are planned to be implemented, and if they are to be implemented in stages, a description of what is planned for each stage, and the number of stages intended and the dates of each stage.

01 September 2013.

Objections and comments

3. A statement explaining the procedure for making representations, including —
- (a) the date prescribed in accordance with paragraph 29 of Schedule 3 (GB proposals)/Schedule 5 (LA proposals) of The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), by which objections or comments should be sent to the local education authority; and

- (b) the address of the authority to which objections or comments should be sent.

Within four weeks from the date of publication of these proposals (i.e. by 09 July 2012), any person may object to or make comments on the proposal by sending them to the Deputy Chief Executive / Director of Children's Services, Central Bedfordshire Council, Priory House, Chicksands, Shefford, Beds, SG17 5TQ.

Alteration description

4. A description of the proposed alteration and in the case of special school proposals, a description of the current special needs provision.

The proposal is to enlarge the school by providing an additional 300 lower school places in new buildings as a second campus to the main school on a site currently known as Pratts Quarry, off Kestrel Way in south Leighton Buzzard. This will retain the school's existing site and capacity ensuring that the needs of the existing Greenleas community will continue to be met on that site, but will also ensure that more local provision is made to meet the needs of the growing Sandhills community in south Leighton Buzzard. It is planned that the new permanent accommodation at the Pratts Quarry site should be ready for occupation for the 2013/14 school year.

School capacity

- 5.—(1) Where the alteration is an alteration falling within any of paragraphs 1 to 4, 8, 9 and 12-14 of Schedule 2 (GB proposals)/paragraphs 1-4, 7, 8, 18, 19 and 21 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), the proposals must also include —

- (a) details of the current capacity of the school and, where the proposals will alter the capacity of the school, the proposed capacity of the school after the alteration;

The current capacity of the school is 285. Following implementation the proposed capacity will be 300 for the Derwent Road school campus and 300 places at the new Kestrel Way campus.

- (b) details of the current number of pupils admitted to the school in each relevant age group, and where this number is to change, the proposed number of pupils to be admitted in each relevant age group in the first school year in which the proposals will have been implemented;

Currently there are 57 pupils admitted to the school in each relevant age. Following implementation, this will be 60 for the existing Greenleas, Derwent Road site, plus a further 60 at the new Kestrel Way campus.

- (c) where it is intended that proposals should be implemented in stages, the number of pupils to be admitted to the school in the first school year in which each stage will have been implemented;

N/A

- (d) where the number of pupils in any relevant age group is lower than the indicated admission number for that relevant age group a statement to this effect and details of the indicated admission number in question.

N/A

(2) Where the alteration is an alteration falling within any of paragraphs 1, 2, 9, 12 and 13 of Schedule 2 (GB proposals) /paragraphs 1, 2, 8, 18 and 19 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended), a statement of the number of pupils at the school at the time of the publication of the proposals.

The current number of pupils registered at the school is 281.

Implementation

6. Where the proposals relate to a foundation or voluntary controlled school a statement as to whether the proposals are to be implemented by the local education authority or by the governing body, and, if the proposals are to be implemented by both, a statement as to the extent to which they are to be implemented by each body.

N/A

Additional Site

7.—(1) A statement as to whether any new or additional site will be required if proposals are implemented and if so the location of the site if the school is to occupy a split site.

A second campus is to be built on a new site at Kestrel Way, on the Pratts Quarry development in south Leighton Buzzard; hence the school will occupy both the existing Derwent Road site and the new Kestrel Way site.

(2) Where proposals relate to a foundation or voluntary school a statement as to who will provide any additional site required, together with details of the tenure (freehold or leasehold) on which the site of the school will be held, and if the site is to be held on a lease, details of the proposed lease.

N/A

Changes in boarding arrangements

8.—(1) Where the proposals are for the introduction or removal of boarding provision, or the alteration of existing boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom it is intended that boarding provision will be made if the proposals are approved;

N/A

(b) the arrangements for safeguarding the welfare of children at the school;

N/A

(c) the current number of pupils for whom boarding provision can be made and a description of the boarding provision; and

N/A

(d) except where the proposals are to introduce boarding provision, a description of the existing boarding provision.

N/A

(2) Where the proposals are for the removal of boarding provisions or an alteration to reduce boarding provision such as is mentioned in paragraph 8 or 21 of Schedule 2 (GB proposals)/7 or 14 of Schedule 4 (LA proposals) to The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended) —

(a) the number of pupils for whom boarding provision will be removed if the proposals are approved; and

N/A

- (b) a statement as to the use to which the former boarding accommodation will be put if the proposals are approved.

N/A

Transfer to new site

9. Where the proposals are to transfer a school to a new site the following information—

- (a) the location of the proposed site (including details of whether the school is to occupy a single or split site), and including where appropriate the postal address;

Greenleas Lower school will continue to occupy the existing school site at Derwent Road but will also occupy the new accommodation which is to be built on the site off Kestrel Way, Leighton Buzzard, LU7 4AX.

- (b) the distance between the proposed and current site;

The two sites are approximately 4.4 miles apart.

- (c) the reason for the choice of proposed site;

Significant new housing has been built in the south of Leighton Buzzard in recent years with more new dwellings still to be provided. As part of the overall development, land was secured via a S106 Planning agreement for additional lower school provision to be provided in the immediate locality. This site is now being brought forward. The site also has outline planning consent via a consent for the wider development.

Until recently, the pupils moving into the new developments have been catered for by the existing schools in the area utilising spare capacity. However in September 2011 and in particular for initial admission at 4+, there was a shortage of places in areas where parents wanted them and some schools were required to admit in excess of their published admission numbers.

Set against a total of 548 overall places for admissions across the area at 4+, a total of 538 pupils were admitted resulting in most schools being at or above capacity. Area Health Authority figures indicate the continuation of this trend over the coming years with further pressure from the new housing developments which are either underway or have yet to start.

The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years

and beyond. The pressure on existing provision and the need for more places across lower schools in the Leighton Buzzard and Linslade area is clear and the Council is now bringing forward proposals to develop this additional site.

(d) the accessibility of the proposed site or sites;

The proposed site of the new campus is within the Pratts Quarry development and therefore is ideally placed to accommodate the children from this development.

(e) the proposed arrangements for transport of pupils to the school on its new site; and

N/A as the additional site is within walking distance of the development.

(f) a statement about other sustainable transport alternatives where pupils are not using transport provided, and how car use in the school area will be discouraged.

N/A as the children live on the development.

Objectives

10. The objectives of the proposals.

In order to provide additional places in an area of growth, the Council is proposing to provide an extra 300 lower school places by building new accommodation on the site currently known as Pratts Quarry, off Kestrel Way in south Leighton Buzzard as an expansion of, and second campus to, the existing successful Greenleas Lower School.

The expansion of an existing school, effectively through the creation of a second campus to the existing school site, mirrors federation arrangements elsewhere in Central Bedfordshire where schools are managed in a similar way and governed across two or more sites. This would also retain the school's existing site ensuring that the need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel, are fulfilled. This provides an excellent opportunity for the existing school to also grow its leadership and management capacity across the two sites.

This plan is for new permanent accommodation at the Pratts Quarry site to be ready for the 2013/14 school year. The admission arrangements for the new site for September 2013 will be in accordance with the following criteria:

1. All 'looked after' children or children who were previously 'looked after'
2. Pupils with siblings at the school
3. 'Very exceptional' medical grounds

4. Children attending Greenleas Nursery Unit
5. Children attending Willows Pre-School on the Greenleas School site
6. Children who live nearest to the school determined by straight line distance from the Greenleas Lower School - Sandhills site, to the pupil's home address.

Definitions

1. 'Looked after' children

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

3. 'Very Exceptional' Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Local Authority reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

This criteria will be further reviewed for admissions in September 2014 to ensure that priority will primarily be based on distance criteria thereby ensuring that it serves the immediate community in which it is located.

Consultation

11. Evidence of the consultation before the proposals were published including—
 - (a) a list of persons who were consulted;
 - (b) minutes of all public consultation meetings;

- (c) the views of the persons consulted;
- (d) a statement to the effect that all applicable statutory requirements in relation to the proposals to consult were complied with; and
- (e) copies of all consultation documents and a statement on how these documents were made available.

a) The consultees were all parents/carers, staff, governors of the school, Central Bedfordshire ward councillors, Leighton Buzzard Town Council, MPs, Children's Trust Board, neighbouring councils, key local voluntary groups and the general public.

b) Notes of the meetings held with staff, governors and trade union representatives and of the public consultation meetings are appended at Appendix A.

c) The views of the persons consulted are contained within the report appended at Appendix B, sections 48 - 61.

d) All of the applicable statutory requirements in relation to the proposals to consult were complied with.

e) A copy of the consultation document is appended to this document at Appendix C. This consultation document was supplied to all parents/carers, staff and governors of Greenleas Lower School. Copies were available to the public via Leighton Buzzard Library and Leighton Linlade Town Council. A link to the consultation document on the Council's website was circulated to all head teachers and ward councillors throughout Central Bedfordshire. A copy of the consultation document was forwarded to the local Members of Parliament, neighbouring Education Authorities, key local voluntary sector organisations and members of the local Children's Trust Board. Copies were also provided to the 'Community House', which is situated on the on the Pratts Quarry development. (The Community House hosts a number of local community groups and their events and also produces a newsletter (House 2 House) which is circulated to all properties on the development). A press release regarding the consultation also appeared in the local press.

Project costs

12. A statement of the estimated total capital cost of the proposals and the breakdown of the costs that are to be met by the governing body, the local education authority, and any other party.

The total capital cost of the project is currently estimated at just over £4.7m and this will be funded in full by the Council. The land required for the new campus was transferred to Central Bedfordshire Council in early 2012.

13. A copy of confirmation from the Secretary of State, local education authority and the Learning and Skills Council for England (as the case may be) that funds will be made available (including costs to cover any necessary site purchase).

On 27 March 2012 the Council's Executive recommended to Full Council the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute E/11/144)

On 14 April 2012 Central Bedfordshire's Full Council approved the rolling Capital Programme for New School Places as set out in the Executive report, noting the required amendments to the Council's approved Capital Programme 2012/13 to 2015/16. (minute C/12/9)

Age range

14. Where the proposals relate to a change in age range, the current age range for the school.

N/A

Early years provision

15. Where the proposals are to alter the lower age limit of a mainstream school so that it provides for pupils aged between 2 and 5—

- (a) details of the early years provision, including the number of full-time and part-time pupils, the number and length of sessions in each week, and the services for disabled children that will be offered;

N/A

- (b) how the school will integrate the early years provision with childcare services and how the proposals are consistent with the integration of early years provision for childcare;

N/A

- (c) evidence of parental demand for additional provision of early years provision;

N/A

- (d) assessment of capacity, quality and sustainability of provision in schools and in establishments other than schools who deliver the Early Years Foundation Stage within 3 miles of the school; and

N/A

(e) reasons why such schools and establishments who have spare capacity cannot make provision for any forecast increase in the number of such provision.

N/A

Changes to sixth form provision

16. (a) Where the proposals are to alter the upper age limit of the school so that the school provides sixth form education or additional sixth form education, a statement of how the proposals will—

- (i) improve the educational or training achievements;
- (ii) increase participation in education or training; and
- (iii) expand the range of educational or training opportunities for 16-19 year olds in the area;

N/A

(b) A statement as to how the new places will fit within the 16-19 organisation in an area;

N/A

- (c) Evidence —
- (i) of the local collaboration in drawing up the proposals; and
 - (ii) that the proposals are likely to lead to higher standards and better progression at the school;

N/A

(d) The proposed number of sixth form places to be provided.

N/A

17. Where the proposals are to alter the upper age limit of the school so that the school ceases to provide sixth form education, a statement of the effect on the supply of 16-19 places in the area.

N/A

Special educational needs

18. Where the proposals are to establish or change provision for special educational needs—

- (a) a description of the proposed types of learning difficulties in respect of which education will be provided and, where provision for special educational needs already exists, the current type of provision;

N/A

- (b) any additional specialist features will be provided;

N/A

- (c) the proposed numbers of pupils for which the provision is to be made;

N/A

- (d) details of how the provision will be funded;

N/A

- (e) a statement as to whether the education will be provided for children with special educational needs who are not registered pupils at the school to which the proposals relate;

N/A

- (f) a statement as to whether the expenses of the provision will be met from the school's delegated budget;

N/A

- (g) the location of the provision if it is not to be established on the existing site of the school;

N/A

- (h) where the provision will replace existing educational provision for children with special educational needs, a statement as to how the local education authority believes that the new provision is likely to lead to improvement in the standard, quality and range of the educational provision for such children; and

N/A

- (i) the number of places reserved for children with special educational needs, and where this number is to change, the proposed number of such places.

N/A

19. Where the proposals are to discontinue provision for special educational needs—

- (a) details of alternative provision for pupils for whom the provision is currently made;

N/A

- (b) details of the number of pupils for whom provision is made that is recognised by the local education authority as reserved for children with special educational needs during each of the 4 school years preceding the current school year;

N/A

- (c) details of provision made outside the area of the local education authority for pupils whose needs will not be able to be met in the area of the authority as a result of the discontinuance of the provision; and

N/A

- (d) a statement as to how the proposer believes that the proposals are likely to lead to improvement in the standard, quality and range of the educational provision for such children.

N/A

20. Where the proposals will lead to alternative provision for children with special educational needs, as a result of the establishment, alteration or discontinuance of existing provision, the specific educational benefits that will flow from the proposals in terms of—

- (a) improved access to education and associated services including the curriculum, wider school activities, facilities and equipment with reference to the local education authority's Accessibility Strategy;
- (b) improved access to specialist staff, both educational and other professionals, including any external support and outreach services;
- (c) improved access to suitable accommodation; and
- (d) improved supply of suitable places.

N/A

Sex of pupils

21. Where the proposals are to make an alteration to provide that a school which was an establishment which admitted pupils of one sex only becomes an establishment which admits pupils of both sexes—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single sex-education in the area;

N/A

- (b) evidence of local demand for single-sex education; and

N/A

- (c) details of any transitional period which the body making the proposals wishes specified in a transitional exemption order (within the meaning of section 27 of the Sex Discrimination Act 1975).

N/A

22. Where the proposals are to make an alteration to a school to provide that a school which was an establishment which admitted pupils of both sexes becomes an establishment which admits pupils of one sex only—

- (a) details of the likely effect which the alteration will have on the balance of the provision of single-sex education in the area; and

N/A

- (b) evidence of local demand for single-sex education.

N/A

Extended services

23. If the proposed alterations affect the provision of the school's extended services, details of the current extended services the school is offering and details of any proposed change as a result of the alterations.

The extended services currently provided by the school at the Derwent Road site will be unchanged. The school also proposes to work with the local community to develop relevant extra curricular and extended school activities at the new Kestrel Way site in respond to local need.

Need or demand for additional places

24. If the proposals involve adding places—

- (a) a statement and supporting evidence of the need or demand for the particular places in the area;

Significant new housing has been built in the south of Leighton Buzzard in recent years with more new dwellings still to be provided. Until recently, the pupils moving into the new developments have been catered for by the existing schools in the area utilising spare capacity. However in September 2011, and in particular for initial admission at 4+, there was a shortage of places in areas where parents wanted them and some schools were required to admit in

excess of their published admission numbers.
Set against a total of 548 overall places for admissions across the area at 4+, a total of 538 pupils were admitted resulting in most schools being at or above capacity. Area Health Authority figures indicate the continuation of this trend over the coming years with further pressure from the new housing developments which are either underway or have yet to start.
The Council has been working with schools in the area to review places and plan for the impact of demographic changes across the area over the next five years and beyond. The pressure on existing provision and the need for more places across lower schools in the Leighton Buzzard and Linslade area is clear.

- (b) where the school has a religious character, a statement and supporting evidence of the demand in the area for education in accordance with the tenets of the religion or religious denomination;

N/A

- (c) where the school adheres to a particular philosophy, evidence of the demand for education in accordance with the philosophy in question and any associated change to the admission arrangements for the school.

N/A

25. If the proposals involve removing places—

- (a) a statement and supporting evidence of the reasons for the removal, including an assessment of the impact on parental choice; and

N/A

- (b) a statement on the local capacity to accommodate displaced pupils.

N/A

Expansion of successful and popular schools

25A. (1) Proposals must include a statement of whether the proposer considers that the presumption for the expansion of successful and popular schools should apply, and where the governing body consider the presumption applies, evidence to support this.

(2) Sub-paragraph (1) applies to expansion proposals in respect of primary and secondary schools, (except for grammar schools), i.e. falling within:

(a) (for proposals published by the governing body) paragraph 1 of Part 1 to Schedule 2 or paragraph 12 of Part 2 to Schedule 2;

(b) (for proposals published by the LA) paragraph 1 of Part 1 to Schedule 4 or 18 of Part 4 to Schedule 4

of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 (as amended).

Whilst not applicable, the Council has wished to ensure that any additional provision is built upon an existing successful and popular school.

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DETAILED BUSINESS CASE FOR CAPITAL PROJECTS

All Project Managers need to complete this Detailed Business Case in order for schemes approved in the Council's Capital Programme to proceed.

PROJECT TITLE Fairfield Park Lower School Extensions and Alterations

LOCATION OF PROJECT Fairfield Park Lower School

PROJECT MANAGER School Organisation and Capital Planning

START DATE: 2011

FINISH DATE: 2013

DESCRIPTION OF PROJECT

Briefly explain what the project is:

The need for the expansion of Fairfield Park Lower is a result of demographic growth within the school's existing catchment area.

The Council is responsible for the commissioning of new school places, for commissioning early feasibility studies where required and for evaluating options for new provision. The Council must adhere to the legal processes set out in regulation and statutory guidance where the Local Authority is decision maker.

Pupil numbers generated from within this new development are significantly higher than those originally forecast by Bedfordshire County Council when the school was first proposed and constructed. Currently the school is recognised as a 1FE (150 place) lower school with an admission number of 30.

In September 2011, 54 pupils were admitted into the school from within the school's area taking the overall number on roll in the main school to 178. In order to accommodate the increase in numbers a temporary classroom was funded from the Council's temporary classroom programme and the Council continues to work with the school to provide further interim arrangements for September 2012.

Although the new development is coming to an end, Area Health Authority pre-school data for the area supports the current trend in numbers with anticipated future requirements forecast to be approximately twice the school's current capacity, i.e. an average of approximately 60 pupils per year group. Therefore, it is recommended that the school be permanently expanded to provide an enlarged school of 2FE (300 places) with an increase in admission number to 60.

This proposal has been developed in consultation with the school's Governing Body who are supportive.

BENEFITS AND OUTCOMES

Explain how this scheme will support the Council / Services priorities:

This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places and also meets the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.

The school will be increased to 2 Form Entry 300 Places, with accommodation conforming to but not exceeding the model accommodation schedule for this size of school (as submitted by School Organisation and Capital Planning). This will enable the larger school to offer a broad and balanced curriculum.

A formal Post Project Evaluation will be undertaken on completion of the project.

OPTIONS

Explain what other options were considered, and why the chosen option is preferred:

A feasibility study has been carried out on this school in order to be satisfied that the increase in numbers can be accommodated within the existing school site and the costs from the study included in the figures below. Nevertheless, and in order to ensure that the schemes can be ready for September 2013, further more detailed design work has been commissioned to progress to the next Royal Institute of Building Architects (RIBA) work stage of development. This was set out in the report to Executive on 27 March 2012 and approved by the Deputy Director (Childrens Services) following consultation with the Executive Member

IMPLICATIONS OF NOT PROCEEDING

What would be the effect of not doing this scheme?

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

The proposal to commission new school places and to allocate related capital investment outlined in this report implements the identified need to manage demographic growth in the previously published school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.

COST BENEFIT ANALYSIS

How and on what timescales will the projected costs be recouped as savings or benefits?

Consideration has been given to whether the provision of places elsewhere may be feasible. However, this is the only school serving the locality and there is a need to ensure sufficient places at a local school.

RISKS

List the likely risks of the scheme and an indication of the probability and impact of each risk. Risks could include reputational, financial, political, or delivery risks.

The commissioning of this project will include risk assessment and management criteria to ensure these are clear to decision makers. Contract and construction risks will be overseen through the project management of the project.

However, in order to ensure that the main accommodation works can begin on site in early 2013 and to avoid the need for further temporary accommodation, an essential archaeological excavation has been undertaken and a separate enabling works package has been let under an approved "SCAPE" pilot framework to commence during the summer 2012 school holiday period. The costs of these are included below. The costs of the archaeological works have led to an increase in the overall budget as a consequence of poor ground conditions and the need to remove contaminated soil found on site which was not previously allowed for within the costs for these works.

See formal Risk Register for the project for details.

OTHER COMMENTS

N/A

CAPITAL COST OF PROJECT

List here the gross costs, updated from Outline Business Case using detailed estimates or tender prices

	* Est type - D	2011/12	2012/13	2013/14	2014/15
Land Acquisition					
Building Acquisition					
Construction/ Conversion, incl Archaeological works	2,653,583		655,240	1,998,343	
Professional Fees	372,736	21,877	307,329	43,530	
Vehicles					
Plant & Equipment					
Furniture	186,480		16,000	170,480	
IT Hardware					
Software & Licences					
Capital Grant to 3 rd Parties					
Credit Arrangement (leases)					
TOTAL COST	3,212,799	21,877	978,569	2,212,353	

*D = Detailed estimate, T = Tender price.

SOURCE OF FUNDING

List here the funding sources, updated from Outline Business Case

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Specific Government Grant - Basic Need	21,877	978,569	2,211,406	
Developers Contribution			947	
Lottery / Heritage				
Other sources (specify)				
EXTERNAL FUNDING	21,877	978,569	2,212,353	
Direct Revenue Financing				
Capital Receipts				
Borrowing *				
CENTRAL BEDS FUNDING				
TOTAL FUNDING	21,877	978,569	2,212,353	

* Borrowing will be the balance of funding required to fund the project

** In the case of non-cash contributions (e.g. land donation), please show a cash equivalent figure (estimate) in the funding table. Also gross up the capital costs table against the appropriate line (i.e. as if the donation had to be purchased) and provide a brief note in 'Other Comments'.

REVENUE IMPACT OF PROJECT

List here the incremental year-on-year impact on the revenue budget

TYPE OF EXPENDITURE	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Staffing costs					
Other running costs					
Income / savings					
Net impact to CBC (excl schools)					
Net impact to schools					

COMMENTARY ON REVENUE IMPACT

The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the dedicated schools grant and is based primarily on the numbers of pupils attending, which will increase accordingly in an expanded school.

DETAIL SCHEDULE OF WORK

Outline key works undertaken in the delivery of the scheme.

Design and construction as per the Scope and Feasibility Study signed off by all parties on 18/01/2012 and Stage D sign off 1 May 2012.

KEY MILESTONES (DATES)

<i>Feasibility Study</i>	January 2012
<i>Stage D submission</i>	May 2012
<i>Stage E submission</i>	TBC
<i>Out to Tender</i>	TBC
<i>Tender Return</i>	TBC
<i>Client approval</i>	TBC
<i>Contractor start on site</i>	TBC
<i>Completion on site</i>	November 2013
<i>Project review</i>	November 2014
<i>End of defects period</i>	November 2014
<i>Project close</i>	November 2014

CONTACT INFORMATION

Please give the name of officer who should be contacted for further information on this capital bid.

Name: Keith Armstead

Ext: 75574

APPROVAL

I approve the submission of this Detailed Business Case:

Name and signature as appropriate in line with Constitution

Director:

Date:

Portfolio holder:

Date:

Chief Finance Officer:

Date:

Portfolio holder for Finance People & Governance:

.....

Date:

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DETAILED BUSINESS CASE FOR CAPITAL PROJECTS

All Project Managers need to complete this Detailed Business Case in order for schemes approved in the Council's Capital Programme to proceed.

PROJECT TITLE Shefford Lower School Extensions and Alterations

LOCATION OF PROJECT Shefford Lower School

PROJECT MANAGER School Organisation and Capital Planning

START DATE: 2011

FINISH DATE: 2013

DESCRIPTION OF PROJECT

Briefly explain what the project is:

The need for the expansion of Shefford Lower is a result of demographic growth within the school's existing catchment area.

The Council is responsible for the commissioning of new school places, for commissioning early feasibility studies where required and for evaluating options for new provision. The Council must adhere to the legal processes set out in regulation and statutory guidance where the Local Authority is decision maker.

Pupil numbers within the immediate Shefford area have been growing in recent years and are expected to continue to grow as a result of increasing birth rates, recent housing completions and new housing allocations. Currently the school is recognised as a 2FE (300 place) school with an admission number of 60.

In September 2011, 66 pupils were admitted taking the total number on roll in the main school to 328. In order to support the increase in numbers, the Council supported the provision of an additional permanent classroom funded mainly through previous S106 contributions.

This growth in numbers, supported by Area Health Authority pre-school data and extra housing forecasts is expected to continue into the future and it is therefore recommended that the school be permanently extended to provide an enlarged school for 3FE (450 places) with an increased admission number of 90.

This proposal has been developed in consultation with the school's Governing Body who are supportive.

BENEFITS AND OUTCOMES

Explain how this scheme will support the Council / Services priorities:

This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places and also meets the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.

The school will be increased to 3 Form Entry 450 Places, with accommodation conforming to but not exceeding the model accommodation schedule for this size of school (as submitted by School Organisation and Capital Planning). This will enable the larger school to offer a broad and balanced curriculum.

It is anticipated that pre-existing issues with external spaces will be resolved during this project.

A formal Post Project Evaluation will be undertaken on completion of the project.

OPTIONS

Explain what other options were considered, and why the chosen option is preferred:

A feasibility study has been carried out on this school in order to be satisfied that the increase in numbers can be accommodated within the existing school site and the costs from the study included in the figures below. Nevertheless, and in order to ensure that the schemes can be ready for September 2013, further more detailed design work has been commissioned to progress to the next Royal Institute of Building Architects (RIBA) work stage of development. This was set out in the report to Executive on 27 March 2012 and approved by the Deputy Director (Childrens Services) following consultation with the Executive Member.

IMPLICATIONS OF NOT PROCEEDING

What would be the effect of not doing this scheme?

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

The proposal to commission new school places and to allocate related capital investment outlined in this report implements the identified need to manage demographic growth in the previously published school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.

COST BENEFIT ANALYSIS

How and on what timescales will the projected costs be recouped as savings or benefits?

Consideration has been given to whether the provision of places elsewhere may be feasible. However, this is the only school serving the locality and there is a need to ensure sufficient places at a local school.

RISKS

List the likely risks of the scheme and an indication of the probability and impact of each risk. Risks could include reputational, financial, political, or delivery risks.

The commissioning of this project will include risk assessment and management criteria to ensure these are clear to decision makers. Contract and construction risks will be overseen through the project management of the project.

However, in order to ensure that the main accommodation works can commence on site in early 2013 and to avoid the need for further temporary accommodation, an enabling works package has been let for external works to be undertaken during the school 2012 summer holiday period.

See formal Risk Register for the project for details.

OTHER COMMENTS

N/A

CAPITAL COST OF PROJECT

List here the gross costs, updated from Outline Business Case using detailed estimates or tender prices

	* Est type - D	2011/12	2012/13	2013/14	2014/15
Land Acquisition					
Building Acquisition					
Construction/ Conversion	2,235,477		660,477	1,575,000	
Professional Fees	313,307	17,494	275,387	20,426	
Vehicles					
Plant & Equipment					
Furniture	162,297			162,297	
IT Hardware					
Software & Licences					
Capital Grant to 3 rd Parties					
Credit Arrangement (leases)					
TOTAL COST	2,711,081	17,494	935,864	1,757,723	

*D = Detailed estimate, T = Tender price.

SOURCE OF FUNDING

List here the funding sources, updated from Outline Business Case

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Specific Government Grant – Basic Need	17,494	935,864	1,362,775	

Developers Contribution – (assumed)			394,948	
Lottery / Heritage				
Other sources (specify)				
EXTERNAL FUNDING	17,494	935,864	1,757,723	
Direct Revenue Financing				
Capital Receipts				
Borrowing *				
CENTRAL BEDS FUNDING				
TOTAL FUNDING	17,494	935,864	1,757,723	

* Borrowing will be the balance of funding required to fund the project

** In the case of non-cash contributions (e.g. land donation), please show a cash equivalent figure (estimate) in the funding table. Also gross up the capital costs table against the appropriate line (i.e. as if the donation had to be purchased) and provide a brief note in 'Other Comments'.

REVENUE IMPACT OF PROJECT

List here the incremental year-on-year impact on the revenue budget

TYPE OF EXPENDITURE	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Staffing costs					
Other running costs					
Income / savings					
Net impact to CBC (excl schools)					
Net impact to schools					

COMMENTARY ON REVENUE IMPACT

The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the dedicated schools grant and is based primarily on the numbers of pupils attending, which will increase accordingly in an expanded school.

DETAIL SCHEDULE OF WORK

Outline key works undertaken in the delivery of the scheme.

Design and construction as per the Scope and Feasibility Study signed off by all parties on 20/01/2012.

KEY MILESTONES (DATES)

<i>Feasibility Study</i>	October 2011
<i>Stage D submission</i>	March 2012
<i>Stage E submission</i>	27/06/12
<i>Out to Tender</i>	TBC
<i>Tender Return</i>	TBC
<i>Client approval</i>	TBC
<i>Contractor start on site</i>	TBC
<i>Completion on site</i>	December 2013
<i>Project review</i>	December 2014
<i>End of defects period</i>	December 2014
<i>Project close</i>	December 2014

CONTACT INFORMATION

Please give the name of officer who should be contacted for further information on this capital bid.

Name: Keith Armstead

Ext: 75574

APPROVAL

I approve the submission of this Detailed Business Case:

Name and signature as appropriate in line with Constitution

Director:

Date:

Portfolio holder:

Date:

Chief Finance Officer:

Date:

Portfolio holder for Finance People & Governance:

.....

Date:

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DETAILED BUSINESS CASE FOR CAPITAL PROJECTS

All Project Managers need to complete this Detailed Business Case in order for schemes approved in the Council's Capital Programme to proceed.

PROJECT TITLE Extension to Greenleas Lower School as a new Annex site

LOCATION OF PROJECT Pratts Quarry, Kestrel Way, Leighton Buzzard

PROJECT MANAGER School Organisation and Capital Planning

START DATE: 2011

FINISH DATE: 2013

DESCRIPTION OF PROJECT

Briefly explain what the project is:

The need for additional lower school places is a result of demographic growth within the southern part of Leighton Buzzard.

Prior to the commencement of the development, it was envisaged that new lower school provision would be required and a Unilateral "S106" agreement was approved alongside the new residential development proposals which provided a new lower school site and financial contributions towards the costs of new lower school provision.

Lower school pupil numbers generated from within the new developments in Southern Leighton Buzzard have now reached a stage whereby they can no longer be accommodated within spare capacity at other Leighton Linslade lower schools. Set against a total of 548 overall places for admissions across the area at 4+ a total of 538 pupils were admitted in September 2011 resulting in most schools being at or above capacity. Area Health Authority figures support the continuation of this trend over the coming years with further added pressure resulting from the new developments which are either underway or have yet to commence.

As set out in detail in the report to Executive on 27 March 2012, three local popular and successful lower schools expressed an interest in expanding to also encompass the new site at Pratts Quarry. Following an evaluation of detailed submissions made by each school, the Council's Executive approved the commencement of consultation to expand Greenleas Lower School to provide a further 300 lower school places as a new Annex to the existing main school site.

In order to accommodate the increase in numbers for September 2012, temporary arrangements have been made to increase the capacity at the existing Greenleas site ahead of the construction of the new buildings on the new site. This has been funded from the Council's temporary classroom programme.

This proposal has been developed in consultation with the school's Governing Body who are supportive.

BENEFITS AND OUTCOMES

Explain how this scheme will support the Council / Services priorities:

This project will ensure the Council continues to meet its statutory obligations to provide sufficient school places and also meets the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools.

The school will be increased to 4 Form Entry 600 Place lower school, across two sites with an admission number of 60 on each site, with accommodation conforming to but not exceeding the model accommodation schedule for this size of school (as submitted by School Organisation and Capital Planning). This will enable the larger school to offer a broad and balanced curriculum across both school sites.

A formal Post Project Evaluation will be undertaken on completion of the project.

OPTIONS

Explain what other options were considered, and why the chosen option is preferred:

As set out above, the Council's Executive considered proposals by three schools to manage and govern the "new school". However, and in advance of a decision on the Statutory proposals relating to new provision, a feasibility study has been carried out on this site in order to be satisfied that the increase in numbers can be accommodated on the site and the costs from the study are included in the figures below. In order to ensure that the schemes can be ready for September 2013, further more detailed design work has been commissioned to progress to the next stage of design development. This was set out in the report to Executive on 27 March 2012 and approved by the Deputy Director (Childrens Services) following consultation with the Executive Member.

IMPLICATIONS OF NOT PROCEEDING

What would be the effect of not doing this scheme?

Section 14 of the Education Act 1996 places a duty on Councils to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area. The Education and Inspections Act 2006 gives Councils a strategic role as commissioners, but not providers, of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

The proposal to commission new school places and to allocate related capital investment outlined in this report implements the identified need to manage demographic growth in the previously published school organisation plan and mitigates the risk on the Council of failing in its statutory duty to provide sufficient school places.

COST BENEFIT ANALYSIS

How and on what timescales will the projected costs be recouped as savings or benefits?

Consideration has been given to whether the provision of places elsewhere may be feasible. However, there is a need to ensure sufficient places at a local school and to meet the expectations previously set out that there would be local lower school provision to serve the new development(s). This should also lead to a reduction in traffic across the wider area as parents will be able to access places which are within easy reach of their homes.

As expressed through the consultation on the proposals, there is also a local desire and need to establish new pre-school/nursery provision within the locality in order to support parents and wider educational objectives in terms of access to good quality early years education provision, similar to that which is currently offered at the existing Greenleas Lower school. Through collaborative working with the appointed contractors, it is possible to incorporate such provision within the main build, although this would add £78k to the overall build cost which compares favourably with the likely cost of stand alone provision at a later date. Additional funding for the overall project could be made available from the DfE Basic Need grant and this is currently reflected in the costs given below.

RISKS

List the likely risks of the scheme and an indication of the probability and impact of each risk. Risks could include reputational, financial, political, or delivery risks.

The commissioning of this project will include risk assessment and management criteria to ensure these are clear to decision makers. Contract and construction risks will be overseen through the project management of the project.

See formal Risk Register for the project for details.

CAPITAL COST OF PROJECT

List here the gross costs, updated from Outline Business Case using detailed estimates or tender prices

	* Est type - D	2011/12	2012/13	2013/14	2014/15
Land Acquisition (S106)		1			
Building Acquisition					
Construction/ Conversion	4,005,355		1,933,000	2,072,355	
Professional Fees	521,263		446,166	75,097	
Vehicles					
Plant & Equipment					
Furniture	277,845		10,000	267,845	
IT Hardware					
Software & Licences					
Capital Grant to 3 rd Parties					
Credit Arrangement (leases)					
TOTAL COST	4,804,464	1	2,389,166	2,415,297	

*D = Detailed estimate, T = Tender price.

SOURCE OF FUNDING

List here the funding sources, updated from Outline Business Case

	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Specific Government Grant - Basic Need			77,356	
Developers Contribution	3,061,067		1,666,041	
Lottery / Heritage				
Other sources (specify)				
EXTERNAL FUNDING	3,061,067		1,666,041	
Direct Revenue Financing				
Capital Receipts				
Borrowing *				
CENTRAL BEDS FUNDING				
TOTAL FUNDING	3,061,067		1,743,397	

* Borrowing will be the balance of funding required to fund the project

** In the case of non-cash contributions (e.g. land donation), please show a cash equivalent figure (estimate) in the funding table. Also gross up the capital costs table against the appropriate line (i.e. as if the donation had to be purchased) and provide a brief note in 'Other Comments'.

REVENUE IMPACT OF PROJECT

List here the incremental year-on-year impact on the revenue budget

TYPE OF EXPENDITURE	2010/11 £000	2011/12 £000	2012/13 £000	2013/14 £000	2014/15 £000
Staffing costs					
Other running costs					
Income / savings					
Net impact to CBC (excl schools)					
Net impact to schools					

COMMENTARY ON REVENUE IMPACT

The day to day running costs of school provision is met through revenue funding which is made available to each school as part of the dedicated schools grant and is based primarily on the numbers of pupils attending, which will increase accordingly in an expanded school.

DETAIL SCHEDULE OF WORK

Outline key works undertaken in the delivery of the scheme.

Design and construction as per the Scope and Feasibility Study signed off on May 2012 + revision July 2012

KEY MILESTONES (DATES)

<i>Feasibility Study</i>	May 2012
<i>Stage D submission</i>	July 2012
<i>Stage E submission</i>	August 2012
<i>Out to Tender</i>	N/A
<i>Tender Return</i>	N/A
<i>Client approval</i>	
<i>Contractor start on site</i>	November 2012
<i>Completion on site</i>	September 2013
<i>Project review</i>	September 2014
<i>End of defects period</i>	September 2014
<i>Project close</i>	September 2014

CONTACT INFORMATION

Please give the name of officer who should be contacted for further information on this capital bid.

Name: Keith Armstead

Ext: 75574

APPROVAL

I approve the submission of this Detailed Business Case:

Name and signature as appropriate in line with Constitution

Director:

Date:

Portfolio holder:

Date:

Chief Finance Officer:

Date:

Portfolio holder for Finance People & Governance:

.....

Date:

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Meeting: Executive
Date: 21 August 2012
Subject: Safeguarding and Looked After Children Post Inspection Action Plan
Report of: Cllr Mark Versallion, Executive Member for Children's Services
Summary: The report presents the action plan following the Ofsted inspection of Safeguarding and Looked After Children Services.

Advising Officer: Edwina Grant, Deputy Chief Executive/Director of Children's Services
Contact Officer: Sylvia Gibson, Health & Special Projects Coordinator
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The report supports the Council to deliver the following priorities:

- Educating, protecting and providing opportunities for children and young people.
- Promoting healthier lifestyles.

Financial:

1. The improvement actions for the Council and for NHS Bedfordshire and Luton will be funded from existing resources. The regional challenge and support programme is funded from the Children's Improvement Board.

Legal:

2. The Children Act 2004 requires Ofsted to provide an evaluation of the contribution made by relevant services in the local area towards ensuring that children and young people are properly safeguarded, and to determine the quality of service provision for looked after children and care leavers.

3. The Council has a duty under the Education Act 1996 to promote high standards, ensure fair access to educational opportunity and to promote the fulfilment by every child of his/her educational potential.

Risk Management:

4. The following risks have been identified:
 - Failure to deliver the improvement actions which would negatively impact on the health and wellbeing of children and young people.
 - Failure to discharge statutory responsibilities.
 - Negative inspection outcomes.
 - Reputational risks.
 - Failure to deliver corporate objectives.
 - Failure to work effectively with partners.
5. The identified risks will be managed through the implementation of the Action Plan.

Staffing (including Trades Unions):

6. Any required adjustments to staffing will be addressed as part of the implementation of the post inspection action plan.

Equalities/Human Rights:

7. Equality and Diversity for both Safeguarding and Looked After Children were judged adequate. There is a particular need to ensure that the needs of looked after children, which is a vulnerable group, are addressed. There is therefore a strong emphasis in the action plan on actively addressing equality and diversity issues. Action to improve equality and diversity forms a discrete section of the Action Plan.

Public Health:

8. Inspectors judged that Health outcomes for looked after children are poor and that outcomes to enable looked after children to be healthy are inadequate. Implementation of the discrete work streams within the Action Plan has, and will continue, to address health related issues for Looked After Children. This will result in improved health and wellbeing for looked after children.

Community Safety:

9. Not Applicable.

Sustainability:

10. Not Applicable.

Procurement:

11. Not Applicable.

Overview and Scrutiny:

12. This matter has been considered by the Children's Services Overview and Scrutiny Committee. The Committee agreed to fully endorse the action plan to support improvement in services for Safeguarding and Looked After Children.

RECOMMENDATION:

The Executive is asked to:

1. **agree the Action Plan to support improvement following the inspection of services for Safeguarding and Looked After Children.**

Reason for Recommendation: So that the health and wellbeing of children can be improved.

Executive Summary

13. The Children Act 2004 requires Ofsted to provide an evaluation of the contribution made by relevant services in the local area towards ensuring that children and young people are properly safeguarded, and to determine the quality of service provision for looked after children and care leavers.
14. The inspection was carried out between 20 February and 2 March 2012. The report was published on 10 April 2012.
15. The overall effectiveness of safeguarding services was judged to be good and capacity for improvement was also judged to be good. The overall effectiveness of services for looked after children was judged to be adequate.
16. The Action Plan to address the issues identified in the inspection report is attached at Appendix C.

Background

17. The Children Act 2004 requires Ofsted to provide an evaluation of the contribution made by relevant services in the local area towards ensuring that children and young people are properly safeguarded, and to determine the quality of service provision for looked after children and care leavers.
18. The inspection was carried out between 20 February and 2 March 2012. The report was published on 10 April 2012.
19. The Council has a lead role in providing services for children, and works with its partners, other agencies and the private and voluntary sectors to improve outcomes for children and young people. The action plan has been developed with partners.

Inspection Outcomes

20. The overall effectiveness of safeguarding services was judged to be good and capacity for improvement was also judged to be good. Inspectors concluded that partnership working is good and is well embedded, and that the Council and its partners have clear ambition and appropriate priorities. Robust performance management and quality assurance systems were judged to be embedded across the partnership.
21. Safeguarding arrangements were assessed as good or better in the very large majority of provision in Central Bedfordshire, and the inspection report notes that this performance is better than that in similar areas and when compared with national averages.
22. Leadership and management were judged to be good. Inspectors concluded that strategic leadership within the Council and its partners gives safeguarding the highest priority. It was also noted that elected Council Members and managers across the partnership have a shared commitment to ensuring that safeguarding services for children and young people are a priority.
23. The overall effectiveness of services for looked after children was judged to be adequate. Capacity for improvement, and ambition and prioritisation for looked after children were also judged to be adequate.
24. Opportunities for looked after children and care leavers to make a positive contribution were judged to be good overall. Performance management and quality assurance were also judged to be good. It was noted that strong leadership within the Council has led to some improvement in the provision of services and improved coordination of support for looked after children and care leavers.
25. Inspectors judged that Health outcomes for looked after children are poor and that outcomes to enable looked after children to be healthy are inadequate. Ofsted concluded that health services face significant challenges in ensuring that the health needs of looked after children are addressed. NHS Bedfordshire and Luton carry out the commissioning and planning of national health services and primary care for children and are responsible for leading on the action needed to improve Health outcomes.
26. The Record of Main Findings is attached at Appendix A. A summary of inspection outcomes in the region is attached at Appendix B.

Action to Support Improvement

27. The Action Plan was developed with partners and is divided into work streams. Each work stream has a designated lead with responsibility for coordinating the action and for monitoring progress and reporting performance.
28. Some issues identified in the inspection report must be addressed speedily. Actions to address the issues which must be completed within the first six months following the inspection (Phase 1) are contained in Workstreams 1 to 4. The actions in Phase 1 will need to be completed by October 2012.

29. The overall approach to improvement planning for Phase 2 reflects the need to move practice to good and outstanding and to ensure sustainable improvement. Longer term improvement actions are contained in workstreams 5 to 9.
30. The Deputy Chief Executive/Director of Children's Services will oversee the delivery of those workstreams in the Action Plan which are the responsibility of Central Bedfordshire Council. The Director of Nursing and Quality for NHS Bedfordshire and Luton will oversee the delivery of the Health related workstreams in the Action Plan which are the responsibility of NHS Bedfordshire and Luton.
31. Regular reports on progress will go to the Children's Services Project Board chaired by the Deputy Chief Executive/Director of Children's Services. This Board will monitor the delivery of the plan, including the Health related aspects of the Plan. The Action Plan also sits within the reporting structures and delivery arrangements of both the Children's Trust Board and the Shadow Health and Wellbeing Board.
32. It is expected that Central Bedfordshire will be re-inspected in the autumn of 2013. The aim of the Action Plan is to ensure that the required improvements are implemented by the autumn of 2013. To this end, Central Bedfordshire Council and NHS Bedfordshire and Luton will be working with the Eastern Region on a peer support and challenge programme to ensure that action leads to sustainable improvement.
33. The Action Plan is attached at Appendix C.

Appendices:

Appendix A - Summary of Inspection Judgements

Appendix B - Summary of Inspection Outcomes in the Region

Appendix C - Action Plan

Background Papers: (open to public inspection)

Inspection of safeguarding and looked after children services - Central Bedfordshire Council – Ofsted (www.ofsted.gov.uk)

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Appendix A

Record of main findings:

Safeguarding services	
Overall effectiveness	Good
Capacity for improvement	Good
Safeguarding outcomes for children and young people	
Children and young people are safe and feel safe	Good
Quality of provision	Good
The contribution of health agencies to keeping children and young people safe	Adequate
Services for looked after children	
Ambition and prioritisation	Good
Leadership and management	Good
Performance management and quality assurance	Good
Partnership working	Good
Equality and diversity	Adequate
Services for looked after children	
Overall effectiveness	Adequate
Capacity for improvement	Adequate
How good are outcomes for looked after children and care leavers?	
Being healthy	Inadequate
Staying safe	Adequate
Enjoying and achieving	Adequate
Making a positive contribution, including user engagement	Good
Economic well-being	Adequate
Quality of provision	Adequate
Services for looked after children	
Ambition and prioritisation	Adequate
Leadership and management	Adequate
Performance management and quality assurance	Good
Equality and diversity	Adequate

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LA Name	Ofsted Children's Services Annual Rating			Latest Safeguarding and Looked after Children Inspection Ratings				
	2011 Annual Rating	2010 Annual Rating	2009 Annual Rating	Publication Date	Safeguarding - Overall Effectiveness	Safeguarding - Capacity for Improvement	LAC - Overall Effectiveness	LAC - Capacity for Improvement
Bedford Borough	3	2	3	09/03/2012	3 - Adequate	3 - Adequate	3 - Adequate	3 - Adequate
Cambridgeshire	3	3	3	23/10/2009	3 - Adequate	3 - Adequate	3 - Adequate	2 - Good
Central Bedfordshire	2	2	2	10/04/2012	2 - Good	2 - Good	3 - Adequate	3 - Adequate
Essex	2	1	1	24/10/2011	3 - Adequate	3 - Adequate	3 - Adequate	2 - Good
Hertfordshire	3	3	2	19/11/2010	3 - Adequate	3 - Adequate	3 - Adequate	3 - Adequate
Luton	4	3	3	25/04/2012	2 - Good	2 - Good	3 - Adequate	2 - Good
Norfolk	2	2	3	02/07/2011	3 - Adequate	3 - Adequate	3 - Adequate	3 - Adequate
Peterborough	1	1	2	06/09/2011	4 - Inadequate	4 - Inadequate	2 - Good	2 - Good
Southend-on-Sea	3	3	3	-	-	-	-	-
Suffolk	3	3	3	10/12/2010	3 - Adequate	2 - Good	3 - Adequate	3 - Adequate
Thurrock	2	2	2	-	-	-	-	-

Nicholas McMullen
 Pietro Battista
 Pietro Battista
 Richard Nash / Lynne Staines (LAC)
 Lynne Staines
 Nicholas McMullen
 Brendan Parkinson
 Martin Ayres / Paul d'Inverno (LAC)
 Pat O'Brien

CBC Regional Neighbours as published 13/03/12

Outstanding	0%	0%	0%	0%
Good	0%	14%	14%	14%
Adequate	86%	71%	86%	86%
Inadequate	14%	14%	0%	0%

National Average as reported by Ofsted 24/02/12

Outstanding	2%	Not Reported	Not Reported	Not Reported
Good	30%	Not Reported	Not Reported	Not Reported
Adequate	50%	Not Reported	Not Reported	Not Reported
Inadequate	18%	Not Reported	Not Reported	Not Reported

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CENTRAL BEDFORDSHIRE COUNCIL

**ACTION PLAN
2012-2013**

**TO ADDRESS RECOMMENDATIONS OF OFSTED'S ANNOUNCED INSPECTION OF SERVICES FOR
SAFEGUARDING AND LOOKED AFTER CHILDREN AND TO IMPROVE PRACTICE**

INTRODUCTION

Central Bedfordshire's Post Inspection Action Plan 2012–2013 identifies how the Council and its partners will develop and improve safeguarding and looked after children services in Central Bedfordshire.

The Action Plan contributes to the following Council priorities in its medium term plan:

- Improve Educational Attainment;
- Promote health and well being.

It will contribute to the Health and Wellbeing Strategy and it contributes to delivering the Children's Trust vision for children and young people in Central Bedfordshire:

"We want every child in Central Bedfordshire to enjoy their childhood and have the best possible start in life. We want every child to do well at school, make friends and build strong relationships with their family. By the age of 19, as young adults, we want every young person to have the knowledge, skills and qualifications that will give them the best chance of success, so that they are prepared to take their full place in society as a happy, healthy, contributing and confident citizen."

The Action Plan contributes to the following priorities in the Children and Young People's Plan 2011-2014:

- Priority 1: Helping children and young people achieve more and transforming our relationship with schools
 - Objective 2: Transform teaching and learning and raise achievement for all learners including underachieving groups and children in vulnerable circumstances
- Priority 2: Protecting children and keep them safe
 - Objective 3: Protect children and young people from harm by providing a co-ordinated and effective safeguarding process.
- Priority 4: Targeting the most deprived areas and vulnerable groups to improve children's emotional and physical health

Some issues identified in the inspection report must be addressed speedily. Actions to address the issues which must be completed within the first six months following the inspection (Phase 1) are contained in Workstreams 1 to 4. In order to move practice to good and outstanding, the overall approach to improvement planning will be more measured and strategic. Longer term improvement actions (Phase 2) are contained in Workstreams 5 to 9.

The Deputy Chief Executive/Director of Children's Services for Central Bedfordshire Council will oversee the delivery of the Action Plan through the Project Board. The Director of Nursing and Quality for NHS Bedfordshire and Luton will monitor the delivery of the health related aspects of the Action Plan and will provide reports to the Project Board. The Action Plan sits within the reporting structure and delivery arrangements of the Children's Trust Board and the Shadow Health and Wellbeing Board.

CONTENTS

The overall aims of this Action Plan are to:

- address inspection recommendations for safeguarding (6 month actions);
- address inspection recommendations for services for looked after children (six month actions);
- develop Safeguarding services to meet the new Ofsted criteria for outstanding;
- develop services for Looked After Children to achieve an Ofsted judgement of at least good;
- support the production of a self assessment for the Regional Improvement Board and for peer review focusing on areas requiring further acceleration to achieve “good”;
- establish an improvement programme for Children’s Health.

RAG	Work Stream	Strategic Lead Officers
Phase 1: Safeguarding and Looked After Children April – October 2012		
1.	Safeguarding six month actions	Interim Assistant Director, Children’s Services Operations, Central Bedfordshire Council
2.	Health Safeguarding six month actions	Director of Nursing and Quality, NHS Bedfordshire and Luton
3.	LAC Health six month actions	Director of Nursing and Quality, NHS Bedfordshire and Luton
4.	LAC six month actions:	Interim Assistant Director, Children’s Services Operations, Central Bedfordshire Council
Phase 2: Improvement Planning for Safeguarding and Looked After Children September 2012- September 2013		
5.	Safeguarding Improvement Plan	Interim Assistant Director, Children’s Services Operations, Central Bedfordshire Council

6.	Looked After Children Improvement Plan	Interim Assistant Director, Children's Services Operations, Central Bedfordshire Council
7.	Health Improvement Plan for Safeguarding	Director of Nursing and Quality, NHS Bedfordshire and Luton
8.	Looked After Children Health Improvement Plan	Director of Nursing and Quality, NHS Bedfordshire and Luton
9.	Equality & Diversity Improvement Plan	Head of Adoption and Fostering, Central Bedfordshire Council

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

Green	Amber	Red
On Target or Completed	In Progress but with slippage or issues needing to be overcome	Incomplete or not started

Work Stream1: Safeguarding – actions in first six months
Key Aim: To address the recommendations in the inspection report in the required timescale
Outcomes (key deliverables):

1. Case chronologies record key events and inform case planning.
2. Assessment, planning and review ensure that equality and diversity factors are addressed.
3. Formal supervision of social workers takes place at required intervals, is promptly recorded and is stored in a readily accessible manner.
4. Appropriately trained staff undertake return interviews for children who go missing.

ACTION PLAN

Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Guidance to be issued that outlines the purpose and benefits of chronologies in case assessment, planning and review.	Review functionality in CCMS and any changes which might be required to deliver best practice.	Audit Manager QA	None FWi update planned for Sept 2012 which will include revised functionality in relation to chronologies	May 2012	30 September 2012
		Revised guidance for practitioners on the completion of chronologies	Audit Manager and Head of QA	None	May 2012	30 July 2012
		Implement guidance through team briefings, group supervision, CCMS business process and operational guidance.	SMT/Team Managers	None	July 2012	30 September 2012
		Evaluate impact of implementation through audit.	Audit Manager/Team Managers	None	July 2012	Sept 2012 and ongoing
		Incorporate chronologies and partner contributions in LSCB training and emphasise their importance.	LSCB Training and Commissioning Manager.	None	May 2012	May 2012
		Incorporate the importance of chronologies and partner contributions in all social care learning and development opportunities.	Social Care Learning and Development Officer	None	May 2012	June 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

		Incorporate importance of chronologies and partner contributions in all children's workforce training when appropriate	Children's Workforce Development team	None	May 2012	July 2012
2.	Develop Equality and Diversity guidance in consultation with the Corporate Policy Adviser	Identify a lead trainer to offer consultation and revised guidance, in relation to how best to address and evidence that equality and diversity has been addressed within assessments and plans when identifying and addressing needs and risks.	Advice from Corporate Policy Adviser Children's Workforce Development team to scope best practice models and advise the service how to best implement this.	Workstream 9 This is a cross cutting theme.	May 2012	July 2012
		Issue best practice guidance	Team managers			
		Seek advice from other LA's that have achieved good or above in Ofsted for Equality and Diversity judgement in relation to best practice	Head of Safeguarding			
3.	Review supervision arrangements	Supervision survey	SMT	None	May 2012	30 June 2012
		Update and re-issue guidance in line with Munro, CCMS, Working Together and The Social Work College and Professional Capabilities Framework	Head of QA and Audit Manager	None	May 2012	July 2012
		Evaluate the impact of the re-issued guidance by repeating a supervision survey late 2012.	SMT	None	Nov 2012	Dec 2012
		Safeguarding Manager Audit programme reviews and reports on compliance with frequency and quality of supervision.	SMT Head of QA and Audit manager	None	May 2012	May 2012 and ongoing
		QA Strategy revised to reflect supervision requirements and monitoring	Head of QA	None	July 2012	Sept 2012
4.	Review guidance and approach to return interviews for children who go missing.	A new service to be commissioned in partnership with the police to deliver independent return interviews for children and young people who go missing.	Assistant Director CSO	None	July 2012	Sept 2012
		Revise CBSCB multi agency guidance in the light of the above and re issue	Head of Looked After Children Head of QA	None	Sept 2012	Oct 2012

Work Stream 2: Safeguarding - Health actions in the first six months

Key Aim: To address the recommendations in the inspection report within the required timescale (see inspection report)

Outcomes (key deliverables):

1. Sufficient numbers of practitioners are in place to provide the commissioned service, and universal healthy child programme.
2. The impact of training on changes to practice to protect children from harm is well embedded throughout all health providers.
3. Transition to adult mental health and learning disability services for all young people with a mental health or learning disability and/or difficulty is well planned.
4. All health providers use the experience of service users as part of the needs assessment when reviewing service design and delivery.

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

	<p>of training on practice with CBSCB</p> <p>Yearly GP appraisals</p> <p>Multi agency training workshop</p>	<p>Children Training has been evaluated & the impact on practitioners has is analysed & evaluated by LSCB after each course by the following methods;</p> <ul style="list-style-type: none"> • Immediate perception of impact at close of 2 day course • 6 week post course evaluation form to capture delegates perception of impact on practice • Proposed follow up call with delegates line manager to assess their perception of impact on delegates practice <p>GP appraisals to determine how GP's are demonstrating child protection (CP) competencies</p> <p>All GP's to attend safeguarding course to enable them to demonstrate competencies & impact on practice.</p> <p>To review current training arrangements for GP's</p>	<p>Eileen Moran Training Commissioning Manager CBSCB</p> <p>Medical Director</p> <p>Named GP for Safeguarding Children Designated Office</p> <p>Anne Murray NHS Bedfordshire</p>	<p>All GP practices have nominated safeguarding Children lead</p>	<p>April 2012</p>	
3	<p>As part of the commissioned CQUIN targets from NHS Bedfordshire & Luton SEPT will implement the locally agreed multi agency transition tool (MATT).</p> <p>Staff to be trained in the use of the tool</p> <p>Review CAMHS transition protocol</p> <p>Obtain service users views</p>	<p>Audit against adherence to the multi agency transition tool.</p> <p>Revised CAMHS transition protocol to be in place by October 2012</p> <p>Feedback obtained</p>	<p>Associate Director of Safeguarding SEPT</p> <p>Designated Office for Safeguarding Children Bedfordshire Lee Miller Head of Child Health Commissioning</p>	<p>Quarterly CQUIN monitoring</p>	<p>April 2012</p>	<p>October 2012</p>

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

4.	Quarterly data from providers on satisfaction surveys, PALS/complaints have informed service design & delivery	<p>NHS Bedfordshire & Luton require evidence from providers that service users experience influence service design & delivery</p> <p>Evidence from health providers where a service has been directly influenced by service users</p> <p>Designated Nurse to review Business cases</p>	<p>Anne Murray NHS Bedfordshire</p> <p>Bedford Hospital NHS Trust</p> <p>SEPT Community & Mental Health Services</p>		April 2012	October 2012
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Work Stream 3: Looked After Children: Health actions in the first six months
Key Aim: To improve the health of looked after children
Outcomes (Key deliverables):

1. All looked after children have prompt access to appropriate health services which promote good outcomes for them.
2. All care leavers are enabled to access health services and receive a copy of their health histories to ensure that they are able to make future life choices.
3. All looked after children and young people have access to age appropriate health education and promotion information.
4. During review health assessments strength and difficulties questionnaire outcomes are reviewed as part of the emotional health and well-being assessment.
5. All general practitioners and independent health contractors are aware of their statutory responsibility to looked after children.

ACTION PLAN

Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Ensure rates for Dental checks Annual assessments and Immunisations and vaccination are above National average	Ensure timely consent and adequate information are received from social worker for Initial and review health assessment	Head of Social Care	Agreement of service model Additional staffing employed.	May 2012	9 th June 2012
		Ensure all review assessments are completed within timescales	Deputy Chief Operating Officer (SEPT)/ Head of Social care		May 2012	
		Ensure all outstanding dental checks identified in the health review are completed and recorded on health plan and LA database within timescales and reported quarterly	Head of Social care	Social workers to ensure dental checks are completed. IRO's to monitor performance and challenge non compliance with recommendations	May 2012	June 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

				arising from health plans and LAC reviews		
		Ensure all outstanding Immunisations and Vaccinations identified in the health review are completed and recorded on health plan and LA database in timescales and reported quarterly.	Head of Social Care	Social workers to ensure dental checks are completed. IRO's to monitor performance and challenge non compliance with recommendations arising from health plans and LAC reviews	May 2012	
2.	Agree design and commission health provision for care leavers and ensure that care leavers are given a copy of their health history.	<p>Confirm and agree local processes and pathways with local authority.</p> <p>Confirm clear pathway for health provision for care leavers, ensuring that care leavers are given a copy of their health history.</p> <p>Develop information pack for leavers which identifies local services and how to access those services.</p> <p>Consult with leaving care social work team and young people who have left care within the last year as well as young people from Children In Care Council (CICC), to further inform service provision.</p> <p>Employ interim leaving care nurse to set this pathway up.</p> <p>Examine/visit areas of good practice such as Leicester to help develop model service provision</p> <p>Workshop held to help develop pathways and service models locally</p>	<p>Interim leaving Care Nurse & Head of social Care</p> <p>Interim leaving Care Nurse & Head of social Care</p> <p>Interim Leaving Care Nurse</p> <p>Interim Leaving Care Nurse</p> <p>Anne Murray</p> <p>Designated Nurse/Health improvement lead Head of Child Health Commissioning</p>	<p>Identification of cohort (numbers) and those most vulnerable (who to provide service to)</p>	<p>May 2012</p> <p>May 2012</p> <p>May 2012</p> <p>April 2012</p> <p>April 2012</p> <p>May 2012</p>	<p>10th July 2012</p> <p>10th July 2012</p> <p>May 2012</p> <p>April 2012</p> <p>April 2012</p> <p>May 2012</p>
		Ensure the recruitment of additional nursing staff to expand and enhance the leaving care service	Deputy Chief Operating Officer (SEPT)		June 2012	October 2012
3.	Ensure Health Assessments are robust	Workshop 3 rd May 2012 to agree pathway with local authorities for use of Strength	Head of Social Care	Social Care to provide timely SDQ information	3rd May 2012	9 th June 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

	and inclusive with evidence of the assessment of emotional health and well-being including use of Strength and Difficulties Questionnaires (SDQ's)	and Difficulties Questionnaires (SDQ) Every child will have their emotional health and well being assessed at each Health Assessment visit. Referral to CAMHS as necessary. Process agreed with SEPT. Monitored by Designated Office	Deputy Chief Operating Officer (SEPT) /Designated Nurse	to LAC Health team	April 2012	9 th June 2012
4.	Ensure information and training are provided to relevant health professionals	Work with Clinical Commissioning Group/NHS Bedfordshire to develop a plan to address this issue with GPs and Dentists. To develop and distribute summary information outlining statutory responsibilities. Develop training programme for all relevant health professionals BCCG to be informed as to statutory function as commissioning responsibilities are delegated	Designated Doctor Designated Doctor for LAC Designated Doctor/ primary care training coordinators	GP clinical leads Primary Care Commissioning Designated Office Director of Nursing and Quality	May 2012 May 2012 June 2012 May 2012	October 2012 July 2012 Sept 2012 May 2012
5.	Ensure appropriate information and advice is provided to all LAC and recorded in health plans	Develop three age appropriate packs of health information to ensure that at each health assessment the appropriate health advice and literature are given out to children, young people and carers as appropriate. Leaflets distributed at time of assessment, recorded in assessment notes Training set up for all foster carers and adoptive parents to include general health. Health packs also given to all foster carers and social workers	Health improvement Deputy Chief Operating Officer (SEPT) Deputy Chief Operating Officer (SEPT) Health improvement/ Adoption and Fostering team/ Designated Nurse/ Deputy Chief Operating Officer (SEPT)		May 2012 May 2012	9 th June 2012 On going throughout the one year programme to March 2013

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

Work Stream 4: Looked After Children: actions in the first six months
Key Aim: To address the issues identified in the SLAC inspection
Outcomes (Key deliverables):

1. All agencies provide a prompt and appropriate response where looked after children are missing from care.
2. Pathway plans for care leavers are of a good quality.
3. Case records for looked after children support good quality practice across the partnership.
4. Assessments and case planning are of a consistently high quality.
5. Care leavers live in suitable accommodation.
6. An increased range of suitable accommodation is available to care leavers.
7. Analysis of how well looked after children who are placed outside Central Bedfordshire achieve educationally compared to those educated locally is routinely undertaken.
8. Looked after young people attend school regularly.
9. The attainment of looked after children is improved.

ACTION PLAN

Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Appropriately trained staff undertake return interviews for children who go missing.	A new service to be commissioned in partnership with the police to deliver independent return interviews for children and young people who go missing.	Assistant Director CSO	Workstream 1 action 4.	July 2012	Sept 2012
		Revise CBSCB multi agency guidance in the light of the above and re issue	Head of Looked After Children Head of QA	As Above	July 2012	Sept 2012
2.	A team review through supervision of current pathway plans and identification of good practice.	Briefing to staff about expectations and sources of knowledge and guidance. An audit of pathway plan	Team Manager LAC/LAACT Audit Manager	None	May 2012 September 2012	June 2012 October 2012
	Appropriately trained, experienced staff are allocated to undertake pathway plans	Development of group supervision and worker training. Development of the advanced practitioner role to support quality, practice and complex cases. Development of an evaluation tool to assess the impact of group supervision on practice.	Learning and Development and Children in Care Council. Audit Manager and team managers		September 2012	October 2012
3.	Evidence that good case recording is underpinning planning and case decision making.	LAC case records audit sample Tracking system to be established for children where adoption should be considered as the plan	TM LAC/LAACT and Audit Manager Panel Coordinator/TM Adoption.	None	May 2012	July 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

4.	Review assessments and care plans through regular supervision and Quality Assurance processes.	<p>LAC case audit sample.</p> <p>Updated practice guidance and access to training and research.</p> <p>Consultation with Children in Care Council and LAC children to clarify their perceptions</p> <p>Updated Supervision policy to include a focus on care plans and assessment content and quality.</p> <p>To evaluate the CCMS business process and template.</p>	<p>TM LAC/LA ACT and Audit Manager As Above and Learning and Development manager LAC Participation Officer</p> <p>Audit Manager and HOS QA</p>	<p>None</p> <p>Workstream One update of supervision policy to be undertaken.</p>	May 2012	July 2012
5.	To ensure there is a clear plan and access to suitable accommodation for care leavers	Placement strategy to be refreshed by 30 June 2012	<p>HOS Fostering and Adoption/Head of Children's Services Commissioning.</p> <p>TM LAC/LA ACT</p>		May 2012	July 2012
6.	Placement Strategy to be refreshed by 30 th June 2012. (Annually)	<p>Complete analysis of current local placements</p> <p>Review demand for local places, in particular the ability to meet specialist needs</p>	HOS Fostering and Adoption/Head of Children's Services Commissioning.		May 2012	July 2012
	Review of Leaving/After care services	<p>Complete needs assessment for children leaving care</p> <p>Review capacity of current provision to meet increased future demand</p> <p>Commission additional services to meet the identified needs of children who have left care, or will soon leave care</p>	Head of Children's Services Commissioning.		June 2012	Dec 2012
7.	Regular, evaluation of LAC educational attainment for those placed OOC in relation to those locally provided for	A performance and evaluation process to be developed and routinely undertaken on a quarterly basis.	HOS Fostering and Adoption/ HOS Commissioning Head of Learning & School Support		May 2012	July 2012
	Identify a data system that	Implement an appropriate data system	Virtual School Lead	IT/Data system	Mar 2012	Sept 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

	can be used to ensure timely provision of the information required to compare attainment of pupils residing in and outside of CBC	<p>that can be used in the short term with immediate effect.</p> <p>Identify the appropriate system for the future that will integrate with Framework 1</p> <p>Reports run for each Key Stage at the appropriate time (validated and unvalidated). Attainment and achievement of LAC in CB schools and other LA schools will be available for analysis</p> <p>Oversee the delivery and impact of the integrated Virtual School/ LAC Action Plan which includes agreed actions for all staff supporting LAC pupils</p> <p>Education achievement reports will be able to be provided annually, and progress towards targets will be reported regularly</p>	<p>Virtual School Lead with SC lead</p> <p>Virtual School Lead</p> <p>Virtual School Lead/SC lead</p> <p>Virtual School Lead</p>	<p>providing data in appropriate format</p> <p>Link to Workstream 9: Equality and Diversity</p>	<p>April 2012</p> <p>Sept 2012</p> <p>June 2012</p> <p>June 2012</p>	<p>April 2013</p> <p>Feb 2013 for validated data but earlier for unvalidated</p> <p>June 2013</p> <p>Feb 2013</p>
8.	Identify a system that records and reports attendance on a daily basis	A data system is commissioned that will report and record attendance data on a daily basis so that immediate actions can be taken to support increased attendance for targeted pupils	Virtual School Lead		April 2012	Sept 2012
	LAC school attendance is closely monitored and quickly escalated if problems occur.	<p>Data for absence from school in respect of fostered children to be circulated and monitored by the fostering team and resources staff.</p> <p>Commission an external service that will monitor LAC school attendance daily and alert appropriate persons of any absences.</p>	HOS Fostering and Adoption Head of Learning & School Support/ Virtual School Lead/SC lead		May 2012	July 2012
	Appropriate support is made available through the PEP process	Virtual School, education providers and social workers to robustly implement PEPS.	HOS		May 2012	October 2012
9.	Identify a data system that will easily record attainment of LAC	The system will support the assessment of progress of each pupil's progress against baseline (in special schools this	Virtual School Lead		June 2012	Sept 2012

Central Bedfordshire Council Safeguarding and Looked After Children Post Inspection Action Plan

		might be measured in p levels)				
	Develop a Policy, protocol and best practice guidance with and for schools, Social Workers, Virtual School staff, foster carers and children's homes	This will set out agreed working relationships and responsibilities, and ways of working	Virtual school and SC lead with schools		Sept 2012	Jan 2013
	Challenge and interventions to raise the educational attainment of each individual looked after child is improved	<p>IROS to ensure oversight and challenge about education issues through the review process and QA.</p> <p>Quarterly monitoring and reporting model to be developed. To present to CSMT demonstrating outcomes and improvements, for individual LAC and LAC population.</p> <p>The Virtual School to identify actions and services that can increase attainment through the personal education plan partnerships.</p>	<p>Head of QA TM CRS and CRS</p> <p>HOS Learning & School Support.</p> <p>HOS Learning & School Support.</p>		May 2012	October 2012

Work Stream 5: Safeguarding Improvement Plan: From Good to Outstanding

Key Aim: To move practice from good to outstanding.

Outcomes (Key deliverables):

1. Gap analysis against new framework and improvement actions identified
2. Self assessment updated
3. Programme of focused development.
3. Practice improves in identified areas

ACTION PLAN

All Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Undertake a detailed analysis of practice against the inspection report and the new Ofsted	<p>Ensure focus on a child's journey through the child protection system</p> <p>Update self assessment against revised</p>	AD/HOS	Workstream 1	September 2012	Oct 2012

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	Inspection framework evaluation schedule to identify strengths and areas for development.	inspection framework Identify areas judged to be in need of improvement to achieve an Ofsted judgement of outstanding.				
2.	Develop an agreed timed development plan for 2012/13 for areas assessed as requiring further improvement.	Revise quality assurance strategy and mechanisms for delivering the plan, including an Operational Management Improvement Group and a programme of workshops in identified areas.	AD/HOS		September 2012	February 2012
3.	Test the effectiveness of development work for areas requiring further development through regional peer challenge	Two day regional support session "Preparing for Peer Review" to be planned and to take place within the local authority and with partners Peer review focused on areas self assessed as requiring further acceleration to secure "outstanding" Revise action plan	DCS/AD/HOS		February 2013 March 2013	February 2013 April 2013
4.	Review and where necessary revise current policies, frameworks and procedures	Evaluate and address the implications of revisions to "Working Together to Safeguard Children" Revise in-house practice guidance and policies Carry out an audit against Munro recommendations Address equality and diversity issues.	HOS QA HOS Child Poverty, Early Intervention & Prevention	Engagement of other agencies and ICT solutions Workstreams 1 & 9	September 2012	Review February 2013
5.	Support early help/early intervention by developing the use of the CAF	Train colleagues in partner agencies in undertaking CAFs e.g. schools, GPs, health visitors. Devise outcome and impact measures in relation to CAF and early help			September 2012	Review Feb 2012
6.	Regularly review the sufficiency of social work capacity to manage the work of the service.	Link to recruitment strategy	AD, HoS/TMs/HRBP	Social work posts are filled	September 2012	October 2012 Review every two months
7.	Ensure that children, young people and their parents/carers contribute to service design and delivery.	Involve increased numbers of children and young people, both children who are in need and in care, in expressing their views and improving services. Ensure that the child's voice is routinely sought and recorded	AD/HOS/Participation Officer/ Complaints Officer/HOS QA		June 2012	Review February 2013

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		Establish focus groups both for young people and for parents Analyse themes from complaints and complaint responses and embed actions from lessons learned				
8.	Work with partners to reduce the incidence of domestic violence	Develop and commission an appropriate range of services to respond to and reduce the impact of domestic abuse on children and young people Work with services and forums e.g. MARAC to reduce referrals from Police due to DV identified families due to the success of DV programmes.	Domestic Abuse Strategy Implementation Group and HOS Safeguarding HOS Safeguarding and Children in Care/Police	CYPP Priority 2 Objective 4	September 2012	Review February 2013

Work Stream 6: Looked After Children Improvement Plan

Key Aim: To move practice to good

Outcomes (Key deliverables):

1. Self assessment updated
2. Improvement actions identified to move practice to good
3. Gap analysis carried out against new Inspection Framework
4. Improvement plan reviewed and amended to move practice to good and outstanding.
5. Evidence of improved practice

ACTION PLAN

All Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Update Self Assessment	Audit and evaluation of the work undertaken in Ofsted action plan workstream 4 to demonstrate improvements in service and areas requiring further development. Establish and maintain an evidence bank to demonstrate improvement in all aspects of the care and well being for all LAC Review current performance framework for LAC.	HOS QA/HOS SG and LAC	WS 1, 2, 3, 4.	September 2012	October 2012
2.	Refresh Service Improvement plan	Plan takes account of areas highlighted in self assessment as requiring further	HOS	Workstreams 1, 2, 3, 4 and see below	October 2012	Review February 2013

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		improvement.				
3.	Apply a gap analysis to the new inspection framework when published.	Self assessment updated to meet criteria in new inspection framework. Likely to include looked after children, fostering and adoption in one inspection schedule.	HOS LAC HOS Fostering and Adoption	Work Streams 1,2,3,4	February 2013	April 2013
4.	Test the effectiveness of development work for areas requiring further development through regional peer challenge	Training in Eastern Region peer review process Peer review focused on areas self assessed as requiring further acceleration to secure "outstanding" Review and update improvement plan	DCS/AD/HOS Ad/HOS		November 2012 February 2013 February 2013	November 2012 February 2013 Dec 2013
5.	Draw up LAC service Improvement Plan under new inspection schedule.	Improvement Plan to be developed in light of gap analysis, performance indicators, current structure of the service and peer review.	HOS LAC HOS Fostering and Adoption	WS1,2,3,4.	February 2013	Dec 2013
6.	Establish a multi-agency Children in Care Operations Group.	Deliver improved outcomes for all LAC by: Building ownership of the LAC Strategy and Pledge. Building on partnership working jointly to improve all LAC outcomes. These, to be monitored through reports to Children's Trust and Corporate Parenting Panel	HOS LAC Health Education TM CWD	WS1,2,3,4.	September 2012	Review February 2012
7.	Improve capacity and choice in placements for all LAC	Evaluate, review and update Placement Strategy Improve placement stability through recruitment of a larger pool of foster carers and through commissioning arrangements Draw up Local Adoption Action Plan in response to the new governmental requirements. Put in place adoption tracking meeting	HOS Fostering and Head of F and A/HoS LAC AD/HoS, A and F AD/HoS, A and F	WS 1, 4 Key Deliverable 6	May 2013	June 2013

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11.	Ensure that the structure of the Children in Care and Leaving Care Teams delivers the best possible service to children and young people	Review the structure of the service to reflect Munro recommendations in consultation with managers.	AD/DCS		September 2012	Dec 2012
12.	Develop the capacity of the Children's Trust to provide effective scrutiny and challenge to partners to improve outcomes for looked after children.	Review existing performance monitoring arrangements and make recommendations to the Children's Trust Board.	HOS Partnerships, Performance and Workforce Development		September 2012	Review Dec 2012
13.	Ensure that planning and practice takes account of needs arising from disability, culture, gender, sexual orientation, religion and language	Audit of practice To be delivered as part of workstream 9	HOS	Workstream 9	September 2012	Review February 2013 as part of peer challenge

Work Stream 7 Health Improvement Plan (safeguarding)

Key Aim:

To advance improvements in the contribution of health agencies to keeping children and young people safe in Central Bedfordshire

Outcomes (Key deliverables):

1. Effective SARC pathways for children under 13 years of age
2. Self referral to SARC/ Professionals referrals to SARC
3. Effective Undercover Condom Card scheme
4. Awareness of CDOP procedures
5. Achieve rates of teenage conception at or below national average in hot spot areas
6. To establish efficacy of commissioning & provider training strategies
7. Seamless collaborative interagency working to ensure GP engagement in child protection process is consistent resulting in effective communication & information sharing
8. Involvement of LADO in all appropriate cases
9. Review contractual arrangements with tertiary centres to ensure standardised discharge is addressed planning
10. Ensure practice moves from adequate to at least good through evaluating practice as part of the Eastern Region Peer Review programme for Central Bedfordshire, Bedford Borough and Luton.

ACTION PLAN

Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	To audit cases that use	Pathway in place but efficacy unknown	Designated Doctor	Commissioning	May 2012	March 2013

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	the SARC service		Safeguarding children Sexual Health Commissioning Manager - Bedfordshire	arrangements continue Demand for service continues		
2.	Ensure availability of suitably trained professionals for 24/7 response	Current resource gap – pathway to be developed	Designated Doctor Safeguarding children Sexual Health Commissioning Manager - Bedfordshire	To recruit suitably qualified professionals	May 2012	March 2013
3.	Carry out audit, user satisfaction, impact on STI infection rate in target group	Impact unknown	Designated Doctor Safeguarding children Sexual Health Commissioning Manager - Bedfordshire	Clear commissioning arrangements Joint working with Public Health	June 2012	ongoing
4.	Structured liaison & awareness raising with GPs on CDOP process	Quarterly information sessions on awareness of CDOP arranged. Standard topic on LSCB safeguarding children training. Annual report shared with GP's & other healthcare staff. Public messages shared via newsletter.	CDOP manager	Commissioning & funding arrangements	May 2012	Ongoing
5.	Analyse the impact of sexual health & contraceptive services on the rate of teenage conceptions	Implement post analysis recommendations. Targeted work in hotspot areas. Identify risk areas	Public Health team		June 2012	Ongoing
6.	To review current training arrangements with independent contractors via arranged workshop Providers to review training strategies to establish efficacy	Standardise impact audit of training efficacy across health providers. Training strategies to be in line & informed by regional training matrix & national drivers.	Designated Office All providers		May 2012	ongoing
7.	Recommend that Children's Social care review the times of child protection meetings to accommodate	Undertake discussions with Social Care colleagues to explore alternatives. Designated doctor meeting with all GP practices in Bedfordshire to discuss their	Designated doctor for Safeguarding Named GP for Safeguarding	Collaborative working with GP's & Local Authority	May 2012	ongoing

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	engagement of GP's & explore alternative methods of engagement to ensure effective communication & information sharing	involvement in the Child Protection arena				
8.	Awareness raising among all health care professionals on the need to use the LADO service appropriately Referrals discussed at quality schedule meetings	Ask providers to ensure LADO policy in place and disseminated to all appropriate managers within the organisation. Training of staff at Safeguarding Training. Evidence submitted as part of quality schedule & monitoring arrangements	Designated Office Provider organisations	Engagement with Local Authority LADO & receipt of 6 monthly reports	May 2012 May 2012	ongoing ongoing
9.	Address discharge planning processes for children accessing tertiary services.	Seek users' views to inform future service provision. Make links with tertiary services and work to resolve issues.	Commissioning leads		June 2012	ongoing
10.	Evaluate practice through peer review	Review focused on areas self assessed as requiring further acceleration to secure at least adequate Revise action plan to address any issues from review		Funded through Regional Improvement Board	February 2013 February 2013	Feb 2013 Dec 2013

Work Stream 8: Looked After Children Health Improvement Plan

Key Aim: To move practice to at least adequate and on to good

Outcomes (key deliverables):

1. Ensure that those looked after children known to the disability services have their annual health review linked to, or held at the same time as, their disability review to reduce the number of assessments and appointments that the child/young person is expected to attend.
2. CAMH services in place to promote resilience and support stability of LAC placements
3. Ensure consistent content and quality of health files.
4. Ensure health action plans include specific and measurable objectives and that these are monitored.
5. Ensure that the cultural and religious needs of LAC are recorded and assessed as part of the health assessment.
6. Increase choice of venue and times for health reviews.
7. Ensure there are no delays in obtaining signed consent from Social Care
8. Ensure LAC Health are promptly informed of any changes in placement of LAC
9. Ensure LAC are 'flagged' on GP information systems to improve information sharing.
10. Ensure appropriate and timely information sharing between LAC Health service and Adoption Medical adviser.
11. Redesign LAC health service to effectively meet the needs of LAC and care leavers in Central Bedfordshire

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12. Ensure practice moves from inadequate to at least adequate through evaluating practice as part of the Eastern Region Peer Review programme for Central Bedfordshire, Bedford Borough and Luton.						
ACTION PLAN						
Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
1.	Put in place a system to enable the Annual Health review to take place at the same time as the disability review	Identify opportunities to streamline the process for children with disabilities	Designated Nurse LAC Head of Children with Disability (Central Bedfordshire Council)		July 2012	Feb 2013
2.	Redesign CAMHS LAC team to ensure focus on early intervention and prevention	Agree service specification and implement new service model	Commissioning Manager – Central Bedfordshire Council	Agreement with Bedford Borough Council	July 2011	Sept 2012
3.	South Essex Partnership University NHS Foundation Trust to provide a selection of Initial Health Assessments for Peer review and audit to the Designated Doctor for looked after children on a quarterly basis.	10 anonymised records per named Doctor to be sent via secure email for audit/peer review to ensure content and quality is consistent.	Deputy Chief Operating Officer (SEPT) & Designated Doctor for LAC		May 2012	July 2012
		Learning and improvement to be fed back by Designated Doctor and monitored at LAC Health group	Deputy Chief Operating Officer (SEPT) & Designated Doctor for LAC		June 2012	Oct 2012
4.	South Essex Partnership University NHS Foundation Trust to ensure that health action plans include specific, measurable objectives and that these are implemented and actions recorded	Health Action plans to be audited by Designated office to measure progress and ensure action plan leads to positive outcome	Deputy Chief Operating Officer (SEPT) Designated Doctor and Nurse for LAC		July 2012	Sept 2012
5.	Ensure consideration of each child's cultural and religious needs at each assessment and that this	Health Action plans to be audited by Designated office to measure progress and ensure action plan leads to positive outcome	Deputy Chief Operating Officer (SEPT) & Designated Doctor and Nurse		July 2012	Sept 2012

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	is recorded in health plans as necessary					
6.	<p>Ensure that a choice of locations is offered when booking health reviews.</p> <p>Raise awareness of the need to offer choice of venue for review assessments to 0-19 team Health care professionals undertaking LAC health assessments</p>	<p>Health assessments are undertaken in a variety of locations and venues dependent on the needs of the service users. Monitor feedback from carers and LAC and respond accordingly</p> <p>Increase capacity of LAC Health team to ensure added flexibility to respond to individual need</p>	Deputy Chief Operating Officer (SEPT)		July 2012	Dec 2012
7.	Review procedures for obtaining signed consent from Children's Social Care	Agree protocols	Head of Social Care		July 2012	Sept 2012
8.	Review procedures for ensuring that LAC Health professionals are promptly informed of any changes in placement of LAC	Agree procedures	Head of Social Care		July 2012	Sept 2012
9.	Ensure LAC are "flagged" on GP information systems to improve information sharing.	Designated Doctor to work with GP contracting lead/ Named Nurse to develop process to enable timely flagging of LAC in GP surgery	Designated Doctor		July 2012	Nov 2012
10.	Put in place process/protocol to ensure appropriate sharing of information between LAC health team and adoption medical adviser	Develop protocol and functioning pathway. Audit of pathway once in place	Designated Doctor	Adoption advisers/LAC Health Team	July 2012	Jan 2013
11.	To have effective LAC Health service in place, shaped by clinicians, partners and LAC and care leavers.	Service to meet identified needs of all stakeholders	Head of Partnership Commissioning/Children's Commissioning Managers		May 2012	April 2013
	Stakeholder engagement				May 2012	July 2012
12.	Evaluate practice through	Review focused on areas self assessed		Funded through	February 2013	Feb 2013

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	peer review	as requiring further acceleration to secure at least adequate		Regional Improvement Board		
		Revise action plan to address any issues from review			February 2013	Dec 2013

Work Stream 9: Equality and Diversity Improvement Plan

Key Aim: To ensure that equality and diversity factors are addressed in planning and practice

Outcomes (key deliverables):

1. Assessment, planning and review address equality and diversity factors.
2. Planning takes into account needs arising from disability, culture, gender, sexual orientation, religion and language.
3. Work to narrow the gap in attainment takes account of children's diverse backgrounds.
4. Management Teams identify key issues and support needs and associated training needs.
5. Equality Impact Assessment and audit processes inform the development of statutory plans and policies and influence practice.
6. Key themes/issues identified and plans in place to deliver them.
7. Leadership of equality and diversity secured.

ACTION PLAN

Key Del	Actions	Description (including PIs)	Lead	Dependencies on other actions/work streams	Start Date	Target End Date
7	Identify a Children's Services Equality & Diversity Champion	Identify and share good practice; Oversee the delivery of the Ofsted action plan; Promote equality and diversity across the Children's Services Directorate.	CSMT	All	July 2012	December 2013
1, 2, 3, 4	Develop a cultural awareness programme	Cross Directorate programme to improve the quality of assessment and planning for children and their families.	Equality & Diversity Champion supported by Corporate Policy Adviser	All	September 2012	December 2012
1, 2 & 4	Compare CBC practice with that of councils judged good	Identify good practice and apply to CBC areas identified as requiring development	HOS/Team leaders	All	September 2012	December 2012
	Audit of practice	Audit/review/sampling of assessments, plans and reviews	HOS	Establishment of review processes and criteria	September 2012	December 2013
	Identify and meet training needs	Awareness raising for Extended Management Team Rolling programme of Equality & Diversity	Head of Partnerships Performance and WFD / Corporate Policy Adviser	All	Summer 2012	December 2013

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		training for Children's workforce				
2.	Review the range of data collected across the Directorate and how it is used to inform practice.	Ensure that the collection and analysis of data is comprehensive and supports the identification of development areas; Map LAC/other groups against ward data and link to early intervention programmes.	Equality & Diversity Champion/Head of Partnerships Performance and WFD			
5 & 6.	Rolling programme of equality audits	Establish programme of monthly team audits First audits to be carried out in LAC Team and Intake & Assessment Team.	Equality & Diversity Champion supported by Corporate Policy Adviser	Effective identification of equality and diversity issues in all workstream briefs	July 2012	December 2013
	Identification of key themes for in depth work	Common themes identified from monthly team audits and national research. Areas for in depth work agreed by CSMT e.g. Show Racism the Red Card; Domestic Violence; children with disabilities, child poverty, homophobia, Violence Against Women and Girls, School exclusion	CSMT	As above	December 2012	December 2013
	Recognition of good practice through Awards	Share existing examples of good practice across the Directorate Identify good practice in Children's Services Work with the Corporate Policy Adviser on readiness criteria for submission	HOS/Corporate Policy Adviser/ Equality & Diversity Champion	KD 1 & 2	September 2012	December 2013
7	Commentary/feedback on equality and diversity implications in Children's Trust and LSCB reports	Analysis and feedback to report authors identified good practice and areas for development to ensure that all reports reflect best practice and the voice of children, young people and their families.	Head of Partnerships Performance and WFD and LSCB Business Development Manager supported by Corporate Policy Adviser and identified report authors	N/A	September 2012	December 2013
2	Monitor the Council's Progress in the achievement of its stated Equality Objectives	Checking progress on Council equality targets in relation to child poverty, attainment, housing, transport employment, skills, health & community safety	Equality & Diversity Champion/Head of Partnerships Performance and WFD and Corporate Policy Adviser	All	September 2012	December 2013

Meeting: Executive
Date: 21 August 2012
Subject: Draft Council Tax Support Scheme
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

Summary: The purpose of the report is to provide Executive with an overview of the Government's proposals to localise Council Tax Benefit (CTB), through the introduction of the Local Council Tax Support Scheme from 1 April 2013.

The report also sets out the key principles of the Central Bedfordshire local scheme which will be consulted upon.

Advising Officer: Charles Warboys, Chief Financial Officer
Contact Officer: Gary Muskett, Head of Revenues & Benefits
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:

By protecting vulnerable and elderly people as well as providing incentives to work, the proposed Council Tax Support (CTS) scheme should be designed to support the Council's Medium Term Plan priorities of :

- Promoting health and wellbeing and protecting the vulnerable.
- Improved educational attainment.

Financial:

1. Provisional Government funding to local authorities for Council Tax Support (CTS) schemes is based on 10% of the forecast Council Tax Benefit (CTB) expenditure for 2012/13. There are indications this is a low estimate and the real figure could be as high as 14%. The funding will be an up-front allocation for all billing and major precepting authorities, and will not be ring-fenced. The Council will not receive confirmation of the grant receivable until late November or early December 2012, as part of the 2013/14 Formula Grant consultation.

2. The gross CTB expenditure within Central Bedfordshire is presently £16.8m and the Department for Communities and Local Government (DCLG) proposed funding will leave a shortfall of about £2.5m for the Council to deliver a CTS scheme.
3. The proposed reduction in funding represents a significant financial risk, as it will not include any provision to manage increased take up which is likely to happen due to the number of new properties being built within Central Bedfordshire during the short and medium term. The current CTB is the most under-claimed of all benefits, which again indicates that there is considerable scope for an increase in take up under the new CTS scheme.
4. There will be an increase in the administration costs to the Council for administering the new scheme and it is not clear whether this will be fully funded by DCLG. The Council has received an initial grant for implementation costs but details of the administration grant have not been provided.
5. The Council will have to design a new Council Tax Support scheme that achieves a balance between delivering the expenditure reductions required and managing any adverse financial consequences on other Council budgets, for example homelessness and, not least, the effect on Council Tax collection rates and the estimated increased cost of collection. The Council also needs to be mindful of the impact of its scheme on local residents.

Legal:

6. The current Council Tax Benefit system will be abolished on 31 March 2013 under Section 33 of the Welfare Reform Act 2012, which received Royal Assent on 8 March 2012.
Another bill currently progressing through Parliament is the Local Government Finance (the Bill) and this contains proposals for the replacement of CTB with local "Council Tax Support schemes" designed by individual local authorities. The Bill prescribes certain steps in the design of the local scheme, such as consultation and publication, and enables the Secretary of State to introduce both Regulations and Guidance relating to the local schemes.
The Government has stated its intent that vulnerable people and pensioners will be protected and will not lose or gain relative to the current CTB scheme.
7. The Government are requiring local authorities to have a CTS scheme adopted by 31 January 2013 and be implemented from 1 April 2013. Any authorities that have not adopted a scheme in these timescales will have a default scheme imposed by DCLG.

Risk Management:

8. The transfer from Council Tax Benefit to localised Council Tax Support means the impact of increased demand and cost will be a risk for all major preceptors.
9. The Council and its precepting partners will need to monitor closely local social and economic changes and ensure there is a contingency for possible future shortfalls in funding. This may mean that the scheme designed needs to allow for these risks by providing for savings in excess of the currently known reduction in funding.

Staffing (including Trades Unions):

10. In the short term, the introduction of a local CTS scheme is likely to lead to a significant increase in the number of customers who contact the Council. These contacts will need to be managed by the Revenues and Benefits teams and Customer Services.

Equalities/Human Rights:

11. Public authorities have a statutory duty to advance 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. The impact of the new localised scheme will need careful consideration throughout the design and implementation of the new scheme.
12. A thorough consultation and engagement process is planned to support this. A full Equalities Impact Assessment is being prepared to identify the potential impact on different groups and to support the decision on the proposed scheme. This will be refined following feedback from the formal consultation process and be used to inform the decision on the final scheme.

Public Health:

13. Not Applicable.

Community Safety:

14. Not Applicable.

Sustainability:

15. Not Applicable.

Procurement:

16. Not Applicable.

Overview and Scrutiny:

17. The Corporate Resources Overview and Scrutiny Committee will consider this matter on 11 September 2012.

RECOMMENDATIONS:

The Executive is asked to:

1. **endorse the draft Central Bedfordshire Council Tax Support scheme for the purposes of consultation. The draft Council Tax Support Scheme is set out in Appendix D;**
2. **approve the communications and consultation plan as set out in paragraphs 33 to 36; and**

3. note that the draft scheme is required to undergo consultation with the Fire and Police authorities before wider consultation with the community.

Reason for Recommendations: So that major preceptors and the wider community can be consulted on the draft Council Tax Support scheme.

Executive Summary

18. In November 2010 the Government announced a major overhaul of the current benefits system (the Welfare Reform Bill). Part of this reform included the abolition of Council Tax Benefit (CTB). This will be replaced by local Council Tax Support (CTS) schemes administered by individual billing authorities.
19. The CTS reforms require local authorities to design their own schemes to deliver Council Tax Support. The schemes will be implemented from April 2013 but must be agreed by Full Council by 31 January 2013.
20. As part of the 2010 Spending Review, the Government also announced that from April 2013 it will reduce expenditure on CTB by 10% and this will be provided to local authorities through DCLG grant funding. However, the real figure is likely to be higher because the Government has based its calculations on a notional future measure of expenditure.
21. Under the current national CTB system there is no “cap” on CTB expenditure with the Department for Works and Pensions (DWP) fully reimbursing billing authorities for spending on CTB. Under the new arrangements, DCLG will instead provide local authorities with an unringfenced specific grant that authorities can then use as they see fit to meet the CTS liabilities that their own schemes commit them to.

Background

22. A key requirement of the Coalition Governments budget deficit plans is to replace the nationally funded Council Tax Benefit scheme by schemes operated by local billing authorities. These changes are being introduced in very short timescales with further budget reductions which will make for an extremely challenging couple of years for the Council and its residents.
23. On 17 February 2011, the Government published its Welfare Reform Bill, setting out some of the most significant proposed changes to the welfare system in decades. The Bill aims to replace six working age benefits including Housing Benefit (HB), with the new ‘Universal Credit’ (UC). The Spending Review 2010 assumed that welfare reform changes would generate £11bn savings nationally in addition to those expected from the changes proposed to CTB. In the March 2012 budget the Chancellor announced a further £10bn savings would be required from the welfare budget, though there are no details at present as to how these will be realised.
A key change in the Bill is the Government’s proposal to abolish the national Council Tax Benefit system and replace it with a Local Council Tax Support scheme from 1 April 2013.

24. On 2 August 2011, the Communities and Local Government (CLG) consultation paper 'Localising Support for Council Tax in England' was published, setting out the Government's policy objectives with regards to these changes. It provided some guidance and detail of the framework, funding and design for local schemes.
25. On 19 December 2011, the Government published its Local Government Finance Bill. At the same time, the Government also published responses to views expressed during the consultations on proposals for Localising Support for Council Tax.
26. In May 2012 CLG published a consultation paper on funding arrangements for Localising Support for Council tax arising from reduced taxes as a result of the reduced tax base. The proposed funding distribution to local precepting authorities provides for direct grants to Fire and Police Authorities and grant funding to local authorities and other preceptors via the retained Business rates system.
27. In May 2012 CLG also published a Statement of Intent covering the requirements for preparing a scheme (including consultation), transitional arrangements, prescribed requirements, Council Tax base and risk sharing of financial pressure.

Current Position in relation to Council Tax Benefit

28. CTB is a means tested benefit that is administered by local authorities on behalf of the Department for Work and Pensions (DWP). Claimants in receipt of means tested out-of-work benefits generally receive full assistance; eligible claimants who work or have other income are likely to get partial relief; around 60% of all pensioners are entitled to CTB, although not all who are entitled actually claim. Some key headline statistics are set out below:
 - Current expenditure nationally equates to approximately £4.8 billion.
 - Over 5.8 million people claim CTB, more than any other means tested benefit.
 - Central Bedfordshire has about 17,000 claimants, with estimated net CTB in 2012/13 expected to be circa £16.8m.
 - 48% of claimants in Central Bedfordshire are pensioners.
 - Many people, who are currently entitled to claim CTB, do not actually claim the benefit they are entitled to. DWP research in 2009/10 showed that as many as 3 million people who would be entitled to CTB do not claim for whatever reason. Applying these national statistics proportionately to Central Bedfordshire would produce a significant increase in caseload and therefore cost if these customers were to subsequently claim.
29. The DWP covers the cost of Council Tax benefit by giving the local authority subsidy based on the overall amount awarded.

30. Current arrangements are such that eligibility for Housing and Council Tax benefit are determined at the same time and on the same application forms and are generally subject to the same calculation criteria in respect of income, capital and earnings. Eligibility for those of working age and also those of pension age is determined through a single application process.

The New Framework for Council Tax Support Scheme

31. Financial support for low income Council Tax households will become fully integrated into the Council Tax system, with support being offered as reductions in Council Tax bills rather than a benefit awarded against full Council Tax liability. This means that local decisions about which vulnerable groups should qualify for Council Tax support, including the reduction on income grounds, will need to be taken as part of the Council Tax-setting process.
32. Any new Local Scheme will need to :
- detail the Council Tax reduction available / to be awarded locally;
 - include categories of claimant entitled to a Council Tax reduction and the Council Tax reductions which are to apply to those categories. The Secretary of State will be given powers to specify categories of persons and the reduction they will be entitled to, but the Government intend to only use this power to prescribe support to be provided to pensioners;
 - set out procedures for applicants to follow in making applications; and
 - set out procedures for appealing decisions (it is intended that the Valuation Tribunal is the independent appeal body).

Communication and Consultation Planning

33. Effective community engagement in the development of the new Council Tax Support scheme will support Member decision making. The Council is required to consult major precepting authorities, residents and other stakeholders on the draft Council Tax Support scheme and has developed a plan for consultation.
34. The initial phase of consultation, in advance of the publication of the draft scheme, has been with Officers of Bedfordshire Police and the Bedfordshire Fire and Rescue Service.
35. Following approval of the draft Council Tax Support scheme in August the proposals will be extensively promoted to the local community. The consultation will be available online and in Libraries and Council Offices and it will be open for 12 weeks. The Council will also engage with specific vulnerable groups and existing claimants. We will also seek the views of key partners such as Town and Parish Councils, voluntary sector, representatives of the Equality Forum, Housing Associations as well as the Council's Overview and Scrutiny Committee.
36. The feedback from the consultation will enable the views of different audiences to feed into the development of the final Council Tax Support scheme to be presented to the Executive and Full Council in January 2013.

The Implications of our proposed local scheme

37. Council Tax Benefit currently received by pensioners must not be reduced as a result of the introduction of the new Council Tax support scheme. The Government wants to ensure that low income pensioners, who would struggle to pay Council Tax without additional support, and who the Government does not expect to work to increase their income, will continue to receive the same level of support against their Council Tax bills.

Pensioners within Central Bedfordshire currently receiving Council Tax Benefit will receive the same level of support via our localised Council Tax Support Scheme. Pensioners currently make up 48% of our Council Tax Benefit caseload.

38. The Government's consultation paper highlights that Councils need to protect vulnerable groups, although the Government has not fully specified its intentions in this regard other than to say 'Local authorities already have clearly defined responsibilities in relation to, and awareness of, the most vulnerable groups and individuals other than pensioners in their areas'. This includes, for example, through their responsibilities under:

- The Child Poverty Act 2010.
- The Disabled Persons (Services, Consultation and Representation) Act 1986, and Chronically Sick and Disabled Persons Act 1970.
- The Housing Act 1996, which gives local authorities a duty to prevent homelessness with special regard to vulnerable groups.

The Central Bedfordshire Council local scheme will also take account of the requirements of the Public Sector Equality Duty and proposes to protect existing Council Tax claimants who are lone parents with children under five years of age, disabled persons receiving specific forms of disability income and claimants who are in receipt of carers allowance. Benefit entitlement for these customers will be calculated using the same method of calculation used in the current scheme.

39. The introduction of the new Council Tax Support scheme will require entitlement to support to be shown as a discount on Council Tax bills from April 2013. These discounts will need to be factored into the Tax Base calculation and will result in a lower Tax Base for Council Tax purposes. This will impact on all precepting authorities including Towns and Parishes.
40. The Government intends that the funding for local authorities (excluding local policing bodies) for local Council Tax Support schemes will be within the business rates retention scheme. This will be made clear by including the agreed funding allocations for local authorities as a visible line within baseline funding levels for the first year of the new business rates system. The funding allocated to Central Bedfordshire Council will initially be retained by the Council and through a needs based process, funds will be allocated to those Towns and Parishes most affected by changes to their Tax Base. The money will effectively follow the need.

41. A copy of the proposed Central Bedfordshire Council local Council Tax Support scheme can be found at Appendix D.

Proposed changes to Council Tax Discounts and Exemptions

42. The DCLG published the technical reforms to Council Tax for consultation on 31 October 2011. The consultation sought views on a number of proposed changes to the Council Tax system, including proposals to give billing authorities (BAs) greater discretion over the reliefs from Council Tax available in respect of second homes and empty properties. The consultation also invited views on whether BAs should have the power to levy a Council Tax premium on empty homes.
43. The DCLG has now published the Summary of Responses Report which confirms the Government's intentions to legislate for the following changes.

Second Homes

The Government has confirmed its intention to allow BAs to levy up to the level of full Council Tax on Second homes (in Central Bedfordshire, a discount of 10% is currently granted). At any one time there are in the region of 290 properties receiving this discount. If the 10% discount was removed then potential additional Council Tax revenue would be approximately **£50,000**.

Unfurnished Empty Homes

A six month exemption (Class C) has been available where a property is vacant (unoccupied and substantially unfurnished). The Government has confirmed the intention to abolish this and empower BAs to give discounts of between 0% to 100%. With approximately 9,000 properties receiving this discount during the course of a year, the additional Council Tax revenue if the discount was set at 0% is **£1.7m**.

Empty Homes Premium

The Government has confirmed that the maximum premium to be applied after a property has been empty for two years is 50% of normal Council Tax liability. This means that properties in this category would pay 150% of the full Council Tax. Early estimates indicate that approximately 240 properties would attract the premium creating additional Council Tax revenue of **£240,000**.

Uninhabitable Empty Homes

The Government has confirmed its intention to abolish the current Class A exemption that applies to properties undergoing substantial repairs or adaptations. Currently this can be granted as long as qualifying circumstances prevail for up to a maximum period of 12 months. The proposal is to replace this with a discount (discretionary between 0% and 100%) and the maximum period this can be applied for remains as 12 months. There are approximately 170 properties in this category and potential Council Tax revenue if a 0% discount was applied is **£120,000**.

Repossessions

Repossessed properties are currently exempt from Council Tax liability. The Government is proposing that mortgagees who are in possession of an empty dwelling should be liable for the Council Tax charge. If this exemption class is abolished Council Tax will be payable by mortgagees. At any one time there are approximately 150 properties in this category and additional Council Tax revenue if this exemption is abolished would be **£50,000**.

44. It is estimated that these changes would result in additional revenue totalling £2.1m per annum with Central Bedfordshire Council's share of this being approximately £1.7m with the difference being shared between the other preceptors.
45. The estimate of additional revenue will need to be revised down to take account of non collection and avoidance by residents and landlords who have previously not had to pay Council Tax on empty properties. This could reduce the Central Bedfordshire Council share of the additional revenue to approximately £1.6m.
46. Whilst all indications are that Government will legislate for these changes to Council Tax Discounts and Exemptions, it must be noted that the estimated additional Council Tax revenue is dependent on the legislation being passed. The Council will therefore consider separately the policy to be adopted on the level of discounts to be awarded once the Governments' intentions are captured within regulations.
47. If the Government does legislate for the changes to Discounts and Exemptions and the Council decides to take advantage of the new discretions, there will be a positive impact on the Tax base.

Conclusion and Next Steps

48. As well as having to create a local scheme that is suitable for Central Bedfordshire, the Council will also have to work within a budget that has been reduced by at least 10%. Early estimates suggest this represents at least £2.5m, but this gap will increase if the number of people claiming benefit goes up, which already appears to be the trend.
49. Subject to the Executive agreeing the draft scheme, a consultation process will commence as set out in paragraphs 33 to 36 above.

Appendices:

- Appendix A – General information about the Central Bedfordshire Council CTS scheme
- Appendix B – Key principles of the Central Bedfordshire Council CTS scheme
- Appendix C – Premiums & Allowances used in the Central Bedfordshire Council CTS
- Appendix D – Draft Central Bedfordshire Council CTS scheme
- Appendix E – Proposed changes to Council Tax Discounts and Exemptions

Background Papers: (open to public inspection)

1. Welfare Reform Bill (February 2011)
2. Localising Support for Council Tax in England (Government Consultation paper: August 2011)
3. Localising Support for Council Tax in England Government's response to the outcome of consultation (December 2011)
4. Localised support for Council Tax – An update on the reform proposals (CMT Report April 2011)

Appendix A – General information

Government proposals

In April 2013 Council Tax Benefit, the current means of helping people on low incomes meet their Council Tax obligation, will be replaced by a new localised support scheme known as Council Tax Support (CTS).

The Government has said that it wishes to protect pensioners in the scheme. For all other recipients, there is a requirement to agree local eligibility criteria.

This means that for working age people, local councils are required to design their own scheme to provide help with Council Tax.

The Government's proposals have three stated objectives:

- creating the right incentives to get more people into work by ensuring that work always pays,
- protecting the most vulnerable people, and
- delivering fairness to those claiming benefit and to the taxpayer.

Under the existing Council Tax Benefit scheme, the Council generally receives 100 per cent from the Government for the amount of Council Tax Benefit it pays out to local claimants. However, under the new system it will be given a specific sum by the Government to make support payments. This sum will be at least ten per cent less than the amount that is currently paid out as Council Tax Benefit.

This also means that any increases in CTS expenditure during the year, such as an increase in the number of claimants claiming support, will need to be funded by the Council in addition to the immediate ten per cent reduction. This is currently anticipated to amount to £2.5 million for 2013/14.

Each local authority must carry out a consultation exercise concerning their draft scheme proposals and must define and publish its local CTS scheme by 31 January 2013. If the scheme is not defined and published by this date, a default scheme will be imposed by the government and the funding reduction will need to be met from other means including for example, increasing Council Tax levels or reducing other service expenditure.

Central Bedfordshire Council local CTS scheme proposals

The Government has stated that pensioner claimants shall be protected from the effects of any changes by a national framework that addresses eligibility and amounts.

In relation to claimants of working age, consideration has been given by Central Bedfordshire Council to continuing the existing national Council Tax Benefit framework within a new local scheme (i.e. making no changes) and

the funding implications that would apply to this, which would require the Council to find savings elsewhere in order to fund the CTS scheme.

Consideration has also been given to reducing any potential funding shortfall that would arise from the changes by reviewing the Council Tax discounts and exemptions that are currently applied to vacant properties within the district including long term empty homes and second homes. However, this alone would not fully achieve the levels of financial savings needed to meet the funding reduction.

Central Bedfordshire Council is undertaking this consultation between the period 22 August and 14 November 2012. This timescale has been determined following receipt of policy statements of intent published by the Department for Communities and Local Government (DCLG) on 17 May 2012 and to permit sufficient time to evaluate responses received and to meet the Council's budget setting timetable.

Central Bedfordshire Council wants to ensure that everyone who is a resident in the district (including organisations and voluntary groups) has an opportunity to have their say about the Council's proposed future replacement for Council Tax Benefit.

Questionnaires can be obtained from the Council locations listed below during normal opening hours. Access to the Council's draft scheme is also available from the locations below and on the Council's website www.centralbedfordshire.gov.uk/consultations :

Priory House Monks Walk Chicksands Shefford Beds SG17 5TQ	Watling House High Street North Dunstable Beds LU6 1LF
The Old Court House Woburn Street Amphill Beds MK45 2HX	73 High Street (Located with Jobcentre Plus) Biggleswade Beds SG18 0JH
Bossard House West Street Leighton Buzzard LU7 1DA	Tithe Farm Road Houghton Regis Beds LU5 5HA

Appendix B – Key principles

Principle 1: Affordability

The Council Tax Support scheme needs to be affordable and sustainable for the Council in the longer term rather than drawing on Council reserves, which can only be used once, or having any impact on frontline Council services.

Principle 2: A fair contribution, those who can pay, should pay

At present, claimants in receipt of income support, income-based jobseeker's allowance or income-related employment and support allowance and other claimants not receiving these but with an income equal to or below the required level for their basic living needs, generally receive 100 per cent Council Tax Benefit (CTB) and therefore pay no Council Tax.

The Council proposes that all working age claimants (unless protected) should pay at least 25 per cent of their Council Tax under the Council Tax Support scheme (CTS).

Principle 3: The scheme should incentivise work

At present, the first £5 of a single claimant's earnings, £10 of a couple's earnings, £25 of a single parent's earnings and £20 in certain circumstances are not counted when calculating their weekly income for the purposes of determining their entitlement to council tax benefit.

The Council proposes to increase this level by an additional £10 a week under its proposed scheme for single claimants, couples and single parents. This would mean that the first £15 of a single claimant's earnings, £20 of a couple's earnings, £35 of a single parent's earnings and £30 of earnings in certain circumstances would not be counted when calculating their entitlement to CTS.

Principle 4: The most vulnerable claimants should be protected (from the minimum contribution)

Claimants will be protected from the 25 per cent minimum contribution if they fall into any of the following categories:

- The claimant must or his partner or dependants must be entitled to one of the following:
 - (i) any of the disability premiums (awarded within the CTS scheme or income support, income-based jobseeker's allowance or income-related employment and support allowance)
 - (ii) disabled earnings disregard
 - (iii) Disabled Persons' Reduction for Council Tax purposes
 - (iv) War Disablement Pension or War Widow's Pension or

- The claimant must be a lone parent with a child under the age of 5 or
- The claimant must be a single person and on Carer's Allowance or
- The claimant must be on Carer's Allowance and where they have a partner, the partner is also on Carer's Allowance

Feature 1: Rate of allowances and premiums to be frozen at 2012/2013 levels

Premiums and personal allowances used to determine basic living needs (Applicable Amount) for a claimant and their family when calculating entitlement to CTS shall be held at the rates applied for 2012/13.

Feature 2: Removal of second adult rebate scheme for working age claimants

The current second adult rebate scheme (whereby claimants whose own income is too high to receive CTB, but have other adults(s) in the household whose income is low, can receive a Council Tax discount of up to 25%) is to be abolished for working age claimants.

Feature 3: Extended payments for working age claimants

The current extended payment scheme (whereby claimants can receive 4 weeks extra Council Tax Benefit when they or their partner start work, including self employment or their hours or earnings from current employment increase) is to be retained with our local CTS scheme.

Feature 4: Income in respect of Children

Currently the amount of income we use for benefit purposes can be lowered depending on what kind of income it is. This means that a claimant can have more money coming in before we begin to reduce the amount of benefit they get. We propose to continue disregarding income from Child Benefit and Child maintenance when we calculate a claimant's income.

Feature 5: Everyone in the household should contribute

At present, a deduction is generally made from potential weekly council tax benefit entitlement in respect of other adults aged 18 or over living in the claimant's home. These are referred to as non-dependants. **A non-dependant is a person who is living with the claimant but who is not dependent upon them, and not living in their home on a commercial basis, (i.e. as a joint tenant or sub tenant).** Non-dependants include an adult son or daughter, a mother or father, friend etc of the claimant.

These people are assumed to be giving the claimant some money towards their Council Tax regardless of whether or not they are actually doing so. This assumed contribution is based upon the non-dependant's circumstances.

The current deduction rates applied to Council Tax Benefit in 2012/13 and the proposed rates for the Council's local CTS scheme are shown in Appendix C.

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Appendix C

Premiums and allowances

At present, premiums and allowances are used to determine a working age claimant's basic living needs (Applicable Amount) for the purposes of the means test calculation performed. Under CTB these are prescribed by statute and the amounts concerned are currently increased annually.

Our proposal is to continue to apply the existing premiums and allowances used for the national Council Tax Benefit scheme with the relevant amounts retained at the 2012/13 levels and not subject to annual increases. Current premiums and allowances applied for 2012/13 are set out below:

Allowances and Premiums used to determine basic living needs	Weekly Amount in £
Single claimant aged 18 or over but less than 25	56.25
Single claimant aged 25 or over	71.00
Single claimant of any age and entitled to main phase employment support allowance	71.00
Single parent	71.00
Couple	111.45
Amount for a child from their date of birth to the day before the first Monday in September following their 16th birthday	64.99
Amount for a young person from the first Monday in September following their 16th birthday to the day before their 20th birthday	64.99
In the case of a polygamous marriage where none of the members of the marriage have reached the age of 60 and for the claimant and other party to the marriage	111.45
In the case of a polygamous marriage where none of the members of the marriage have reached the age of 60, for each additional spouse who is a member of the same household as the claimant	40.45
Family premium	17.40
Family premium (single parent rate)	22.20
Disability premium - single	30.35
Disability premium - couple	43.25

Enhanced disability premium - single	14.80
Enhanced disability premium - disabled child rate	22.89
Enhanced disability premium - couple	21.30
Severe disability premium - single	58.20
Severe disability premium - couple (lower rate)	58.20
Severe disability premium - couple (higher rate)	116.40
Disabled child premium	56.63
Carer premium	32.60
Components employment support allowance (income related) and contributory.	
Work-related activity component	28.15
Support component	34.05

Non dependant deductions

Currently a deduction is not made from CTB if the:

- The claimant or partner are registered blind or treated as blind
- The claimant or partner are receiving the care component of a disability living allowance, attendance allowance or the daily living component of a Personal Independence Payment
- The non-dependant is receiving state pension credit, income support, income-based job seekers allowance or income-related employment and support allowance
- The non-dependant is a disregarded person for Council Tax purposes i.e. is severely mentally impaired
- The non-dependant is a full-time student, apprentice or on Youth Training
- The non-dependant has been a hospital patient for 52 weeks or more
- The non-dependant is under 18 years of age

The same rules will apply for the proposed Council Tax Support scheme.

The rates of non-dependant deduction for Council Tax Benefit and proposed Council Tax Support are shown in the table below.

Description of Non-Dependant	Amount of Weekly Deduction in 2012/13 (£)	Proposed Weekly CTS Scheme Deduction (£)
Adult in receipt of state pension credit	Nil	Nil
Adult in receipt of income support, income-based jobseeker's allowance or income-related employment and support allowance	Nil	Nil
Adult in receipt of jobseeker's Allowance (Contribution Based) or employment and Support Allowance (Contribution Based)	3.30	5.00
Gross income of adult (working not less than 16 hours per week) is less than £183	3.30	5.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £183 but less than £316	6.55	10.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £316 but less than £394	8.25	12.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £394	9.90	15.00
Adult working less than 16 hours per week	3.30	5.00
Any other adult not included in the above descriptions	3.30	5.00

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CENTRAL BEDFORDSHIRE COUNCIL

PROPOSED LOCAL COUNCIL TAX SUPPORT SCHEME

Published: 21st August 2012

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Glossary of Terms

Applicable Amount

Means the combination of allowances and premiums used to determine a claimant's basic living needs and against which their income is compared for the purposes of the means test performed.

Council Tax Liability

Means the amount set by the Council as the Council Tax charge for the relevant financial year less any discounts i.e. the 25% single occupancy discount

CTS

Means Council Tax Support – the proposed local means tested scheme for providing assistance with Council Tax, which replaces Council Tax Benefit from 1 April 2013.

CTB

Means Council Tax Benefit, (i.e. the existing national scheme which operates until 31 March 2013).

CTB Regulations

Means the existing Council Tax Benefit Regulations 2006 – which will be abolished from the 1 April 2013

Default Scheme Regulations

Means the Draft Council Tax Reduction Schemes (Default Scheme) Regulations. These can be found at:

<http://www.communities.gov.uk/publications/localgovernment/draftdefaultscemeregs>

These regulations are currently going through the parliamentary process before they become law.

Excess Income

Means the amount by which a claimant's weekly income exceeds their applicable amount.

Maximum Council Tax reduction amount

Means the Council Tax liability net of other Council Tax Discounts and non-dependant deductions.

Non Dependant

A non-dependant is a person who is residing with the claimant but who is not dependent upon them, and not residing in their home on a commercial basis, (i.e. as a joint tenant or sub tenant). Non-dependants generally include an adult son or daughter, a mother or father, friend, etc of the claimant.

Prescribed Regulations

Means the Draft Council Tax Reduction Schemes (Prescribed Requirements) Regulations. These contain the elements of the scheme that the Council are required by Central Government to include in our local scheme, and these can be found at:

<http://www.communities.gov.uk/publications/localgovernment/draftprescribedreqsregs>

These regulations are currently going through the parliamentary process before they become law.

Any requirements within the Prescribed Regulations applies to both Pensioners and Working Age where stated.

1.0 Introduction

In April 2013, Council Tax Benefit, the current means of helping people on low incomes meet their Council Tax obligations, will be replaced by a new localised support scheme defined by each Council.

The Government has stated that pensioners will be protected from the effects of the local schemes by a national framework of rules and eligibility. Working age claimants not being the subject of national rules and eligibility shall however be subject to the provisions of the locally defined scheme and not a national framework.

This document sets out:

- (i) The proposed Local Scheme for working age and
- (ii) The national scheme for pension age

The Council's proposed Local Scheme should be read in conjunction with the consultation questionnaire seeking comments and views on the proposed arrangements.

The proposals may be subject to change for example in response to findings from the consultation process and any statutory provisions made that take precedence over the scheme proposals.

However, the final scheme shall be subject to approval by the Council no later than 31st January 2013.

The Council is required to publish details of its proposed draft scheme and some of the contents of this document are by its very nature, technical in detail. However, we will be providing examples of how the proposals may affect entitlement in comparison to the existing Council Tax Benefit scheme on our web page at www.centralbedfordshire.gov.uk/consultations as well as responses to frequently asked questions.

1.1 Discretionary Reduction

In addition to the schemes for pensioners and working age the Council is able to reduce Council Tax Liability under its discretionary powers contained within section 13A(1)(c) of the Local Government Finance Act 1992.

A Council Tax payer should make an application in writing or electronically to the Council.

1.2 Classes

The rules of the Council Tax Support scheme divide the persons who can claim support into various classes. The classes or groups are set by Central Government for pensioners and the classes or groups for working age applicants are set by the Council. The classes are explained in detail in this document.

2.0 The Prescribed Regulations

The government's Prescribed Regulations will ensure that local Council Tax Support (CTS) schemes operated by Local Authorities contain any requirements prescribed by the Secretary of State, which are in the Prescribed Regulations. Currently, the following requirements are to be prescribed by the Secretary of State and will therefore apply to the Council's local CTS scheme and affect both working age and non-working age claims alike.

2.1 Persons from Abroad

The government intends to apply the same restrictions as exist under the Council Tax Benefit (CTB) Regulations to exclude foreign nationals with limited immigration status and non-economically active EEA individuals who are not exercising EU treaty rights from receiving CTS. The Prescribed Regulations relating to immigration status will mean that individuals subject to immigration control under Section 115 of the Immigration and Asylum Act 1999 and non-economically active EEA nationals who fall into various categories to be set out in Prescribed Regulations, will not benefit from CTS. This will replicate the current provisions in the CTB Regulations.

2.2 Refugees

Those persons that have recognised refugee status humanitarian protection, discretionary leave or exceptional leave to remain in the country outside of the immigration rules and who are exempt from the habitual residence test will be entitled to apply for Council Tax Support as long as their status has not been revoked.

2.3 Permitting a person to act for another person

Current arrangements for a person to act on behalf of another will continue. For example, where a person has been granted a power of attorney for a Council Tax Payer.

The proposed Local Scheme for Working Age Local CTS Scheme

3.0 Overview of scheme

The amount of support will be based upon individual circumstances and changes of circumstances will also be taken into account.

There will be six classes for each of which there will be a number of qualifying criteria. The class will determine the level of CTS that can be awarded.

A claimant is treated as a pensioner if they meet the conditions as stated in Part 1 and Part 2 of Prescribed Regulations and therefore do not fall within the Local CTS Scheme. They fall within the national scheme for Pension age, which is detailed at section 16 of this document.

In all cases claimants must not be of a prescribed class exempt from support, such as a person from abroad with limited leave to remain. Part 2 of Prescribed Regulations exclude such claimants.

There is a capital limit of £16,000 in order to qualify for CTS.

In the case of classes E, G and I below, the amount of a claimant's maximum Council Tax reduction amount shall be **75 per cent** of the amount A / B where:

- A is the amount set by the Council as the Council Tax for the relevant financial year in which they are a resident and for which they are liable, subject to any discount which may be appropriate and
- B is the number of days in that financial year,

Less any deductions in respect of non-dependants.

In the case of classes D, F and H below, which are **Protected Groups** the amount of a claimant's maximum Council Tax reduction amount shall be **100 per cent** of the amount A / B where:

- A is the amount set by the Council as the Council Tax for the relevant financial year in which they are a resident and for which they are liable, subject to any discount which may be appropriate and
- B is the number of days in that financial year,

Less any deductions in respect of non-dependants.

The protected groups are where the claimant must (or his partner or dependants must) be entitled to one of the following:

- (i) any of the disability premiums (awarded within the CTS scheme or income support, income- based jobseeker's allowance or income-related employment and support allowance)
- (ii) disabled earnings disregard
- (iii) Disabled Persons' Reduction for Council Tax purposes
- (iv) War Disablement Pension or War Widow's Pension or
- (v) be a lone parent with a child under the age of 5 or
- (vi) be a single person and on Carer's Allowance or
- (vii) be on Carer's Allowance and where they have a partner, the partner is also on Carer's Allowance.

4.0 Classes of persons entitled to Council Tax Support

4.1 Class D

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- be a person who is on Income Support, on an income-based jobseeker's allowance or on an income-related employment and support allowance
- or his partner or dependants must be entitled to one of the following:
 - (i) any of the disability premiums (awarded within the CTS scheme or income support, income- based jobseeker's allowance or income-related employment and support allowance)
 - (ii) disabled earnings disregard
 - (iii) Disabled Persons' Reduction for Council Tax purposes
 - (iv) War Disablement Pension or War Widow's Pension or
- be a lone parent with a child under the age of 5 or
- be a single person and on Carer's Allowance or
- be on Carer's Allowance and where they have a partner, the partner is also on Carer's Allowance
- have applied for the scheme

4.2 Class E

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- be a person who is on Income Support, on an income-based jobseeker's allowance or on an income-related employment and support allowance
- have applied for the scheme

4.3 Class F

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- not have capital savings above £16,000
- have income equal to or less than their applicable amount
- or his partner or dependants must be entitled to one of the following:
 - (i) any of the disability premiums (awarded within the CTS scheme or income support, income-based jobseeker's allowance or income-related employment and support allowance)
 - (ii) disabled earnings disregard
 - (iii) Disabled Persons' Reduction for Council Tax purposes
 - (iv) War Disablement Pension or War Widow's Pension or
- be a lone parent with a child under the age of 5 or
- be a single person and on Carer's Allowance or
- be on Carer's Allowance and where they have a partner, the partner is also on Carer's Allowance
- have applied for the scheme

4.4 Class G

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- not have capital savings above £16,000
- have income equal to or less than their applicable amount
- have applied for the scheme

4.5 Class H

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- not have capital savings above £16,000
- have income greater than their applicable amount
- or his partner or dependants must be entitled to one of the following:
 - (i) any of the disability premiums (awarded within the CTS scheme or income support, income- based jobseeker's allowance or income-related employment and support allowance)
 - (ii) disabled earnings disregard
 - (iii) Disabled Persons' Reduction for Council Tax purposes
 - (iv) War Disablement Pension or War Widow's Pension or
- be a lone parent with a child under the age of 5 or
- be a single person and on Carer's Allowance or
- be on Carer's Allowance and where they have a partner, the partner is also on Carer's Allowance
- have applied for the scheme
- be somebody in respect of whom amount A exceeds amount B, where

- (i) amount A is the maximum Council Tax Reduction Amount; and
- (ii) amount B is a prescribed percentage (20%) of the difference between their income and the applicable amount

4.6 Class I

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- not have capital savings above £16,000
- have income greater than their applicable amount
- have applied for the scheme
- be somebody in respect of whom amount A exceeds amount B, where
 - (i) amount A is the maximum Council Tax Reduction Amount; and
 - (ii) amount B is a prescribed percentage (20%) of the difference between their income and the applicable amount

5.0 Calculation of Council Tax Support by class:

5.1 Class D

If a claimant matches the criteria in Class D, that person qualifies for CTS entitlement equivalent to 100% of their Council Tax Liability less any non-dependant deductions if applicable.

This person is in a Protected Group.

5.2 Class E

If a claimant matches the criteria in Class E, that person qualifies for CTS entitlement equivalent to 75% of their Council Tax Liability less any non-dependant deductions if applicable.

This person is not in a Protected Group.

5.3 Class F

If a claimant matches the criteria in Class F, that person qualifies for CTS entitlement equivalent to 100% of their Council Tax Liability less any non-dependant deductions if applicable.

This person is in a Protected Group.

5.4 Class G

If a claimant matches the criteria in Class G, that person qualifies for CTS entitlement equivalent to 75% of their Council Tax Liability less any non-dependant deductions applicable.

This person is not in a Protected Group.

5.5 Class H

If a claimant matches the criteria in Class H, that person's entitlement will be calculated on 100% of their Council Tax Liability less any non-dependant deductions applicable, to arrive at the Maximum Council Tax Reduction Amount.

20% of the difference between their income and their Applicable Amount will then be deducted from their Maximum Council Tax Reduction Amount.

This person is in a Protected Group.

5.6 Class I

If a claimant matches the criteria in Class I, that person's entitlement will be calculated on 75% of their Council Tax Liability less any non-dependant deductions applicable, to arrive at the Maximum Council Tax Reduction Amount.

20% of the difference between their income and their Applicable Amount will then be deducted from their Maximum Council Tax Reduction Amount.

This person is not in a Protected Group.

5.7 Non-dependent deductions

A Non-Dependant is a person who normally resides with a claimant but is not a member of his household, such as a grown-up child, as defined in Part 2 of the Default Scheme Regulations.

Any such deduction will be deducted from the Council Tax liability to arrive at the Maximum Council Tax Reduction Amount.

A non-dependant deduction is normally based on the income of the non-dependant, on the basis they would be expected to contribute to Council Tax. However if any of the following is applicable there will be no non-dependant deduction:

- The claimant or partner are registered blind or treated as blind
- The claimant or partner are receiving the care component of a disability living allowance, attendance allowance or the daily living component of a Personal Independence Payment

- The non-dependant is receiving state pension credit, income support, income-based job seekers allowance or income-related employment and support allowance
- The non-dependant is a disregarded person for Council Tax purposes i.e. is severely mentally impaired
- The non-dependant is a full-time student, apprentice or on Youth Training
- The non-dependant has been a hospital patient for 52 weeks or more
- The non-dependant is under 18 years of age

The table below sets out the current and proposed weekly amounts of deductions to be applied to the proposed local CTS scheme.

Description of Non-Dependant	Amount of Weekly Deduction in 2012/13 (£)	Proposed Weekly CTS Scheme Deduction (£)
Adult in receipt of state pension credit	Nil	Nil
Adult in receipt of income support, income-based jobseeker's allowance or income-related employment and support allowance	Nil	Nil
Adult in receipt of jobseeker's Allowance (Contribution Based) or employment and Support Allowance (Contribution Based)	3.30	5.00
Gross income of adult (working not less than 16 hours per week) is less than £183	3.30	5.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £183 but less than £316	6.55	10.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £316 but less than £394	8.25	12.00
Gross income of adult (working not less than 16 hours per week) is greater than or equal to £394	9.90	15.00
Adult working less than 16 hours per week	3.30	5.00
Any other adult not included in the above descriptions	3.30	5.00

5.8 Determination of class and award

Determination of the class a claimant is put into and the reduction they will receive will be determined in two ways:

1. In respect of Class D and Class E, by virtue of entitlement to the specified income related benefits and
2. In respect of Class F, Class G, Class H and Class I through means testing

5.9 Means-test for Classes F, G, H and I

The means-test will be based upon a comparison of income and a deemed living allowance (known as the Applicable Amount) and is detailed in the Default Scheme Regulations; with the exception of the amounts attributable to each. This is explained in greater detail below.

5.10 Applicable Amount

The claimant's Applicable Amount is made up of four elements. These are:

1. A personal allowance in respect of the claimant and partner if applicable,
2. An amount in respect of any child or young person who is a member of their family,
3. A family premium element (where the claimant is part of a family of which at least one member is a child or young person), and
4. Any premium amount that is applicable to the claimant

The financial amounts attributable to the above are as follows:

Allowances and Premiums used to determine basic living needs	Weekly Amount in £
Single claimant aged 18 or over but less than 25	56.25
Single claimant aged 25 or over	71.00
Single claimant of any age and entitled to main phase employment support allowance	71.00
Single parent	71.00
Couple	111.45
Amount for a child from their date of birth to the day before the first Monday in September following their 16th birthday	64.99
Amount for a young person from the first Monday in September following their 16th birthday to the day before their 20th birthday	64.99
In the case of a polygamous marriage where none of the members	111.45

of the marriage have reached the age of 60 and for the claimant and other party to the marriage	
In the case of a polygamous marriage where none of the members of the marriage have reached the age of 60, for each additional spouse who is a member of the same household as the claimant	40.45
Family premium	17.40
Family premium (single parent rate)	22.20
Disability premium - single	30.35
Disability premium - couple	43.25
Enhanced disability premium - single	14.80
Enhanced disability premium - disabled child rate	22.89
Enhanced disability premium - couple	21.30
Severe disability premium - single	58.20
Severe disability premium - couple (lower rate)	58.20
Severe disability premium - couple (higher rate)	116.40
Disabled child premium	56.63
Carer premium	32.60
Components employment support allowance (income related) and contributory.	
Work-related activity component	28.15
Support component	34.05

5.11 Calculation of Income and Capital

Income and capital will be calculated for a claimant in accordance with the provisions detailed in Part 10 of the Default Scheme Regulations, with the exception of the treatment of an award of Universal Credit.

Any amount of Universal Credit will be taken into account as income less any amount for housing costs, included in it.

Any income or capital to be disregarded in full or part is detailed in Schedule 7, 8 and 10 of the Default Scheme Regulations.

The Council proposes to replicate existing local arrangements whereby the full amount of any weekly war widow's pension, war widower's or war disablement pension are disregarded in full.

5.12 Enhanced Earnings disregard – incentivise work

The amount of earnings to be disregarded are detailed in Schedule 7 of the Default Scheme Regulations. These specify the amounts and replicate provisions within CTB. The Council proposes to increase all of the standard earnings disregards by £10 per week in order to help incentivise work.

The amount of the additional earnings disregard for those working 16 hours per week or more or 30 hours per week or more will remain unchanged.

5.13 Students

Students will be dealt with in accordance with Part 11 of the Default Scheme Regulations. These replicate the existing CTB Regulations.

Some full time students and students who are persons from abroad will be excluded from entitlement to CTS. These groups are defined in Part 11 of the Default Scheme Regulations.

5.14 Notional capital

Claimants may be treated as possessing capital of which they have deprived themselves for the purposes of securing CTS. This notional capital (which the claimant is treated as possessing) will be reduced over time to reflect payment of additional Council Tax liabilities incurred.

5.15 Tariff income

Capital up to £6,000 is not counted. Capital over £6,000 up to £16,000 will be taken into account at £1.00 for each £250 (or part of). This is known as tariff income.

5.16 Summary of calculation of Council Tax Support

Once the total income amount has been calculated, it will be compared with the Applicable Amount, to determine what class the claimant falls into.

Once the class has been identified this will dictate how entitlement to CTS is calculated as detailed above.

6.0 Extended payments

There will be provision for extended payments. This is detailed in Part 12 of the Default Scheme Regulations.

This replicates current provisions set out within the existing CTB regulations.

There will be extended payments for 2 groups of claimants as follows:

6.1 Income Related Benefits

A claimant (or their partner) in receipt of income support, income-related employment and support allowance or income-based jobseeker's allowance, who ceases to receive that benefit because they have returned to work, increased their earnings or increased their hours (and where that improvement in their situation is expected to last five weeks or more and for the period 26 weeks previously received income support, income-related employment and support allowance or jobseeker's allowance), will continue to receive CTS as if they were still in receipt of these benefits for four weeks.

6.2 Qualifying Contributory Benefits

A claimant (or their partner) in receipt of contribution based employment and support allowance, Incapacity Benefit or Severe Disablement Allowance, who ceases to receive that benefit because they have returned to work, increased their earnings or increased their hours (and where that improvement in their situation is expected to last five weeks or more and for the period 26 weeks previously received contribution-based employment and support allowance, Incapacity Benefit or Severe Disablement Allowance), will continue to receive CTS as if they were still in receipt of these benefits for four weeks.

7.0 Applications

Applications for CTS must be on a properly completed approved form. Under the proposed scheme, an application will be required for all new claims from the 1st April 2013. If you are liable to pay Council tax, you will be able to claim via a paper form.

The date of the original application will apply where claimants need to amend a properly completed application. The Council may accept amendments over the phone however there may be cases where the claimant has to confirm details in writing.

The Council will accept withdrawal of applications (where it has not yet made a decision). This will have effect on the same day any notice of withdrawal is received by the Council.

8.0 Date on which entitlement begins

The date on which entitlement to CTS begins is detailed in Part 14 of the Default Scheme Regulations.

It will begin on the first day of the first week after the application is made or treated as made.

Claims can be back-dated for a period of up to six months, provided the claimant is able to show continuous good cause for failing to make an application.

A claimant may apply for CTS up to 13 weeks prior to an event that would entitle them to CTS.

A claimant may apply for CTS up to 8 weeks prior to becoming liable for Council Tax at their home.

9.0 Decisions and appeals

The Council will notify the claimant in writing of its decision within 14 days from the date that all relevant information and evidence relating to the application has been received by the Council or as soon as reasonably practicable thereafter. The notice will include information on how to appeal or how to request further information about the decision.

Schedule 7, Part 2 of the Prescribed Regulations sets out the procedure by which a claimant may make an appeal.

10.0 Changes of circumstance

The date on which a change of circumstance takes effect is detailed in Schedule 8, Part 2 of the Prescribed Regulations.

Generally they take effect from the Monday following the date of change.

Where the change of circumstance is a change in the amount of Council Tax, it will take effect from the day of the change.

11.0 Suspension and Termination of Council Tax Support

The Council may suspend CTS if any of the following situations apply:

- There is a doubt concerning whether the entitlement conditions for CTS are met
- There may be a recoverable excess of CTS
- The claimant or another person acting on their behalf has failed to provide information or evidence required for changing a decision concerning CTS

Where CTS has been suspended for failure to provide information or evidence and the claimant does not respond within one month or such longer period as may be considered reasonable in the circumstances, entitlement may be terminated.

These provisions are intended to replicate those in the existing CTB Regulations.

12.0 Time and manner of granting Council Tax Support

Where the claimant is entitled to CTS the Council will reduce the Council Tax liability or make a payment where the claimant has discharged their liability.

A reduction or a payment will be made within 14 days of receipt of the application or, if that is not reasonably practicable, as soon as practicable thereafter.

13.0 Annual changes to Council Tax Support Scheme

The Local Government Finance Bill is anticipated to stipulate that a Council, each financial year should either review the existing scheme or replace it with another scheme.

14.0 Existing Council Tax Benefit claimants

A claimant who is in receipt of CTB immediately before 1st April 2013 is to be treated as having made an application for the CTS Scheme.

Where a claimant has, prior to 1st April 2013, made an application for Council Tax Benefit which has not been determined by 1st April 2013, that claimant is to be treated as having made an application for the CTS Scheme.

15.0 Fraud

The Council is required to take reasonable steps to ascertain whether a claimant is entitled to any Council Tax discount: This includes CTS.

The Fraud Act 2006 and the Theft Act can be used to prosecute offenders.

The Government have stated they intend to provide further legislation (to replicate that which currently exists in CTB) under which claimants can be prosecuted for offences such as knowingly providing false information on a claim form.

National Scheme for Pension Age

16.0 Overview of scheme

The Government has stated that pensioners will be protected from the effects of the Local Scheme by a national framework of rules and eligibility. These are detailed in the Prescribed Regulations.

A claimant is treated as a pensioner if they meet the conditions as stated in Part 1 and Part 2 of Prescribed Regulations, i.e. have attained the qualifying age for state pension credit.

The amount of support will be based upon individual circumstances and changes of circumstances will also be taken into account.

There will be three classes for each of which there will be a number of qualifying criteria.

In all cases claimants must not be of a prescribed class exempt from support, such as a person from abroad with limited leave to remain. Part 2 of Prescribed Regulations exclude such claimants.

17.0 Classes of persons entitled to a reduction under the Prescribed Scheme

Class A

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- not have capital savings above £16,000 (unless in receipt of guarantee credit)
- have income equal to or less than their applicable amount (as defined in Prescribed Regulations) or be in receipt of guarantee credit
- have applied for the scheme

Class B

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- be somebody in respect of whom a Maximum Council Tax reduction Amount can be calculated,
- not have capital savings above £16,000

- have income greater than their applicable amount (as defined in Prescribed Regulations)
- have applied for the scheme
- be somebody in respect of whom amount A exceeds amount B, where (i) amount A is the Maximum Council Tax Reduction Amount; and (ii) amount B is a prescribed percentage (20%) of the difference between their income and the applicable amount (both as defined in Prescribed Regulations).

Class C

The claimant must:

- be liable to pay Council Tax in respect of a dwelling in which they are resident
- not be entitled to a Single Person Discount
- be somebody in respect of whom a Maximum Council Tax Reduction Amount can be calculated
- have applied for a scheme
- be somebody who has at least one second adult living with them who is not their partner, not somebody who pays rent, not liable for Council Tax and who is on a prescribed low income and / or prescribed benefit, as set out in Prescribed Regulations

This is referred to as Alternative Maximum Council Tax Reduction (currently known as Alternative Maximum Council Tax Benefit).

18.0 Calculation of Council Tax Support by class:

18.1 Class A

If a claimant matches the criteria in Class A, that person qualifies for 100% reduction on their Council Tax Liability less any non-dependant deductions applicable.

18.2 Class B

If a claimant matches the criteria in Class B that person's entitlement will be calculated on 100% of their Council Tax Liability less any non-dependant deductions applicable, to arrive at the Maximum Council Tax Reduction Amount.

20% of the difference between their income and their Applicable Amount will then be deducted from their Maximum Council Tax Reduction Amount.

18.3 Class C

Under the existing national CTB scheme, the Class C reduction is known as Alternative Maximum Council Tax Benefit. This may be awarded in respect of a second adult(s) sharing the household who would normally be expected to

contribute towards the Council Tax bill but who cannot afford to do so based on their low income, as indicated by prescribed low income bands or prescribed working-age benefit indicators.

This will be a reduction of either 25%, 15% or 7.5% of the Council Tax liability, depending upon the income of the second adult(s).

18.4 Non Dependent Deductions

A Non-Dependant is a person who normally resides with a claimant but is not a member of his household, such as a grown-up child. Deductions for such Non-Dependants will be in the Prescribed Regulations.

Any such deduction will be deducted from the Council Tax liability to arrive at the Maximum Council Tax Reduction Amount.

A non-dependant deduction is normally based on the income of the non-dependant, on the basis they would be expected to contribute to Council Tax. However if any of the following is applicable there will be no non-dependant deduction:

- The claimant or partner are registered blind or treated as blind
- The claimant or partner are receiving the care component of a disability living allowance, attendance allowance or the daily living component of a Personal Independence Payment
- The non-dependant is receiving state pension credit, income support, income-based job seekers allowance or income-related employment and support allowance
- The non-dependant is a disregarded person for Council Tax purposes i.e. is severely mentally impaired
- The non-dependant is a full-time student, apprentice or on Youth Training
- The non-dependant has been a hospital patient for 52 weeks or more
- The non-dependant is under 18 years of age

The amount of the non-dependant deduction will be prescribed by Government.

18.5 Determination of Class and Award

Determination of the class a claimant is put into and the reduction they will receive will be determined in two ways:

1. In respect of Class A and Class B, through means testing of the claimant, which will be in accordance with Prescribed Regulations and
2. In respect of Class C, through means testing of the second adult(s)

18.6 Means Test for Class A and Class B

The means test will be defined within Prescribed Regulations and aligned with existing CTB Regulations for those of state pension credit age.

The means test is based upon a comparison of income defined in Prescribed Regulations and an Applicable Amount also defined in Prescribed Regulations. This is explained in greater detail below:

18.7 Applicable Amount

The claimant's applicable amount will be made up of four elements. These will be:

1. A personal allowance in respect of the claimant and partner if applicable,
2. An amount in respect of any child or young person who is a member of their family,
3. A family premium element (where the applicant is part of a family of which at least one member is a child or young person), and
4. Any premium amount set out in regulations that is applicable to the individual.

The amount of the Applicable Amount will be prescribed by Government.

18.8 Calculation of Income and Capital

Income and capital will be calculated for a claimant in accordance with Prescribed Regulations.

Any income or capital to be disregarded in full or part is detailed in Prescribed Regulations.

The Council proposes to replicate existing local arrangements whereby the full amount of any weekly war widow's pension, war widower's or war disablement pension are disregarded in full.

18.9 Notional capital

Claimants may be treated as possessing capital of which they have deprived themselves for the purposes of securing CTS. This notional capital (which the claimant is treated as possessing) will be reduced over time to reflect payment of additional Council Tax liabilities incurred.

18.10 Tariff income on capital

Once an amount of capital is calculated, net of any amounts to be disregarded, this will be treated as if it is income of £1 for every £500 (or part of £500) in excess of £10,000. This amount of tariff income will be added to the initial income calculation to give a total income amount.

19.0 Summary of calculation of Council Tax Support

Once the total income amount has been calculated, it will be compared with the applicable amount, to determine whether the individual falls into Class A (income less than applicable amount) or Class B (income greater than applicable amount).

Claimants in Class C will receive CTS based on the income/status of their second adult(s) as set out in the following table:

Second adult	Council Tax Support
<p>a) The second adult (or all second adults) are in receipt of income support, income-related employment and support allowance, state pension credit or income-based jobseeker's allowance.</p>	<p>a) 25% of Council Tax due in respect of that day</p>
<p>b) Where the gross income or aggregate gross income of any second adult(s) – disregarding any income of persons on income support, income-related employment and support allowance, state pension credit or income-based jobseeker's allowance</p> <p>b)(i) less than £177.00 per week;</p> <p>b)(ii) not less than £177.00 but less than £231.00 per week.</p>	<p>b)(i) 15% of Council Tax due in respect of that day</p> <p>b)(ii) 7.5% of Council Tax due in respect of that day</p>
<p>c) If the dwelling would be wholly occupied by one or more students but for the presence of one or more second adults in receipt of income support, state pension credit, income-related employment and support allowance or income-based jobseekers allowance.</p>	<p>c) 100%</p>

If the claimant is entitled to both Class A and Class C or Class B and Class C they will be awarded the greater of the two.

20.0 Extended payments

The Prescribed Regulations will set out where a claimant can continue to receive CTS, for a prescribed period of 4 weeks whilst they or their partner apply for state pension credit.

The pension-credit eligible age regulations will state that from the point at which the person already in receipt of CTS reaches the eligible age for pension credit they will, for the prescribed extended payment period of four weeks, be entitled to whatever award is greater – the local working age scheme award or the award under the scheme for those of state pension credit age.

20.1 Qualifying contributory benefits

The Prescribed Regulations set out that a claimant not in receipt of state pension credit who or his partner was in receipt of contribution based employment and support allowance, incapacity benefit or severe disablement allowance for at least 26 weeks, who ceases to receive that benefit because they have returned to work, increased their earnings or increased their hours (and where that improvement in their situation is expected to last five weeks or more), will continue to receive CTS as if they were still in receipt of these benefits for four weeks.

21.0 Applications

The Prescribed regulations provide that an application for CTS must be on a properly completed approved form. Under the proposed scheme, an application will be required for all new claims from the 1st April 2013. If you are liable to pay Council tax, you will be able to claim via a paper form.

The Prescribed Regulations will provide that the date of the original application will apply where claimants need to amend a properly completed application. The Council may accept amendments over the phone, however there may be cases where the claimant has to confirm details in writing.

The Council will accept withdrawal of applications (where it has not yet made a decision). This will have effect on the same day any notice of withdrawal is received by the Council.

22.0 Date on which entitlement begins

Entitlement to CTS will begin on the first day of the first week after the application is made or treated as made, unless back-dating is applicable, as set out in the Prescribed Regulations.

Claims can be automatically back-dated for a period of up to 3 months, providing the claimant was of pension credit age at the start of the 3 month period.

In the case of new Council Tax liabilities, if the application is made or treated as made in the same week as the new Council Tax liability, CTS will start from that week.

A claimant may apply for CTS up to 17 weeks prior to an event that would entitle them to CTS.

A claimant may apply for CTS up to 8 weeks prior to becoming liable for Council Tax at their home.

23.0 Decisions and appeals

The Prescribed Regulations require the Council to notify the claimant in writing of its decision within 14 days from the date that all relevant information and evidence relating to the application has been received by the Council or as soon as reasonably practicable thereafter. The notice will include information on how to appeal or how to request further information about the decision.

Schedule 7, Part 2 of the Prescribed Regulations sets out the procedure by which a claimant may make an appeal.

24.0 Changes of circumstance

The date on which a change of circumstance takes effect is detailed in Schedule 1 Part 9 of the Prescribed Regulations.

Generally they take effect from the Monday following the date of change or where it is a change in the amount of Council Tax, it will take effect from the day of the change.

There are specific rules for the treatment of any change of circumstance relating to pension credit.

25.0 Time and manner of granting CTS

Where the claimant is entitled to CTS the Council will reduce the Council Tax liability or make a payment where the claimant has discharged their liability.

A reduction or a payment will be made within 14 days of receipt of the application or, if that is not reasonably practicable, as soon as practicable thereafter.

26.0 Existing Council Tax Benefit claimants

A claimant who is in receipt of CTB immediately before 1st April 2013 is to be treated as having made an application for the CTS Scheme.

Where a claimant has, prior to 1st April 2013, made an application for Council Tax Benefit which has not been determined by 1st April 2013, that claimant is to be treated as having made an application for the CTS Scheme.

27.0 Fraud

The Council is required to take reasonable steps to ascertain whether a person is entitled to any Council Tax discount. This includes Council Tax Support.

The Fraud Act 2006 and the Theft Act can be used to prosecute offenders.

The Government have stated they intend to provide further legislation (to replicate that which currently exists in CTB) under which claimants can be prosecuted for offences such as knowingly providing false information on a claim form.

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Appendix E

Changes to Council Tax Discounts and Exemptions from 1 April 2013

The Government is proposing changes to Council Tax discounts and exemptions.

There are currently 23 classes of Council Tax exemption and the proposed changes will only affect three of these; Class A (unoccupied properties undergoing repair or major structural alteration), Class C (unoccupied and unfurnished) and class L (re-possession by the mortgagee).

The proposals also affect discounts currently granted to properties not used as a main home, allowing the Council greater discretion in the award of discounts and exemptions for these. The Council has reviewed the proposals, taking into account:

- The Council's Housing strategy
- Shortage of housing in Central Bedfordshire
- The need to get empty properties back into use quickly
- The Council's financial position

The table below sets out the Council's proposals for changing discounts and exemptions.

Proposed Measures	Current Regulations	Government Proposal	Council Proposal	Additional CTAX raised
1) Removing the Council Tax discount for properties not occupied as a main home	10% discount	Allow Councils to reduce the discount to nil	To reduce the discount to nil	Circa £50k
2) Removing the Council Tax six month exemption for unoccupied and unfurnished properties	6 months exemption Class C exemption	Abolish the exemption and allow Councils to give a discount between 0% and 100%. The period of the discount must be 6 months	To reduce the discount to 0% for the 6 month period	Circa £1.7m
3) Removing the Council Tax exemption on empty properties undergoing repair or major structural alteration	12 months exemption Class A exemption	Abolish the exemption and allow Councils to grant a discount between 0% and 100% for 12 months	To reduce the discount to 0%	Circa £120k
4) Removing the Council Tax	These properties	Allow Councils to reduce or withdraw	To withdraw the exemption on these	Circa £50k

exemption on properties having been repossessed by the mortgagee	are exempt Class L exemption	the period of exemption	properties or reduce the discount to nil if the regulations allow for this and make the mortgagee liable for the charge	
Removing the discount on long term empty properties and charging an "empty homes premium" of 50% on properties left empty for longer than two years ⁶	10% discount	Allow Councils to levy an "empty homes premium" on properties left empty for longer than two years	To charge a premium of 50%, making the total liability 150% after two years	Circa £240k

Meeting: Executive
Date: 21 August 2012
Subject: Quarter 1 Revenue Report 2012/13
Report of: Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the revenue position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

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:

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

Legal:

2. None.

Risk Management:

3. None.

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

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

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The 2012/13 Quarter 1 revenue report will be considered by the Corporate Resources Overview and Scrutiny Committee on 11 September 2012.

RECOMMENDATIONS:

The Executive is asked to:

1. **note that the Revenue forecast position is to overspend budget by £0.83M; and**
2. **request officers to continue with their efforts to achieve a minimum balanced outturn or an under spend.**

Reason for Recommendations: To enable a greater contribution to reserves to be made, thus strengthening the Council's long term financial position.

Executive Summary

11. The report sets out the financial position for 2012/13 as at the end of June. It sets out spend to date against the profiled budget and the forecast financial outturn. Explanations for the variances are set out below in section 3. This report enables the Executive to consider the overall financial position of the Council and agree any further actions to deliver as a minimum a balanced financial year end.

KEY HIGHLIGHTS (Appendices A1, A2, A3)

In Summary

- 12.
- The 2012/13 forecast outturn is to overspend by £0.8M.
 - The current forecast position includes the planned use of and proposed transfers to reserves.
 - The Year to Date (YTD) spend is £2.8M below the profiled budget. However, this should not be seen as indicative of the full year position due to seasonal spend and timing of grants received. After accounting for the proposed use of and transfers to reserves this is largely consistent with the forecast position.
 - Risks and issues indicate a further risk to forecast of £0.5M.
 - Non current debt (i.e. debt that is more than 14 days from date of invoice) is £12.3M, which is £1.5M higher than last month.

13. Directorate forecast outturn variances

The full year forecast as at June for directorates after proposed use of reserves is £0.8M overspend. The following are the key areas:

- i) Social Care Health and Housing £0.3M below budget.
- ii) Children's Services £0.8M above budget.
- iii) Sustainable Communities £0.1M below budget.
- iv) Corporate Services £0.6M above budget.
- v) Corporate Costs and Contingency £0.3M below budget.

14. Directorate Year to Date (YTD) variances

YTD spend for 3 months at £38M after proposed use of reserves is below budget by £2.8M. The following are the key areas:

- vi) Social Care Health and Housing £1.9M below budget.
- vii) Children's Services £0.2M above budget.
- viii) Sustainable Communities £0.2M below budget.
- ix) Corporate Services £0.5M below budget.
- x) Corporate Costs and Contingency £0.5M below budget.

DIRECTORATE COMMENTARY

Social Care, Health and Housing

15. The **General Fund** outturn for the directorate is a projected under spend of £0.25M or 0.5% after proposed use of earmarked reserves.

16. The **Adult Social Care** service is projecting an under spend of £1.24M. Within this service area is Older People package costs which are currently showing an over spend of £0.307M. People are living longer and the costs of dementia are on the increase. The budget setting process included an increase in demography of 5%, equivalent to £1.8M. This also has to cover the cost of former self funders requiring local authority support.
The year-to-date position on Adult Social care is an under spend of £1.8M which indicates a much higher forecast under spend for the full year. Whilst some budgets have been profiled, including Transitions, there are some areas of activity where the pattern of spend will increase later in the year due to phased recruitment and new projects. In addition there are some one-off expenditure reductions in quarter one relating to prior year items (over-accrual of external home care).
17. The impact of former self funders continues to be tracked. Five service users in this category have required council support during the first quarter of 2012/13 at an estimated additional full year cost of £0.332M. This is less than for the equivalent period in 2011/12 but, given the current financial climate; this trend is unlikely to diminish and will continue to put pressure on the Council's budget.
18. Challenging efficiency targets were set against the Older People service area and these are mainly on track. The Reablement service continues to achieve reductions in care with 570 hours in quarter one, which is equivalent to a saving of £0.092M with a projected full year saving of £0.216M. 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.
19. The Learning Disabilities service area is projecting an under spend of £0.412M after reserves which is partially a result of provider prices being held static between years and also lower than anticipated costs of Ordinary Residence in 2012/13. A reserve of £0.566M is held to meet the expected impact of two major de-registering providers but this process has been delayed and the reserve is expected to cover all current year costs.
20. The Commissioning service is projecting an over spend of £0.280M. This is a combination of an over spend on the equipment pooled budget of £0.144m and an efficiency shortfall of £0.114m in relation to the Mental Health services. Customer income is projected to under achieve by £0.799m against budget within the Business & Performance service area. This mainly relates to an under-achievement of customer income with the major items being Telecare Charges, residential care charges and House Sales.
21. HRA is subject to a separate report.

Children's Services

22. Children's Services annual expenditure budget is £32,637k.
23. The full year projected outturn position for 2012/13 is £0.822M overspend. This assumes full spend against allocated grants.
24. The budget to date is £5.08M (including schools) compared to actual spend to date of £5.63M, above budget after allowing for Use of Reserves by £0.247M.

25. There are some detailed profiled budgets within SAP and work continues with budget managers during July to further update profiles. The main spend to date variances relate to Children with Disabilities £0.15M, School Support £0.29M and Transport £0.46M. This is a contribution of the impact of spend against grants, where spend will be periodic and the trend of spend associated with Education budgets.
26. The two areas contributing to the current forecast overspend are Child Protection and Children in Care (£452k), and the Fostering and Adoption Service (£379k). This pressure is due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity. A recruitment campaign has been launched and early responses are positive. First interviews will take place in August.
27. Between April 2011 and March 2012 the number of Looked After Children increased by 32. In the first quarter of 2012/13 the number has increased by a further 27 bringing the number of Looked After Children from 176 as at March 2011 to 235 as at June 2012. This number is expected to rise since the rise in the number of children with a child protection in all probability will result in a small proportion of those children becoming Looked After. In order to minimise the impact of these, all high cost placements are agreed by the Interim Assistant Director.
28. Not currently forecast are a number of possible risks that could see the budget variance rise over the forthcoming months:
29. Needs led budgets within Child Protection and Fostering and Adoption following a significant increase in referrals and placements and the additional impact of recent OFSTED inspection recommendations on safeguarding which increase the need for qualified social workers and support staff.
30. Service Level Agreement with Bedford Borough for Fostering and Adoption ceasing in February 2013 resulting in a reduction to income and an increase in costs.

Sustainable Communities

31. Sustainable Communities manages a gross expenditure budget of £58.069M and income budget of £10.357M leaving a net expenditure budget of £47.712M.
32. Sustainable Communities' overall financial position is forecast at £0.098M under budget after the use of earmarked reserves of £0.611M for one-off specific projects.
33. The Directorate has an annual savings target of £3.988M. At the end of June, the savings delivered totalled £0.814M.
34. The Director's Group has forecast a small underspend of £0.01M.
35. Economic Growth Skills & Regeneration has forecast an overspend of £0.079M.

36. In order to deliver the major remodelling of library service and support roll out of the superfast broadband in 2013 the service has forecast an overspend on salaries but this is partly offset by a drawdown of the external funded regeneration reserve.
37. The service secures significant external grants during the year and the effect on the budget of the division is closely monitored and forecasts will be amended and reported once the amounts of such grants have been confirmed.
38. Highways & Transport Division has forecast an over spend of £0.046M.
39. Due to projecting lower income from car parks than expected as a result of issues with dealing with backlog of Penalty Charge Notices appeals traffic management has forecast an overspend of £0.040M. The technical issue which led to the backlog has been resolved and work continues to deal with the outstanding appeals. The service area is closely monitoring the situation and forecasts will be reviewed accordingly.
40. An increase in landfill tax has resulted in an overspend of £0.032M in highways contracts.
41. These are partly offset by an underspend in the Assistant Director area.
42. The Planning Division has forecast a small underspend of £0.003M.
43. Community Safety Public Protection Waste and Leisure Division has forecast an under spend of £0.209M.
44. Due to the renegotiation of the interim Household Waste Recycling Centre contract until March 2013, lower gate fees from the retendered green disposal contracts and the effect of indexation for contract uplift there is a forecast underspend on waste of £0.155M.
45. There is a forecast underspend on salaries in Community Safety.

Corporate Services & Corporate Costs

46. The full year budget for the directorate of £42.242M is made up of:
Corporate Services £28.097M
Corporate Costs £13.801M
Contingency & Reserves £0.344M
47. The directorate is currently forecasting an outturn pressure of £0.360M after proposed use of earmarked reserves. Key forecast variances identified are:
48. £0.067M within People & Organisation, Legal Services, the main items being £0.175M pressure as a result of increased Children's cases workload and a £0.118M saving in Members' Costs resulting from a new Executive structure and lower superannuation costs than budgeted.
49. £0.147M within People & Organisation, People, due to agency costs for maternity cover, additional costs within Health and Safety and unachievable income target within HR Traded Services following cessation of the service.

50. £0.470M within Resources, Finance, as a result of £0.300M Housing Benefit subsidy repayment for 2009/10 year, following audit, £0.132M due to the bursary service ceasing, reflecting an unachievable income target; at the time of budget setting, the continued provision of the bursary service was still under consultation, therefore included in the budget as continuing service, £0.145M insurance income shortfall largely as a result of fewer schools buying the insurance package and £0.118M underspend in Audit following a reduction in audit fees and salary savings following staff secondments. There are savings in debt management costs of £0.350M, managed within the Finance team, the benefits of which are recorded in Corporate Costs.
51. Under spend of £0.097M within Resources, ICT representing savings against superannuation costs.
52. Within Corporate Costs, the impact of non achievable budget efficiencies from prior years has been offset by lower than budgeted interest payable (£0.350M).
53. Under spend of £0.253M in Contingency & Reserves following a higher than budgeted New Homes Bonus award.
54. The YTD Department spend is currently £1.011M under the profiled YTD budget. Some of the material amounts that have been identified as contributing to this underspend are lower than budgeted Interest costs (-£0.262M), more than budgeted New Homes Bonus being received (-£0.240M) and Invest to Save budgets not yet being allocated in SAP to specific projects (-£0.137M).

RESERVES POSITION

Earmarked Reserves

55. The opening balance of Earmarked Reserves is £18.5M (Excluding HRA and Schools). The current reported position proposes the planned use of £2.5M Earmarked reserves, and release of £0.4M. This would result in a forecast closing position of £15.2M earmarked reserves at year end. Consideration should be given to applying for a new redundancy capitalisation directive for 12/13.

General Reserves

56. 2011/12 outturn enabled us to make additional contributions to the General fund reserve. 2012/13 and 2013/14 plan is to make further contributions, which will be subject to review.

RISKS AND UPSIDES

57. Risks and issues indicate a net risk of £0.5M.

DEBTORS (Appendix B)

58. General CBC sales debtors (excluding house sales and grants) for June amounted to £16.7M. Of this £4.9M was over 60 days; all of which is actively being managed.

59. £2.5M is actively being chased; £0.6M identified as disputed and work to resolve is underway. £0.2M has instalment agreements in place and £0.2M is being dealt with through legal channels. A further £1.4M is in respect of charges against houses which will be repaid once the houses are sold.
60. The largest items of note within the total debt are:
- i) Adult Social Care, Health and Housing General Fund debt at the end of Quarter 1 2012/13 stood at £8.4m (£6.5m for March 2012) of which £2.2m was house sales debt, £4.1m Health Service debt and £0.6m other Local Authorities. Of the remaining general debt of £1.5m, £1.1m (68%) is more than 60 days old. This includes legacy debt of £0.360m as well as Central Bedfordshire debt. Of the debt aged more than 60 days, 65% is being actively worked on (with solicitors, payable by instalments etc). Excluding PCT and house sales debt, there are 31 debtors whose outstanding balance is greater than £0.010m – these are all under active management.
 - ii) Total debt for Children’s Services is £1.43M, £0.491M over 61 days. The debt over £0.010M totals £0.892M, £0.202M of which relates to Bedford Borough.
 - iii) Sustainable Communities - The total debt at the end of June was £2.937M, an increase of £0.164M over May’s figures. Invoices relating to developers legal contributions to deliver planning requirements associated with new developments account for £2.266M or 77% of debt. All debt recovery is in accordance with Council policy. About eighty three percent of debt is less than three months old. Two debtors owe £0.760M between them, accounting for 26% of the total.
 - iv) Corporate Services - Overall debt has decreased by £1.522m in the month. This large decrease is mainly due to invoices for payroll services that were included in May’s figures and collected by Direct Debit at the start of June. There is currently £0.280M that is over 90 days old; this represents 16% of the current total debt.
 - v) This month finance has circulated to relevant Budget Managers details of Invoices that are over £0.010M and 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.

Treasury Management (Appendix C - Dashboards)

61. The authority has benchmarked its treasury management activities against 84 other local authorities to gain additional understanding of its treasury management performance in a wider context. The key benchmarked information is included in the Treasury Management Performance dashboard attached at Appendix C.

Borrowing

62. The total borrowing of the authority as at 31 June 2012 was £320.6m, of this amount, £307.1 was with the Public Works Loan Board (PWLB) and £13.5m was Market Debt. The profile of debt is split so that the authority has 71% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt, as shown in A1 on the Treasury Management Performance Dashboard.
63. The Council's average cost of borrowing in 2011/12 was 3.52% compared to benchmark authorities average of 4.49%. A2 of the dashboard shows how CBC favourably compares to other benchmarked authorities.
64. The Authority continued to benefit from the conversion of long term debt from fixed to variable rate that was originally undertaken during 2009/10. This consisted of the Council repaying £35.6m of its fixed PWLB debt averaging 4.72% and replacing it with variable rated debt which averaged 0.73%. This generated revenue savings of £1.3m (£1.2m after Premium write off) in 2011/12.
65. The Council in conjunction with its external advisers continues to look into further opportunities for debt restructuring in accordance with its Treasury Management Strategy (TMS), which authorises the authority to borrow up to 35% variable debt. However, since 2010 the movement in rates has been such that no further conversions are financially viable, as the cost of the early repayment premia means the pay back period would be typically in excess of 11 years.
66. In 2011/12 no additional borrowing was taken out by the Council for General Fund purposes. The council used internal resources in lieu of borrowing to fund capital commitments during the year. The Council did however take out £165m to fund the settlement payment for the Self Financing of the HRA.
67. The authority's Treasury Management Strategy states that no more than 20% of the authority's debt should mature in any one financial year. A4 of the dashboard shows the maturity profile of the Council's debt. This demonstrates that the highest amount the council has maturing in one year is £45m which equates to 14% of our debt maturing in 2022.

Investments

68. The Council's main priorities when investing remain security and liquidity. In the current climate the Council is finding it needs to keep more of its investment highly liquid so that it has the option to withdraw funds quickly at the first signs of stress.
69. To facilitate this, the Council has opened three money market funds and a call account with Lloyds. This will allow the council to diversify its investment portfolio further in liquid funds. B1 of the treasury dashboard shows the breakdown of investment by institutions as at 31 June 2012. B3 of the dashboard shows the maturity portfolio of the councils investments with just over £24m of its investments, which equates to 36.2%, being held in call accounts and money market funds and the remainder on deposit maturing within 3 months. This has resulted in new deposits being placed at interest rates of between 0.4% to 1% in the first quarter.
70. In 2011/12 the Council average rate of return on investments was 1.61% compared to benchmark authorities' average of 1.19%. B2 of the dashboard shows how the authority favourably compares to other benchmarked authorities.

Cash Management

71. The range of daily cash movements in Quarter 1 of 2012/13 has ranged between net payments of £10.4m and net income of £12.8m. Graph C1 on the dashboard demonstrates the volatility of the cash movement.
72. C2 on the dashboard sets out the range of cash outflows and inflows. In Quarter 1 of 2012/13 the gross cash movement of the Council varied between £55m and £70m within a calendar month.
73. C3 of the dashboard shows the level of investments held by the Council. This shows an upward trend of cash holdings within the Council which is typical for all councils as large cash receipts are collected earlier in the year and related expenditure follows in later months / years (e.g. monies from the PCT comes in mid June which is spent over the year, and receipts for some grants / S106 monies may take several years to spend).
74. The Councils actual average cash holding in 2011/12 was £71m which is considerably lower than the benchmarked average of £109m. C4 of the dashboard illustrates how the Council compares to other benchmarked authorities.

Outlook

75. The UK Bank Base Rate is not expected to rise until perhaps 2015/2016. Which means that short-term rate of return on investment will remain at very low levels.

76. Therefore, the Council plans to continue using its cash balances in lieu of borrowing to fund capital expenditure and where possible use internal cash balances to pay off maturing debt. In the current climate the Council is also keeping new investments fairly liquid overall although this will have an adverse impact on investment income.
77. Currently it is expected that there will be a shortfall in investment income in 2012/13 by approximately £100k. However on the upside we are expecting the cost of borrowing to be below budget by up to £500k. Naturally the outturn will become clearer later on in the year as there are a number of variables which are outside the Council's control which will have an impact, such as the base rate, the economic climate, confidence in the government (both in the UK and outside), and the credit ratings, share prices and confidence in the counterparties on our lending list. Other factors will be the timings of capital receipts and grants and the speed of capital expenditure in the financial year.

Appendices:

Appendix A1 – Council Revenue Summary

Appendix A2 – Directorate Summary

Appendix A3 – Subjective Analysis

Appendix B – Debtors

Appendix C – Treasury Management Performance Dashboard

Background Papers:

None

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Appendices

Appendix A1 – Council Revenue Summary

Month: June 2012									
Director	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	13,993	12,596	-459	-1,855	55,808	57,315	1,507	-1,760	-253
Children's Services	7,902	8,449	-300	247	32,637	33,759	1,122	-300	822
Sustainable Communities	11,308	11,156	0	-152	47,712	48,225	513	-611	-98
Corporate Services	6,966	6,573	-82	-475	28,097	29,115	1,017	-393	624
Contingency and Reserves	-985	-1,225	0	-240	344	91	-253	0	-253
Corporate Costs	3,621	3,324	0	-297	13,801	13,790	-11	0	-11
Total (Excl Schools &HRA)	42,805	40,874	-841	-2,772	178,399	182,294	3,895	-3,064	831
Schools	-2,819	-2,819	0	0	550	550	0	0	0
HRA	0	-57	0	-57	0	-3,550	-3,550	3,550	0
Total	39,986	37,998	-841	-2,829	178,949	179,294	345	486	831

Appendix A2 – Directorate Summary

Month: June 2012	Year to date				Year						
Director	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	RAG
	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Social Care Health and Housing											
Director of Social Care, Health, Housing	10	48	0	39	39	57	17	0	17	44%	red
Housing Management (GF)	981	964	0	-17	3,925	3,925	0	0	0	0%	green
Adult Social Care	13,975	12,595	-186	-1,565	55,786	55,204	-582	-659	-1,241	-2%	green
Commissioning	1,160	950	-76	-286	4,641	5,389	748	-313	435	9%	amber
Business and Performance	-2,133	-1,961	-197	-25	-8,584	-7,260	1,324	-788	536	6%	amber
Sub Total Social Care and Health	13,993	12,596	-459	-1,855	55,808	57,315	1,507	-1,760	-253	0%	green
Children's Services											
Director of Children's Services	87	87	0	0	347	347	0	0	0	0%	green
Children's Services Operations	4,995	5,566	-300	271	20,680	21,811	1,131	-300	831	4%	amber
Learning, Commissioning & Partnerships	1,192	1,184	0	-8	5,384	5,375	-9	0	-9	0%	green
Joint School Commissioning Service (Transport)	1,932	1,922	0	-10	7,437	7,437	0	0	0	0%	green
Partnerships	151	145	0	-7	606	606	0	0	0	0%	green
Sub Total Children's Services (excluding Schools)	8,357	8,904	-300	247	34,454	35,576	1,122	-300	822	2%	amber
DSG Contribution to Central Support	-454	-454	0	0	-1,817	-1,817	0	0	0	0%	green
Sub Total Children's Services (excluding Schools)	7,902	8,449	-300	247	32,637	33,759	1,122	-300	822	3%	amber
Sustainable Communities											
Director of Sustainable Communities	192	154	0	-38	768	759	-10	0	-10	-1%	green
Economic Growth, Skills & Regeneration	1,364	1,405	0	40	5,389	5,823	435	-356	79	1%	amber
Highways Transportation	2,482	2,542	0	60	11,538	11,633	96	-50	46	0%	amber
Planning	1,525	1,402	0	-123	6,823	6,850	27	-30	-3	0%	green
Comm Safety Public Protec Waste Leisure	5,744	5,653	0	-91	23,195	23,160	-35	-175	-210	-1%	green
Sub Total Sustainable Communities	11,308	11,156	0	-152	47,712	48,225	513	-611	-98	0%	green
People & Organisation											
People and Organisation Leadership	61	57	0	-4	190	248	58	-58	0	0%	green
Communications	181	147	0	-34	724	726	2	0	2	0%	green
Customer Services	472	465	0	-7	1,888	1,888	0	0	0	0%	green
Policy & strategy	83	70	0	-13	333	333	0	0	0	0%	amber
Customer & Community Insight	23	22	0	0	91	91	0	0	0	0%	green
People	605	613	-2	6	2,420	2,569	149	-2	147	6%	amber
Legal & Democratic Services	886	772	-25	-139	3,828	3,920	92	-25	67	2%	amber
Sub Total People & Organisation	2,311	2,147	-27	-190	9,474	9,776	302	-85	217	2%	amber
Resources											
Programme & Performance	248	137	-36	-147	991	1,277	285	-289	-4	0%	green
E Procurement & Payments	80	79	0	-2	322	359	38	0	38	12%	red
Finance	1,120	1,064	-19	-75	4,481	4,970	489	-19	470	10%	red
Category Review	0	0	0	0	0	0	0	0	0	0%	green
ICT	1,687	1,659	0	-29	6,749	6,652	-97	0	-97	-1%	green
Assets	1,431	1,416	0	-15	5,725	5,725	0	0	0	0%	green
Sub Total Resources	4,567	4,355	-55	-268	18,269	18,984	715	-308	407	2%	amber
Chief Executive	89	72	0	-17	355	355	0	0	0	0%	green
Sub Total Corporate Services	6,966	6,573	-82	-475	28,097	29,115	1,017	-393	624	2%	amber
Contingency and Reserves*	-985	-1,225	0	-240	344	91	-253	0	-253	-74%	amber
Corporate Costs											
Debt Management	2,925	2,633	0	-292	11,700	11,350	-350	0	-350	-3%	green
Audit Fees	0	0	0	0	0	0	0	0	0	0%	green
Insurance	0	0	0	0	0	0	0	0	0	0%	green
Premature Retirement Costs	739	738	0	0	2,954	2,954	0	0	0	0%	green
Corporate HRA Recharges	-23	-23	0	0	-90	-90	0	0	0	0%	green
Efficiencies	-20	-25	0	-5	-763	-424	339	0	339	-44%	amber
Sub Total Corporate Costs	3,621	3,324		-297	13,801	13,790	-11	0	-11	0%	green
TOTAL Excluding Schools	42,805	40,874	-841	-2,772	178,399	182,294	3,895	-3,064	831	0%	amber
Schools											
Supported YPLA/DSG	0	0	0	0	0	0	0	0	0	0%	green
Schools ISB	-2,819	-2,819	0	0	550	550	0	0	0	0%	green
TOTAL Schools	-2,819	-2,819		0	550	550	0	0	0	0%	green
Housing Services (HRA)	0	-57	0	-57	0	-3,550	-3,550	3,550	0	0%	green
Total	39,986	37,998	-841	-2,829	178,949	179,294	345	486	831	0.5%	amber

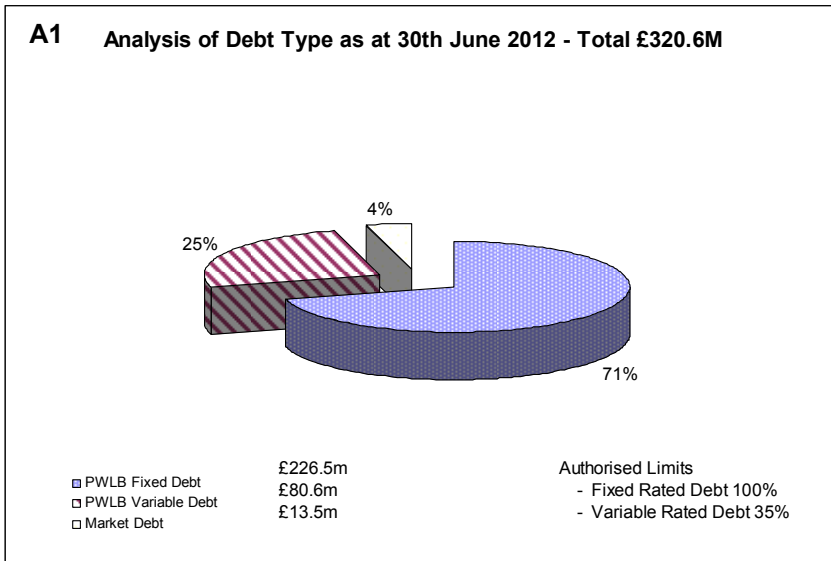
Appendix A3 – Subjective Analysis

Revenue Subjective analysis June 2012 - Forecast Outturn (Exc use of Reserves)										
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	16,856	1,035	4,402	56,279	10,174	88,746	-14,166	-17,265	-31,431	57,315
Children's Services	21,903	8,257	24,940	10,012	0	65,113	-7,272	-24,082	-31,355	33,759
Sustainable Communities	19,964	2,851	6,802	28,921	106	58,645	-7,604	-2,816	-10,420	48,225
Corporate Services	23,147	3,993	14,726	469	74,955	117,290	-84,108	-4,068	-88,176	29,115
ACE People	9,788	433	1,879	285	2	12,387	-2,515	-95	-2,611	9,776
ACE Resources	13,016	3,558	12,838	184	74,953	104,549	-81,593	-3,973	-85,565	18,984
Chief Executive	344	3	8	0	0	355	0	0	0	355
Contingency and Reserves	0	0	1,251	0	3,034	4,285	0	-4,194	-4,194	91
Corporate Costs	2,875	-25	-345	0	12,375	14,880	-990	-100	-1,090	13,790
Total Excluding Schools	50,625	16,112	51,776	95,682	100,644	348,960	-114,140	-52,525	-166,666	182,294

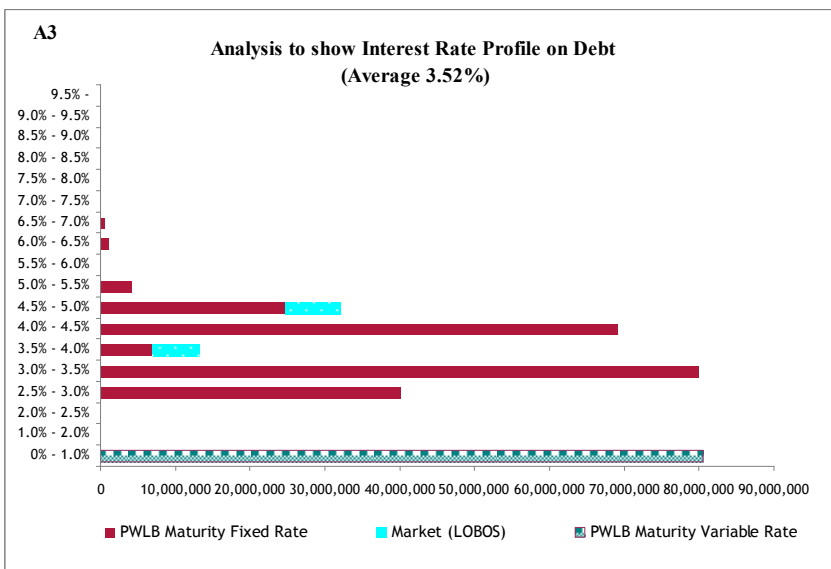
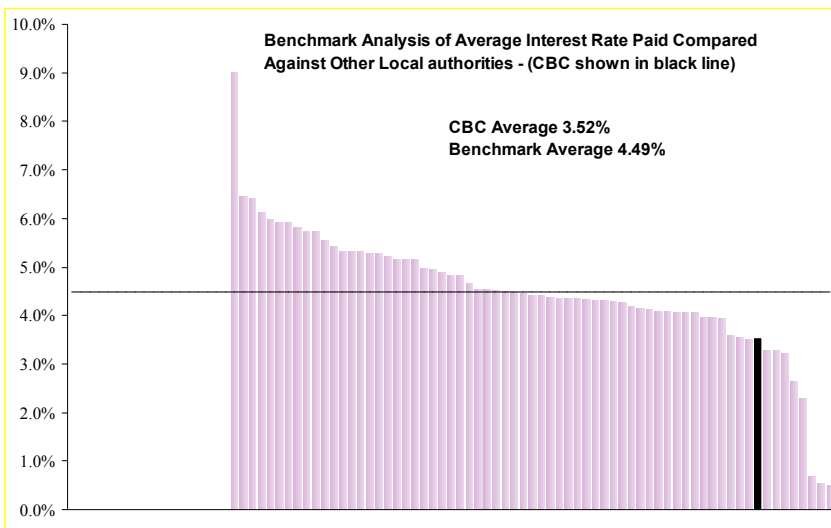
Appendix B – Debtors

Debt Monitoring June 2012																
DIRECTORATE	Not Yet Due 1 - 14 Days	15 to 30 Days	% of Total	31 to 60 Days	% of Total	61 to 90 Days	% of Total	91 to 365 days	% of Total	1 to 2 years	% of Total	Over 2 years	% of Total	Total Non Current Debt	Total Due Debt %	Total Debts
		£	%	£	%	£	%	£	%	£	%					
Children's Services	678,731	182,307	1%	79,656	1%	167,461	1%	236,249	2%	55,872	0%	31,775	0%	753,320	6%	1,432,051
Social Care Health & Housing	263,716	513,507	4%	321,187	3%	58,148	0%	307,520	3%	249,466	2%	111,390	1%	1,561,217	13%	1,824,934
Sustainable Communities	187,619	273,862	2%	745,520	6%	82,676	1%	1,475,195	12%	126,350	1%	45,661	0%	2,749,264	22%	2,936,883
ACE People	468	32,436	0%	-85,318	-1%	20,189	0%	22,058	0%	7,033	0%	1,380	0%	-2,222	0%	-1,754
NHS Bedfordshire	77,207	3,132,521	25%	399,753	3%	-5,679	0%	547,650	4%	0	0%	0	0%	4,074,245	33%	4,151,452
ACE Resources	120,574	1,164,506	9%	84,350	1%	84,429	1%	98,566	1%	70,804	1%	79,767	1%	1,582,421	13%	1,702,995
Unallocated & Non Directorate	0	-3,669	0%	-2,217	0%	-304	0%	-6,096	0%	-2,701	0%	-675	0%	-15,662	0%	-15,662
House Sales	8,055	103,414	1%	63,952	1%	272,057	2%	452,316	4%	411,277	3%	212,649	2%	1,515,667	12%	1,523,722
Grants	0	0	0%	0	0%	11,920	0%	62,474	1%	0	0%	1,000	0%	75,394	1%	75,394
GRAND TOTAL	1,336,370	5,398,885	44%	1,606,883	13%	690,896	6%	3,195,931	26%	918,101	7%	482,947	4%	12,293,643	100%	13,630,014
PREVIOUS MONTH	5,888,352	4,719,910		1,221,584		831,309		2,830,528		785,010		407,448		10,795,789		16,684,141

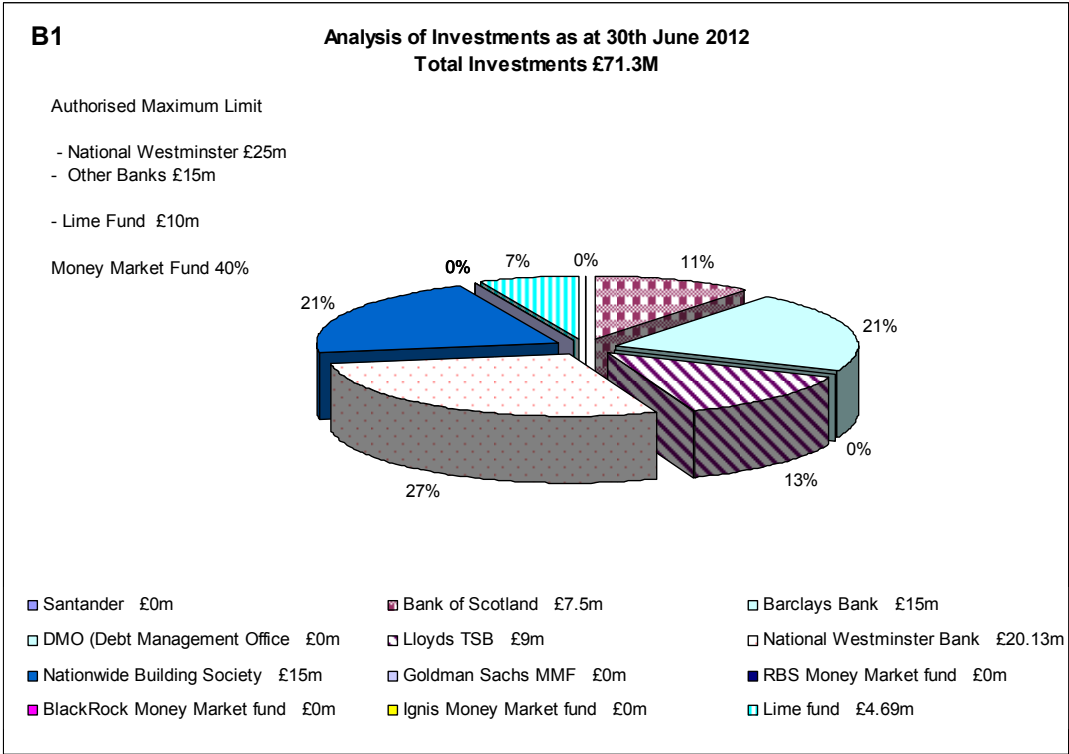
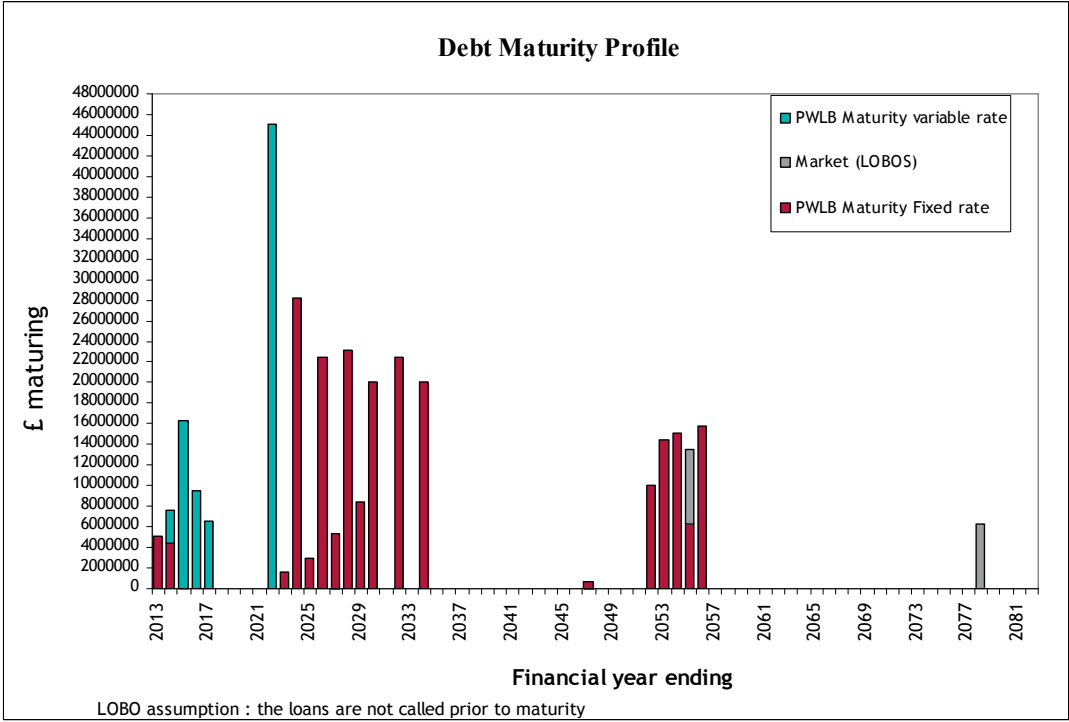
Appendix C – Treasury Management Performance Dashboard



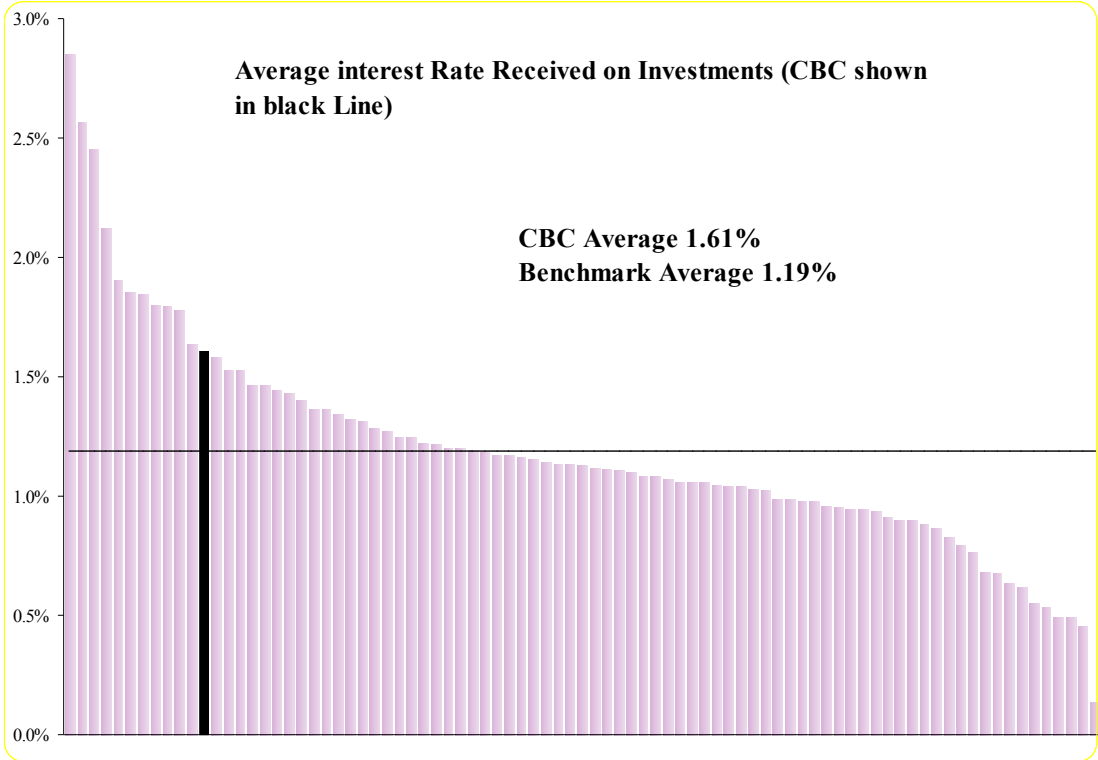
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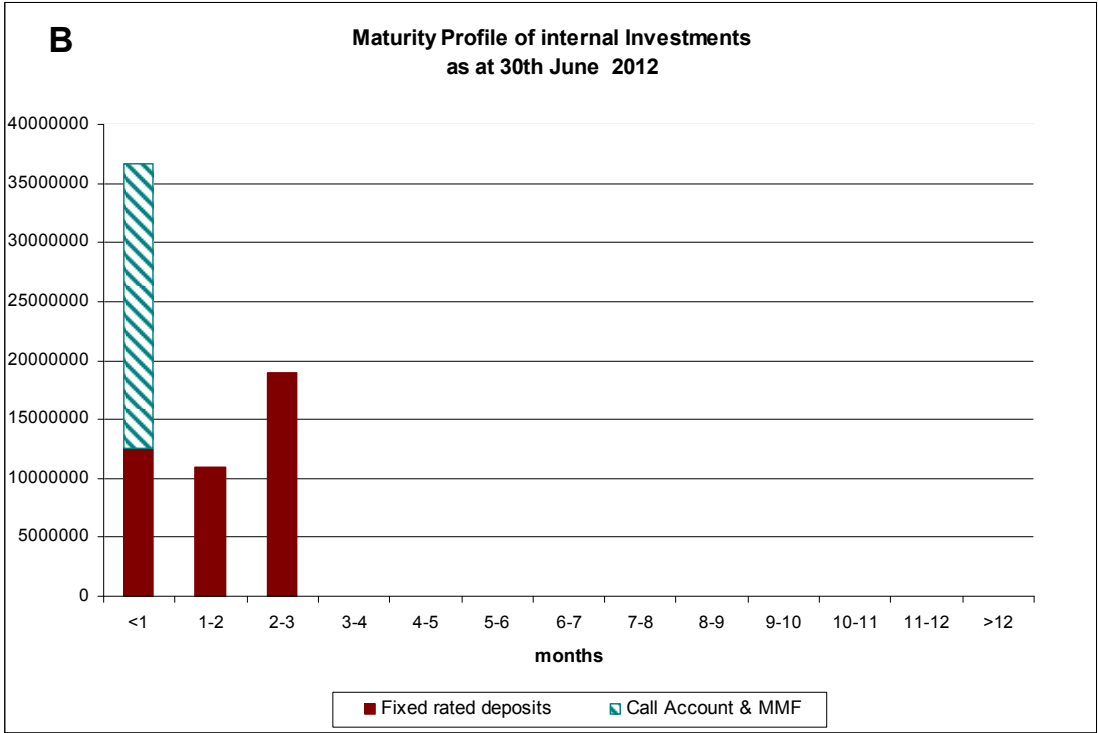
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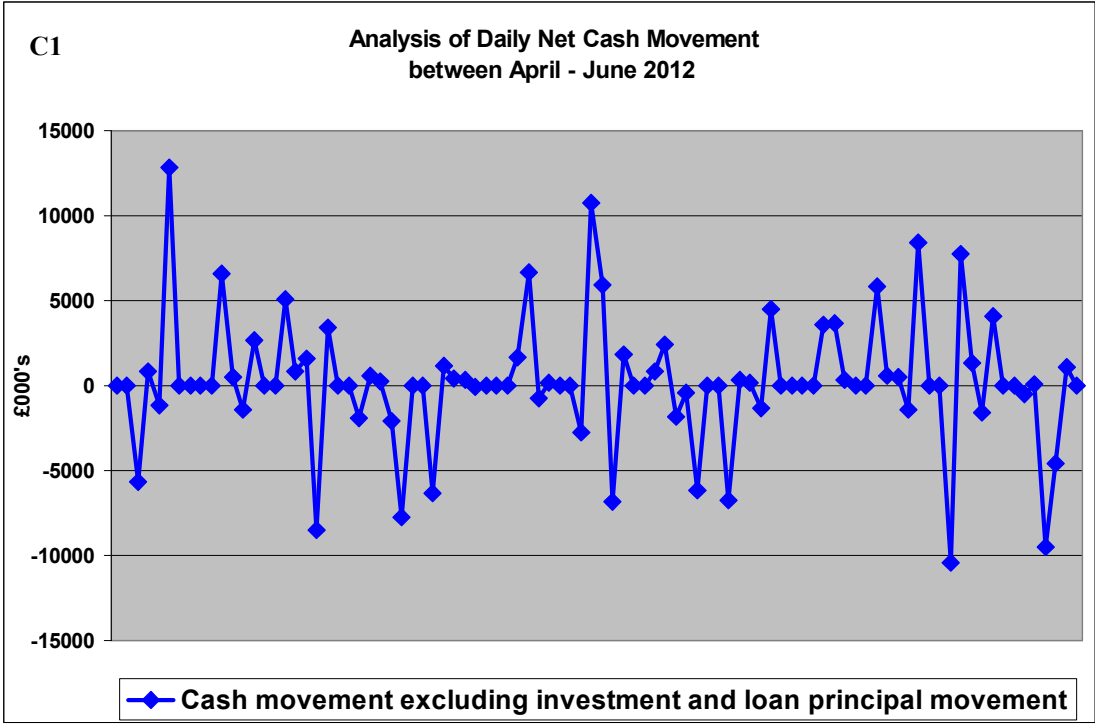


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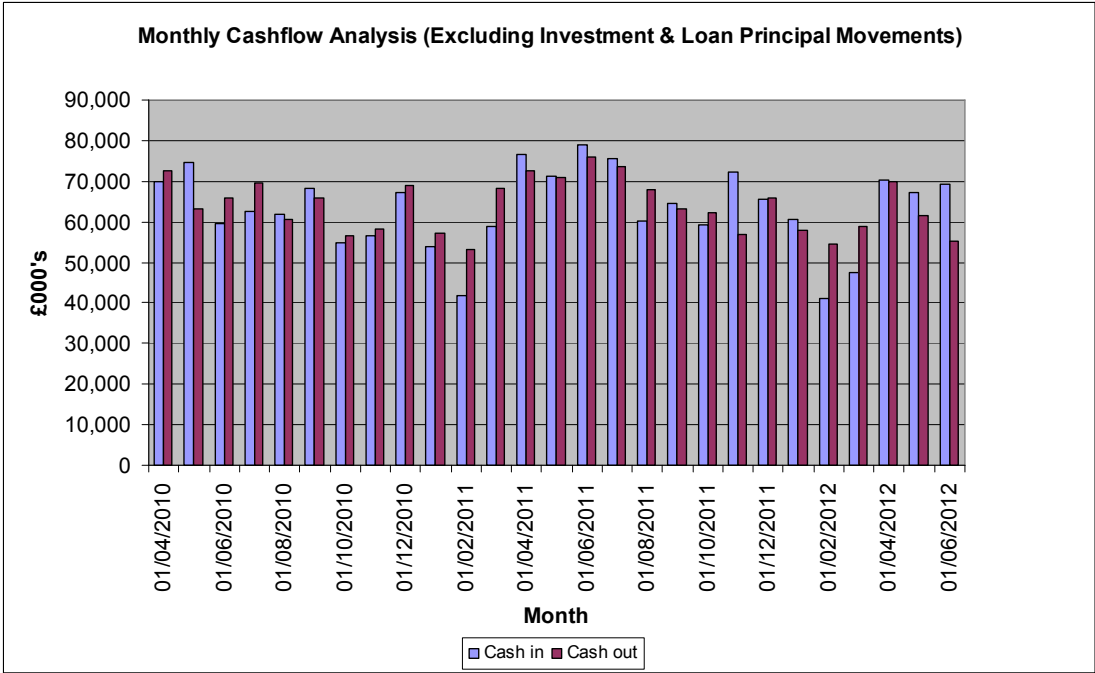


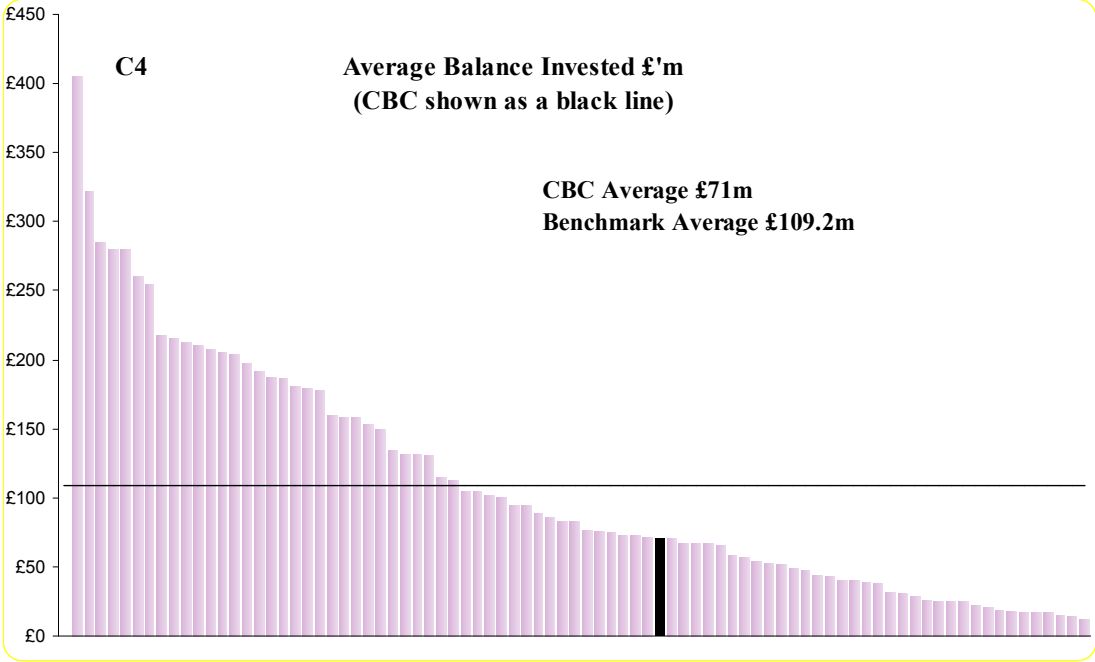
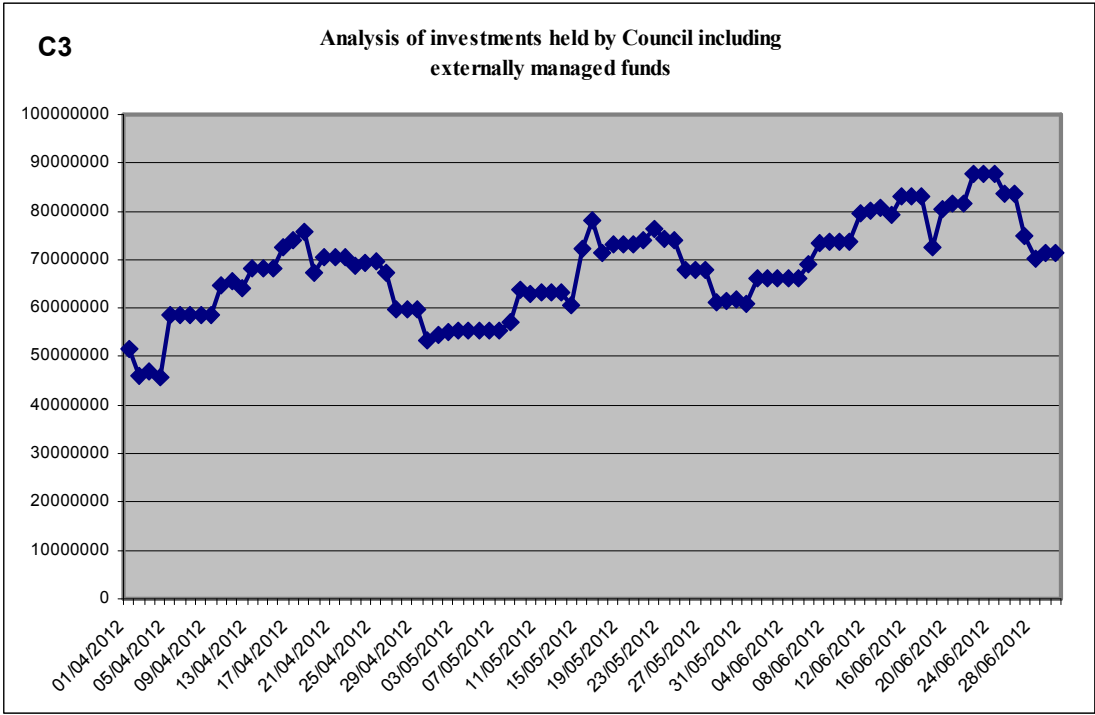
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Meeting: Executive
Date: 21 August 2012
Subject: Quarter 1 Capital Report 2012/13
Report of: Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the Capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Charles Warboys, Chief Finance Officer
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

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:

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

Legal:

2. None.

Risk Management:

3. None.

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

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

Public Health

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The 2012/13 Quarter 1 Capital report will be considered by the Corporate Resources Overview and Scrutiny Committee on 11 September 2012.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the overall forecast is to spend £94.3M (proposed slippage of £13.4M into 2013/14 and £0.4M overspend);**
2. **note that profiled Capital gross budgets are now reported for June results;**
3. **note the transfer of unused budgets from 2011/12 has now been incorporated into the June results; and**
4. **request officers to review the realism of the approved Capital programme and report back to Executive at the earliest opportunity.**

Executive Summary

11. The report sets out the capital financial position for 2012/13 as at the end of June.
12. Transfer from 2011/12 and profiled budgets are now reported in June results.

KEY HIGHLIGHTS (Appendices A1, A2,)

13. The gross programme excluding Housing Revenue Account (HRA) is £102.2M (£44.2M net). Gross budget including HRA is £108.4M.
14. The main issues to note are:
 - i) Gross forecast is to spend £94.3M, with proposed slippage of £13.4M into 2013/14.
 - ii) Gross spend to date is £10.4M (£9.9M excluding HRA) which is 9.6% of the total budget. Variance to budget is an underspend of £3.0M.
 - iii) The average monthly gross run rate for the past three months is £3.5M. This spend rate would amount to c£42.0M continued for the remainder of the year, (39% of the full year gross budget.) However, this doesn't take account of seasonal spend and one offs.
 - iv) £74.9M (69%) of the gross budget relates to 20 of the top value schemes which include HRA. £5.1M (49%) of the gross spend to date relates to the these schemes.

DIRECTORATE COMMENTARY

Social Care Health and Housing

15. Social Care and Health (exc HRA) gross annual capital expenditure budget for 2012/13 is £11.1M and external funding is £7.4M which leaves a net expenditure capital budget of £3.7M.
16. Gross Spend to date is £0.76M (6.8% of budget), Year to Date (YTD) external funding is £0.60M (8.1% of budget).
17. The forecast is to spend £9M with proposed slippage of £2.8M into 2013/14.
18. HRA gross budget is £6.1M. Spend to date is £0.518M (8.5%).

Children's Services

19. Children's Services revised annual capital expenditure budget is currently £34.17M; this includes £7.1M of slippage from 2011/12. The income budget is £32.73M which leaves a net expenditure capital budget of £1.44M.
20. The full year reported outturn position for 2012/13 is on budget, however it should be noted there may be significant slippage with New School places works continuing into 2013/14.
21. Gross spend to date is £4.4M which is close to the profiled budget (£0.193M over).

22. All but three projects (Schools Access, Temporary Accommodation and Asbestos, Health and Safety) are funded wholly by grant receipts. Health and Safety works will be transferred to Assets making the net Council contribution for Children Services £1M. There is no expenditure deadline to the spending of the grant receipts.

Sustainable Communities

23. The directorate forecasts to spend £33.65M and expects to receive external income of £14.07M, leaving spend below budget in 2012/13 of £4.25M which is forecast to slip into 2013/14. The majority of this is due to external factors beyond the control of the Council which total £3.69M net expenditure.
24. Expenditure to date was £4.45M against a profiled budget of £7.35M, a difference of £2.9M mainly due to lag in spend on highways schemes including S278 schemes where delivery is dependant on the developer. External funding of £1.72M was received compared to a budget of £2.32M, a difference of £0.6M including s278 schemes.
25. The top 10 schemes make up 66% of expenditure budget and 79% of external funding budget. Three of the top 10 schemes relate to the highways contract, and are part of rolling programmes that enhance or prolong the life of the road network. The remaining seven schemes cover strategic transport, town centre regeneration and land parcelling, and construction of leisure facilities.

Corporate Services

26. The approved net capital programme for Resources is £9.34M; this includes £3.02M transferred from 2011/2012.
27. The current Year to Date figures shows a net overspend against budget of £0.13M. This is due mainly to the actual spend on Assets schemes being higher than the profiled YTD Budget.
28. The approved gross capital programme for People and Organisation is £3.27M; this includes £0.23M transferred from 2011/12. The main schemes in People and Organisation are SAP Optimisation (£1.28M) and Customer First (£1.54M).
29. The current YTD figures show a net underspend against budget of £0.12M.

Partnerships

30. Gross budget £1.26M all externally funded. No spend to date.

CONCLUSION

31. The level of spend to date is significantly below the run rate required to achieve the Council's full year budget. The forecast to spend £94.3M appears to be very ambitious. To achieve forecast will require a rest of year monthly run rate of £9.3M compared to £3.5M in the first three months, nearly a three fold increase.

32. A process to review the realism of the Capital programme is currently underway and due to report back to Executive at the earliest opportunity.

Appendices:

Appendix A – Council Capital Summary

Background Papers:

None

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Appendix A1 – Council Capital Summary

Title and Description of the Scheme	Jun-12						2012/13 Capital Programme Budget				Slippage to 2013/14 and future years				Full Year Forecast				Full Year Variance								
	PROFILED BUDGET TO DATE			ACTUAL TO DATE			VARIANCE TO DATE			External Funding		Gross Spend		Net Spend		External Funding		Gross Spend		Net Spend		External Funding		Gross Spend		Net Spend	
	£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
Social Care, Health and Housing	£644	-£526	£118	£765	£165	£121	-£74	£47	£11,112	-£7,427	£3,685	£2,796	-£2,397	£3,999	£9,025	-£5,562	£3,463	-£2,087	£1,865	-£222							
Children's Services	£3,989	-£3,873	£116	£4,182	£3,429	£193	£3,120	£3,314	£32,909	-£31,465	£1,444	£0	£0	£0	£33,692	-£32,648	£1,044	-£400	£0	-£400							
Sustainable Communities																											
Community Safety & Public Protection Infrastructure	£0	£0	£0	£0	£0	£0	£0	£0	£103	£0	£103	£103	£0	£103	£0	£0	£0	-£103	£0	-£103							
Leisure & Culture Infrastructure	£143	£0	£143	£163	£0	£21	£0	£21	£4,737	-£444	£3,793	£520	£0	£520	£4,217	-£444	£3,273	-£520	£0	-£520							
Regeneration & Affordable Housing	£2	-£2	£0	£1,760	£1,760	£1,758	£2	£1,760	£12,494	-£5,262	£7,232	£8,928	-£4,000	£4,928	£3,565	-£1,262	£2,303	-£8,928	£4,000	-£4,928							
Section 106 Schemes	£0	£0	£0	£391	-£391	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0							
Transport Infrastructure	£7,134	-£2,321	£4,813	£2,070	-£3,931	-£5,064	-£3,680	-£8,744	£24,688	-£10,878	£13,810	£557	£0	£557	£24,286	-£10,878	£13,408	-£402	£0	-£402							
Waste Infrastructure	£0	£0	£0	£71	£70	£71	-£1	£70	£1,144	-£707	£437	£0	£0	£0	£587	-£707	-£120	-£557	£0	-£557							
Total Sustainable Communities	£7,279	-£2,324	£4,955	£4,455	£1,938	-£3,215	-£3,676	-£6,933	£43,166	-£17,791	£25,375	£10,573	-£4,000	£6,573	£32,655	-£13,791	£18,864	-£10,511	£4,000	-£6,511							
Assistant Chief Executive Resources	£359	£0	£359	£405	£487	£46	£82	£128	£10,382	-£132	£10,250	£0	£0	£0	£9,477	-£132	£9,345	£0	£0	£0							
Assistant Chief Executive People & Organisation	£226	£0	£226	£103	£103	-£123	£0	-£123	£3,405	£0	£3,405	£0	£0	£0	£3,275	£0	£3,275	£0	£0	£0							
Partnerships	£0	£0	£0	£0	£0	£0	£0	£0	£1,261	-£1,261	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0							
Total excluding HRA	£12,496	-£6,723	£5,774	£9,910	£2,246	-£2,977	-£560	-£3,528	£102,235	-£58,076	£44,159	£13,369	-£6,397	£6,872	£88,124	-£52,133	£35,991	-£12,998	£5,865	-£7,133							
Housing Revenue Account	£553	£0	£553	£518	£518	-£35	£0	-£35	£6,142	£0	£6,142	£0	£0	£0	£6,142	£0	£6,142	£0	£0	£0							
Total Capital Programme	£13,050	-£6,723	£6,327	£10,428	£2,764	-£3,013	-£560	-£3,563	£108,377	-£58,076	£50,301	£13,369	-£6,397	£6,872	£94,266	-£52,133	£42,133	-£12,998	£5,865	-£7,133							

Meeting: Executive
Date: 21 August 2012
Subject: Quarter 1 Housing Revenue Account Revenue and Capital Report 2012/13
Report of: Cllr Mrs Carole Hegley, Executive Member for Social Care, Health & Housing and Councillor Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report provides information on the Housing Revenue Account revenue and capital position as at Quarter 1 2012/13 and the forecast outturn position for 2012/13.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Nick Murley, Assistant Director Business & Performance
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

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:

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

Legal:

2. None.

Risk Management:

3. None.

Staffing (including Trades Unions):

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

Equalities/Human Rights:

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

Public Health:

6. None.

Community Safety:

7. None.

Sustainability:

8. None.

Procurement:

9. None.

Overview and Scrutiny:

10. The 2012/13 Quarter 1 Housing Revenue Account (HRA) revenue and capital report will be considered by the Corporate Resources Overview and Scrutiny Committee on 11 September 2012.

RECOMMENDATION:

the Executive is asked to note the Housing Revenue Account financial position as at the end of June 2012.

Introduction

11. The report sets out the financial position to the end of June 2012.

Executive Summary

12. On 1 April 2012 the financing arrangements for the Housing Revenue Account (HRA) underwent radical reform. The Council is no longer required to make an annual contribution to a national scheme of redistribution (the Housing Subsidy scheme). This has been replaced by a system of Self-Financing, which has entailed the Council undertaking on debt of £165m.
13. The debt structure chosen has given the Council the flexibility to balance asset management and regeneration priorities against the need to make debt repayments.

14. The change from subsidy to self-financing has released approximately £4m per year, which has initially been allocated to the earmarked reserve for Sheltered Housing Re-provision (SHR) and development of the Asset Management Strategy (£2.8m), and the existing capital programme (£1.2m).
15. The 2012/13 budget for the HRA anticipates a contribution to the Sheltered Housing Re-Provision reserve of £2.750m. The June financial position indicates that a contribution to reserves of £3.550m will be possible. This is due to enhanced rental income following more detailed work around the assumptions made in the budget build as against actual rental increases.
16. Although this is a favourable position it is still necessary to undertake an assessment of the likely impact of small scale regeneration schemes and the challenging investment requirements of existing stock. Until this has been undertaken a final use for this additional revenue is still to be determined.
17. The Housing Revenue Account position indicates that the year end forecast outturn position is on budget for the HRA Capital Programme.

Detailed Commentary

18. The HRA annual expenditure budget is £23.178m and income budget is £25.928m, which allows a contribution of £2.750m to the Sheltered Housing Re-Provision Reserve (SHR) to present a net budget of zero. A subjective breakdown of this budget and forecast outturn is shown below.

2012/13	Budget	Annual Forecast
	£m	£m
TOTAL Income (Rents & Service Charges)	(25,928)	(26,808)
Staffing Costs	3,379	3,284
Repairs and Maintenance Costs	5,015	5,287
Stock Investment Programme	5,942	5,942
Corporate / Directorate Recharges	1,298	1,298
Supplies & Contracted Services	1,537	1,490
Debt related costs	6,007	5,957
TOTAL Expenditure		
Contribution to / (from) reserve	(2.750)	(3.550)
Net Expenditure	0	0

19. There is a year to date positive variance of £0.057m. The year to date variance is mainly due to increased rental income.
20. It is projected that annual income will be above budget by approximately £0.800m. This has been reflected in the forecast outturn for the year.
21. The overall impact of this will mean that the HRA is forecast to contribute £3.550m to reserves, as opposed to £2.750m anticipated in the original budget.

Treasury Management

22. The HRA has taken on debt at a time when interest rates are at a historic low, which could release resources that would otherwise have been allocated to debt related expenses. The preferential rates that were offered by the Public Works Loan Board (PWLB) meant that the most economically viable solution was to take the entirety of the debt from the PWLB. The loan profile is shown in the table below:

Loan Type	Amount £m	Maturity Date	Rate %	Annual interest payment £k
Fixed	20.000	2024	2.70	540
Fixed	20.000	2026	2.92	584
Fixed	20.000	2028	3.08	616
Fixed	20.000	2030	3.21	642
Fixed	20.000	2032	3.30	660
Fixed	20.000	2034	3.37	674
Variable	44.995	2022	0.62 (variable)	279
TOTAL	164.995		2.42 (average)	3,995

23. The loans have all been taken on a maturity (interest only) basis. This approach enables money to be released, to invest to save, in capital projects in the early years of the plan.
24. Whilst the majority of the loans have been taken on a fixed rate basis, approximately one quarter is on a variable basis. This allows the Council to benefit from current low interest rates, which are predicted to continue in the short to medium term. However, prudent policy should anticipate higher short term interest rates in the future.

Revenue Virement Requests

25. There are currently no proposed virements over £0.100m to report.

Achieving Efficiencies

26. An efficiencies target of £400k is built into the 2012-13 base budget.

27. To date, £227k of these efficiencies have been achieved, comprised of 2 vacant posts which will not be recruited to, together with enhanced rental income and reduced voids cost.
28. The additional £173k of efficiencies are likely to be found within the Asset Management and Housing Management services. This process has been delayed pending the recruitment of the Head of Asset Management, who joined the Council on 2 July.

Reserves position

29. The total reserves available as at April 2012 were £3.905m and the current forecast indicates that an additional £3.550m will be transferred to HRA reserves at the year end.

Debt Analysis

30. Total current and former tenant arrears were £0.971m at the end of June compared to £0.886m at the end of the financial year 2011/12. Current arrears are £0.590m or 2.17% of the annual rent debit of £27.209m (£0.571m or 2.28% at the year end). The figure of 2.17% is a 0.12% adverse variance against a target of 2.05%.
31. Performance on former tenant arrears is 1.40% against a target of 1.00%, leaving a balance of £0.381m. (Year end was 1.26% with a balance of £0.315m.)
32. There were £0.034m of tenant write offs in the first quarter of 2012-13.

Risks and Upsides

33. There are no risks or upsides to report.

Status of Capital Programme

34. The following table summarises the position as at the end of June.

Table 1 Capital Programme Summary	Full Year Forecast Variance		
	Budget £m	Forecast £m	Variance £m
General Enhancements	250	250	0
Garage Refurbishment	50	50	0
Paths & Fences Siteworks	60	60	0
Estate Improvements	250	250	0
Energy Conservation	250	250	0
Roof Replacement	240	325	85
Central Heating Installation	1,050	1,050	0
Rewiring	340	340	0
Kitchens and Bathrooms	1,100	1,100	0
Central Heating Communal	176	176	0
Secure Door Entry	350	350	0
Structural Repairs	150	150	0
Aids & Adaptations	450	450	0
Capitalised Salaries	343	343	0
Asbestos Management	58	58	0
Stock Remodelling	450	450	0
Drainage and Water Supply	175	90	(85)
Plasticisation	400	400	0
TOTAL	6,142	6,142	0

35. As a result of the change from the Subsidy system to Self-Financing an additional £1.2m has been allocated to the 2012-13 HRA Capital Programme.
36. This additional budget is partially earmarked to replace wooden fascia boards with plastic boards (Plasticisation), which will create savings within the external decorations budget. The other element is earmarked for stock remodelling projects, which range from replacing flat roofing to solid wall insulation.
37. There is a year to date variance of £0.035m, with an outturn forecast on budget.
38. An overspend is predicted on the roof replacement budget, as the roofs identified for replacement in this year's programme involve a higher than average replacement cost.
39. This overspend is offset by savings in the Drainage and Water Supply programme, partially due to changes in legislation regarding responsibility for waste drains.

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Meeting: Executive
Date: 21 August 2012
Subject: Quarter 1 Performance Report
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: To report on Quarter 1 2012/13 performance for Central Bedfordshire Council's corporate performance indicator set.

Advising Officer: Richard Carr, Chief Executive
Contact Officer: Elaine Malarky, Head of Programme & Performance Management
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision No
Reason for urgency/ exemption from call-in (if appropriate) N/A

CORPORATE IMPLICATIONS
<p>Council Priorities: The quarterly performance report underpins the delivery of all Council priorities.</p> <p>Financial:</p> <p>1. 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, Invoices paid within 30 days, and Time taken to process benefits and change events.</p> <p>Legal:</p> <p>2. None.</p> <p>Risk Management:</p> <p>3. Any areas of ongoing underperformance would be a risk to both service delivery and the reputation of the Council.</p> <p>Staffing (including Trades Unions):</p> <p>4. The corporate performance suite includes indicators on sickness absence within the Council.</p>

Equalities/Human Rights:

5. This report highlights performance against a range of indicators which seek to measure how the Council and its services impact across all communities in Central Bedfordshire. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators in the corporate set deal with information important in assessing equality, it is reported at the headline level in the corporate report.
6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data in the corporate performance report is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

Public Health:

7. The report highlights performance against a range of social care indicators and seven new indicators which reflect the new public health aspects of the Council's work.

Community Safety:

8. Serious Acquisitive Crime is included in the Corporate Performance Indicator set.

Sustainability:

9. Included in the indicator set are a broad range of indicators relating to sustainability including those covering employment, benefits claimants, affordable housing and waste.

Procurement:

10. The corporate indicator set includes the monitoring of the percentage of undisputed invoices paid within 30 days.

Overview and Scrutiny:

11. This report will be presented to the Overview and Scrutiny committees during their September 2012 cycle of meetings.

RECOMMENDATION:

The Executive is asked to:

1. **acknowledge the overall strong performance in Quarter 1 for the indicators in the corporate indicator set and to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

<i>Reason for Recommendation:</i>	<i>To ensure a rigorous approach to performance management across Central Bedfordshire Council.</i>
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Executive Summary

12. Building on the strong overall performance in 2011/12, Quarter 1 has seen further improvements with 20 of the 31 indicators showing a direction of travel, displaying “improved performance”. A fuller summary is provided in the ‘Overview’ section of this report.

Introduction

13. Management of the corporate indicators supports the delivery of Council priorities. An overview of performance in Quarter 1 and Directorate summaries are set out below supported in Appendix A by a summary of the detailed performance data.

Overview

14. This Quarter sees the introduction of seven new Public Health indicators further aiding our understanding of factors affecting Central Bedfordshire. The economic climate continues to place pressure on Council services, but once again careful management helped ensure encouraging performance this quarter. Take for example CH1 the percentage of Council Tax collected, here a change in Government policy to help the public by allowing them to pay their council tax over twelve months rather than the usual ten, has meant that the Council has had to re-profile its planned collection. Despite this it is currently on track to meet its end of year target. Equally encouraging is the fall in the number of households living in temporary accommodation.

15. Appendix A provides an overview of performance for each of the indicators in the corporate set. With the addition of seven Public Health indicators this quarter, there are now thirty-six indicators in the Corporate Indicator Set. Due to some indicators only being reported annually, and others for which there is data lag, the overview sheet now indicates which of the indicators are being reported this quarter and the time period that is being reported for each indicator. Of those indicators being reported this quarter it has been possible to RAG score 27. (Appendix A).

Rag Status	Quarter 1	27 indicators
Green	Nineteen (70.4%) <ul style="list-style-type: none"> ○ 16 with improved performance. ○ 2 showing no change ○ 1 with declining performance. 	
Amber	Four (14.8%) <ul style="list-style-type: none"> ○ 2 with improved performance. ○ 2 with declining performance. 	
Red	Four (14.8%) <ul style="list-style-type: none"> ○ 1 with improved performance. ○ 3 with declining performance. 	

16. Looking at the indicators scored as Green in Quarter 1, the Council continues to perform well across a wide range of services including:
- Number of Households living in temporary accommodation. (SCHH7)
 - Number of households in temporary accommodation with dependents. (SCHH8)
 - Percentage of non decent homes. (Council stock) (SCHH9)
 - Four week smoking quitters. (PH1)
 - 20% most deprived Middle Layer Super Output Area four week smoking quitters. (PH2)
 - Number of NHS Health checks delivered. (PH5)
 - Rate of Childhood obesity in Reception aged children. (PH6)
 - Percentage of initial assessments within ten working days of referral. (CS1)
 - Percentage of referrals of children in need that led to initial assessments. (CS4)
 - Ofsted schools and college classifications. (CS7)
 - Number of Serious Acquisitive Crimes per 1,000 population. (SC1)
 - Number of people in employment. (SC3)
 - Number of affordable homes created. (SC4)
 - Percentage of household waste sent for recycling. (SC6)
 - Percentage of municipal waste landfilled. (SC7)
 - Time taken to process Housing Benefit, Council Tax, new claims and change events. (CH2)
 - Undisputed invoices paid within 30 days. (CH3)
 - Amount of debt outstanding over 1 year old. (CH4)
 - Percentage of first point resolutions by the Customer service Contact Centre. (CH6)

17. Within these Green indicators it is worth pointing out the following:
18. The significant reduction in the number of households living in temporary accommodation down from 46 in Quarter 4 2011/12 to 34 in Quarter 1 2012/13. (SCHH7) This has been accompanied by a reduction in the number of these households with dependents living in temporary accommodation, down from 29 in the previous quarter down to 24 in Quarter 1. The relatively low number of households in temporary accommodation has been achieved through a combination of advice and support to those at risk of becoming homeless and planned sourcing of suitable alternative accommodation.
19. The progress that continues to be made in tackling smoking. Here the number of people supported to stop smoking at 1,837 met its target in 2011/12. Particularly important is the fact that 261 of these quitters came from within the 20% most deprived areas within Central Bedfordshire. (PH1) (PH2)
20. The percentage of initial assessments undertaken by Children's Services within ten working days of referral, reached 90.7% this quarter comfortably exceeding its 85% target. (CS1)
21. The percentage of referrals of children in need that led to initial assessments rose to 82.1% at the close of Quarter 1: this is over 20% higher than a year ago and has met the target of 75%. (CS4)
22. The rate of Serious Acquisitive Crime continues to fall; down to 2.0 crimes per 1,000 population during Quarter 1. This is down 0.8 crimes per 1,000 population when compared to Quarter 1 in 2011/12. The Council's Community Safety, Housing and Child Protection Teams continue to work hard on the Integrated Offender Management scheme, which is designed to reduce the offending behaviour of the most prolific offenders. This combined with some proactive policing operations including one focusing on thefts from garden sheds have supported this improved performance.
23. Strong performance in Quarter 1 has seen 92 affordable homes created. This is just over 30% of our target of 300 for 2012/13. (SC4)
24. Building on the good progress made in 2011/12, the time taken to process Housing Benefit and Council Tax Benefit claims reduced significantly this quarter, down to 24.2 days from 31 days at the end of Quarter 1 2011/12. This is a significant improvement, bearing in mind that the volume of incoming work increased by 29% during 2011/12. (CH2)
25. The percentage of undisputed invoices paid by the Council within 30 days continues to meet the 90% target and in Quarter 1 reached its highest rate at 93.35%. (CH3)

26. A new measure monitoring the amount of debt outstanding that is over 1 year old, excluding debt already subject to a legal process and charges only recoverable on the sale of assets, saw some real improvement in Quarter 1. Here the level of debt fell from £1.018 million at the close of Quarter 4 down to £0.62 million at the close of Quarter 1. This was achieved by tackling a small number of larger debts. (CH4)
27. Of the four indicators which are Amber, two were showing improving performance in Quarter 1 and are in Corporate Services:
- The percentage of Council Tax due collected in Quarter 1 at 28.88% was just 0.02 percent behind target. This a good rate of collection in Quarter 1 bearing in mind that more people have switched to twelve monthly payments rather than ten, meaning that more money will now be collected in Quarter 4. (CH1)
 - The rate of staff sickness absence reduced in Quarter 1 to 2.10 days lost per full time equivalent employee down from 2.33 days in the same quarter last year. However it still exceeds the target of 2 days, hence the Amber score. (CH5)
28. The other two indicators scored as Amber showed declining performance are Public Health related:
- The rate of teenage conceptions where the latest data shows a very slight rise up from 33 conceptions per 1,000 females aged 15 to 18 years of age to 33.3 per 1,000. (PH3)
 - Alcohol related hospital admissions where the data for 2011/12 shows a very slight increase. (PH4)
29. Of the four indicators scored as Red, one is showing improving performance, and three deteriorating performance. Looking first at the one that is improving, this is in Social Care, Health and Housing:
- It covers the percentage of clients who are receiving self directed support. Here the percentage rose again this quarter to 54.7% and whilst this falls short of the demanding national target set for this indicator of 100% by the close of the year, it equates to an additional 259 customers since March 2012. (SCHH 2)

30. Of the three indicators that are Red and declining two are in Social Care, Health and Housing and one is in Public Health. Looking at the two in Social Care, Health and Housing first:
- The percentage of carers receiving a needs assessment or review and a specific carer's service or advice and information fell to 40% in Quarter 1 down from 45% in the previous quarter. This was in part due to an increase in the overall number of customers this percentage is work out on. In fact the total number of customers increased by 150 in June alone. The indicator is now being reviewed to see if there is a better way of monitoring this important area of work. (SCHH 3)
 - The percentage of clients receiving a review dipped in Quarter 1 to 78%. However this measure uses a rolling annual measure and the more recent performance rates are much more positive. In-year data is showing that 34% of all the reviews scheduled for 2012/13 were carried out in Quarter 1. (SCHH 6)
31. The other indicator scored as Red and showing declining performance is contained in the new set of Public Health indicators and relates to Childhood obesity levels in children in Year 6. Here the latest available data is for 2011/12 and shows Central Bedfordshire's rate of 16.2% is 2.1% over the target of 14.1%. However, it has to be noted that there is a large year on year variation due to different cohorts. Equally the increased participation in the measurement scheme up to 94.3% last year compared to 90.7% in the previous year also tends to see increases in obesity rates, as those more reluctant to be measured and weighed due to weight issues are encouraged to be weighed. (PH7)

DIRECTORATE SUMMARIES

Social Care, Health & Housing

32. Performance in relation to Adult Social Care has generally remained static over the first quarter of the year. The national target of 100% for self-directed support (SCHH 2) will prove to be challenging, as it is unlikely that the target will be met as a result of customers not wanting to receive self-directed support. Over the next few months, consideration will be given to how information relating to those individuals is reported. Action plans are being developed for the carers' performance (SCHH 3) to ensure that the target for this measure is achieved and to ensure that the issues with data quality are addressed and a more meaningful measure is being considered. Whilst review performance (SCHH 6) has decreased, there has been an improvement against the same period in the previous year. Action is being taken to improve practice by targeting reviews more frequently on high cost care packages and service users who are at higher risk to ensure that appropriate levels of care are provided in the most cost effective way to customers.
33. Whilst performance in relation to safeguarding has declined since the last quarter, the number of investigations has risen significantly during last year. Long-standing cases, which usually involve the Police and other partners, are regularly monitored to ensure that the individual is safeguarded and when appropriate the case is closed.

34. Performance in Housing continues to be on target with the number of households in temporary accommodation being maintained below target. A smaller number of non-decent homes than expected have been identified through the recent Stock Condition Survey; with surveys to specify the required improvements currently being undertaken, with the works to bring up the standard of these properties scheduled for this year.

Public Health

35. This quarter sees the introduction of seven new Public Health indicators to further aid our understanding of the factors affecting Central Bedfordshire.
36. Tackling smoking is of key importance as it affects not only the health of the individual but also those who are exposed passively. It is therefore encouraging that the number of people supported to stop smoking at 1,837 met its target in 2011/12, particularly the fact that 261 of these that came from within the 20% most deprived areas within Central Bedfordshire. (PH1) (PH2)
37. Early identification of risk factors and early stage diagnosis are vitally important in the prevention and effective treatment of vascular diseases. So it is pleasing to be able to report that the number of 40 to 74 year olds receiving a health check in 2011/12 at 10,499 exceeded its target of 10,411. Work started in Quarter 1 to meet a higher target of 11,656 in 2012/13. (PH5)
38. Our ability to reduce the level of childhood obesity is vitally important in improving the long-term health of individuals. The encouraging news here is that the percentage of reception aged children identified as obese in 2011/12 at 8.1% achieved its target. However for the cohort of children in year 6 the target of 14.1% was exceeded at 16.2%. Whilst some of this can be accounted for by the make up of individual cohorts and by the fact that a greater proportion of children were weighed and measured this quarter, it emphasises the importance of continuing to carefully monitor this aspect of health. The issue is being tackled through three programmes. The first Beezee Tots is a healthy living programme for the under fives specifically targeting those who overweight or obesity. The other two are Beezee Bodies family based healthy living programme targeting children aged 7 to 15 years and the 'Making the most of me' school's based programme designed to improve eating habits and levels of physical activity. (PH6) (PH7)
39. The latest data for teenage conceptions which looks at the average rate for the three year period 2008 to 2010, shows that the rate at 33.3 conceptions per 1,000 females aged 15-18 years rose very slightly from 33% recorded in the 2007 to 2009 period. (PH3)
40. The number of alcohol related hospital admissions rose slightly from 1,150 in 2010/11 to 1,193 in 2011/12.

Children's Services

41. The new system for monitoring the Council's performance in relation to protecting vulnerable children and young people was installed at the end of the 2011/12 financial year. Issues experienced in migrating historical data means that two of the four measures for this area are not able to be reported in this quarter.
42. Performance in relation to indicators available has been good in Quarter 1 and key indicators are on target at quarter end.
43. Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In quarter one, published inspection outcomes show that 75% are either good or outstanding.
44. During this first quarter Ashton Middle School, a previously inadequate school, has been judged to be a satisfactory and improving school.
45. Queensbury Upper School which was inspected on 13 and 14 October 2011 was judged to require special measures. Progress in becoming a sponsored academy is on track and recent Ofsted monitoring shows that satisfactory progress is being made.

Sustainable Communities

46. The Quarterly Economic Monitoring Report shows that Central Bedfordshire continues to perform above regional and national averages for economic growth, although this is against a backdrop of real world economic challenges that are affecting the whole country. For example, the number of people in employment (aged 16 to 64) is currently 7.1% above national average and so exceeds the MTP target of 5% above national average. The Economic Growth, Skills and Regeneration Service continues to perform well in its response to these challenges, as shown by the recently received Matrix Accreditation for its Work Clubs. This recognises the high quality of the information, advice and guidance provided to job seekers.
47. The number of affordable homes built in Quarter 1 is the highest level achieved by the Council to date. The 92 units delivered were mainly provided as part of wider development sites under S106 agreements. As a result, many Central Bedfordshire families and households who had previously spent a long time on the waiting list for property have now been placed in new homes that meet their needs. Through partnership working, the Council has ensured that all the units have been built to a high quality design standard, so that they are great places to live where a strong community spirit will be felt. (SC4)
48. The Council's Building Control Team scooped six awards at the Local Authority Building Control Awards for Building Excellence, including the overall winner category, on 17 May. The Council took prizes in the Best Sustainability, Best Social Housing and Best Community Building categories, as well as highly commended for Best Educational Building and Best Social Housing. Overall winner on the night was a project to restore and adapt for community use, two former wards at Moggerhanger House which won Best Community Building and was voted the Supreme Winner of all 11 categories.

49. The Council has been awarded £4.9 million of funding from the Department of Transport's Local Sustainable Transport Fund. Our 'Smarter Routes to Employment' scheme aims to relieve transport congestion and boost economic growth by promoting sustainable travel in the Dunstable, Houghton Regis and Leighton Buzzard areas. It is a significant help to the Council's Local Transport Plans and will support the local economy by providing residents and businesses with a better choice of local journeys which will reduce car use, cut costs and improve health.
50. Our bid was one of only two which were successful in this region, and part of a national £113 million fund given to a number of local authorities as part of the second allocation of funding from the Local Sustainable Transport Fund.
51. In support of one of the Community Safety Partnership's priorities for 2012/13 the Community Safety Team has commissioned Bedfordshire Probation Trust to deliver a community based domestic abuse perpetrator programme pilot. The programme is aimed at those who recognise that they need support and assistance to address their behaviour and agree to attend. Sessions are held at different locations in the area, with each session looking at a different aspect of domestic abuse and helping participants to learn how to respond to conflict in a different and non-abusive way. Support for partners of those attending the programme will also be offered and they will be put in touch with local support groups.

Corporate Services – Resources

52. In response to the current economic conditions Government has relaxed the rules on the time period that residents can pay Council Tax over. In previous years it was restricted to ten months, but the Council now has to accommodate payment over twelve months where this is requested. As a result the Council has seen an increase in the number of direct debit customers choosing to pay over twelve months, which will result in a larger proportion of Council Tax being collected in Quarter 4 than in previous years. As a result the targets for the year have been re-profiled. With this in mind the difference between target and actual this quarter is less than the same quarter last year so this indicator has been scored as Amber and improving. (CH1)
53. The considerable effort that went into improving the processing times for Housing Benefit and Council Tax Benefit in 2011/12 is underpinning a marked improvement in processing times in Quarter 1, which is down to 24.2 days compared to 31 days in the same quarter last year. This is a significant improvement bearing in mind that the volume of incoming work dealt with by this team increased by 29% in 2011/12. (CH2)
54. The Council continues to be a prompt payer of invoices with 93.35% of all undisputed invoices paid within 30 days, a rate that is higher than any quarterly rate achieved in 2011/12. Variation between the processing rates achieved by different directorates is now being looked at in more detail to see how best all can be brought up to the level of the best performing directorates. (CH3)

55. A new indicator has been introduced to monitor the amount of debt outstanding that is over one year old. Unlike previous versions of this indicator, this measure does not include debt that is already subject to a legal process or which can only be recovered through the sale of property. This will provide a more accurate picture of how well the Council is reducing this debt. The good news is that between the close of Quarter 4 2011/12 and the end of Quarter 1 2012/13, the Council was able to cut this type of debt by £0.398M down from £1.018M to £0.620. This has been achieved by focusing in on the largest individual debts. (CH4)

Corporate Services - People and Organisation

56. The rate of staff sickness absence reduced in Quarter 1 to 2.10 days lost per full time equivalent employee down from 2.33 days in the same quarter last year. However it still exceeds the target of 2 days, hence the Amber score. The main increase is derived from short term absence rather than long term sickness. The operation of the Occupational Health team is being reviewed to see how it can better support individual cases. (CH5)
57. The percentage of first point resolutions by the Customer Service Contact Centre, remained unchanged at 86.25% in Quarter 1 exceeding its target of 80%. (CH6)

Appendices: Appendix A – High level summary of the Quarter 1 Performance Indicators taken from the performance tables.

Background Papers: (open to public inspection) - Quarter 1 Detailed Performance Information (Copies are available from the Performance Team, contact 0300 300 6981).

Location of papers: Priory House.

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Performance Report Appendix A Quarter 1 2012/13		Report comparison - Depends on the nature of the indicator		Performance Judgement		
		Seasonal	Quarter on quarter	Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)	
Ref	Indicator	Compared to the same time in the previous year	Compared to the previous quarter	Performance is reducing	Performance remains unchanged	Performance is improving
Ref	Indicator	Performance information being reported this quarter		Performance information being reported this quarter		
		Time period	Performance	Time period	Performance	Performance
Social Care, Health and Housing						
SCHH 1	People supported to live independently	Quarter 1 2012/13	↔	Not scored		Not available
SCHH 2	Clients receiving self directed support	Quarter 1 2012/13	↑	R	Reported in Qu2	G
SCHH 3	Carers receiving needs assessment or review and a specific service or advice and information	Quarter 1 2012/13	↓	R	Reported in Qu3	Reported in Qu3
SCHH 4	SOVA investigations completed within 35 days	Quarter 1 2012/13	↓	Not scored	↔	G
SCHH 5	Achieving independence for older people through rehabilitation / intermediate care (Annual)	Outturn 2011/12	↓	Not scored		
SCHH 6	Clients receiving a review	Quarter 1 2012/13	↓	R		G
SCHH 7	Number of Households living in temporary accommodation	Quarter 1 2012/13	↑	G		Monitor only
SCHH 8	Number of Households living in temporary accommodation (Households with dependants / pregnant)	Quarter 1 2012/13	↑	G		G
SCHH 9	Percentage of non decent homes (Council stock)	Quarter 1 2012/13	↑	G		G
Public Health						
PH 1	Four week smoking quitters	Outturn 2011/12	↓	G		Not scored
PH 2	20% most deprived Middle Layer Super Output Area four week smoking quitters	Outturn 2011/12	↑	G		G
PH 3	Rate of teenage conceptions	Outturn 2008-10	↓	A		G
PH 4	Alcohol related hospital admissions	Outturn 2011/12	↓	A		A
PH 5	NHS Health checks	Outturn 2011/12	↑	G		G
PH 6	Childhood obesity (Reception age children) - Prevalence	Outturn 2011/12	↑	G		G
PH 7	Childhood obesity (Children in Year 6) - Prevalence	Outturn 2011/12	↓	R		G
Children's Services						
CS 1	Percentage of initial assessments within ten working days of referral	Quarter 1 2012/13	↑	G		A
CS 2	Percentage of children looked after at 31 March with three or more placements during the year		Not available	Not available		G
Corporate Services - (Corporate Health Indicators) People and Organisation						
CH 1	The percentage of Council Tax due, collected	Quarter 1 2012/13	↑			A
CH 2	Time taken to process Housing Benefit, Council Tax, new claims and change events	Quarter 1 2012/13	↑			G
CH 3	Undisputed invoices paid within 30 days	Quarter 1 2012/13	↑			G
CH 4	Amount of debt outstanding over 1 year old	Quarter 1 2012/13	↑			G
Corporate Services - (Corporate Health Indicators) Resources						
CS 3	Percentage of child protection cases which should have been reviewed during the year that were reviewed	Quarter 1 2012/13				Not available
CS 4	The percentage of children in need that led to initial assessments	Quarter 1 2012/13				G
CS 5	Achievement at level 4 and above in both English and Maths at Key Stage 2 (Annual to be reported Qu2)					Reported in Qu2
CS 6	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths (Annual to be reported in Qu3)					Reported in Qu3
CS 7	Published Ofsted school and college classifications	Quarter 1 2012/13				G
Sustainable Communities						
SC 1	Number of Serious Acquisitive crimes per 1,000 population					G
SC 2	The number of out of work benefit claimants (Monitor only)	Latest data November 2011				Monitor only
SC 3	The number of people in employment (Aged 16 to 64)	Latest data December 2011				G
SC 4	Number of affordable homes created	Quarter 1 2012/13				G
SC 5	Length of road resurfaced	Quarter 1 2012/13				Not scored
SC 6	Percentage of household waste sent for recycling	Quarter 3 2011/12				G
SC 7	Percentage of municipal waste landfilled	Quarter 3 2011/12				G
Corporate Services - (Corporate Health Indicators) Resources						
CH 1	The percentage of Council Tax due, collected	Quarter 1 2012/13	↑			A
CH 2	Time taken to process Housing Benefit, Council Tax, new claims and change events	Quarter 1 2012/13	↑			G
CH 3	Undisputed invoices paid within 30 days	Quarter 1 2012/13	↑			G
CH 4	Amount of debt outstanding over 1 year old	Quarter 1 2012/13	↑			G
Corporate Services - (Corporate Health Indicators) People and Organisation						
CH 5	Corporate sickness absence	Quarter 1 2012/13	↑			A
CH 6	Percentage of first point resolutions by the Customer Service Contact Centre	Quarter 1 2012/13	↔			G

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