

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



please ask for Sandra Hobbs
direct line 0300 300 5257
date 24 January 2013

NOTICE OF MEETING

EXECUTIVE

Date & Time

Tuesday, 5 February 2013 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

Please will all Members keep hold of this Agenda and bring them to the Council meeting on 21 February 2013.

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 8 January 2013.

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 and Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 March 2013 to 28 February 2014. (To follow)

Decisions

Item	Subject	Page Nos.
8.	Budget 2013/14 and Medium Term Financial Plan 2013 to 2017	19 - 154

To recommend to Council the proposed budget for 2013/14 and the Medium Term Financial Plan 2013 to 2017.

- | | | |
|-----|--|-----------|
| 9. | Capital Programme 2013/14 to 2016/17 | 155 - 178 |
| | The report proposes the Capital Programme (excluding HRA) for the four years from 1 April 2013. | |
| 10. | Budget Report for the Housing Revenue Account (Landlord Service) Business Plan | 179 - 202 |
| | To recommend to Council the Housing Revenue Account budget 2013/14 for approval. | |
| 11. | Proposals to Develop Affordable Extra Care Housing in Dunstable | 203 - 212 |
| | The purpose of this report is to request Executive approval for the development of approximately 80 Extra Care housing apartments on the redundant Dukeminster site in Dunstable. | |
| 12. | Local Lettings Policy to Rural Exception Sites in Central Bedfordshire | 213 - 230 |
| | The report provides Members with details of the outcomes from the consultation for a Local Lettings Policy for Rural Exception Sites and proposes the adoption of the Local Lettings Policy for Rural Exception Sites. | |
| 13. | Central Bedfordshire's Policy Principles for Pupil Place Planning in Schools and Annual Refresh of the Council's New School Places Programme 2013/14 - 2017/18 | 231 - 304 |
| | To inform the Executive of the outcome of the consultation on the proposed Policy Principles for Pupil Place Planning in Schools and seeks their adoption and the annual refresh of the Council's rolling five year investment programme in new school places. | |
| 14. | Determination of Admission Arrangements 2014/15 | 305 - 336 |
| | The report seeks Executive approval to determine the Council's Admission Arrangements for 2014/15, specifically the local authority's co-ordinated admissions scheme and the local authority's admission arrangements for Community and VC Schools. | |

15. **Healthwatch Central Bedfordshire** 337 - 346
- The report proposes that the Council commissions Healthwatch Central Bedfordshire as a new and independent organisation formed by existing local community and voluntary organisations working in partnership.
16. **Land Rear of Central Garage, Cranfield Development Brief** 347 - 378
- To endorse the Land Rear of Central Garage, Cranfield Development Brief for Development Management purposes.
17. **Local Welfare Provision** 379 - 392
- The report proposes the introduction of a scheme to provide Local Welfare Provision to provide support for residents to alleviate financial distress following a crisis or disaster or to obtain or maintain independent living.
18. **Community Right to Bid** 393 - 402
- The report proposes to brief Executive on the regulations relating to the Community Right to Bid provisions in the Localism Act, and to outline Central Bedfordshire's approach to implementing the regulations.
19. **Award of the Contract for the Refurbishment of Timberlands Gypsy and Travellers Site , Pepperstock, Slip End** 403 - 408
- To award the contract to the preferred contractor for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.
20. **Exclusion of the Press and Public**
- To consider whether to pass a resolution under section 100A of the Local Government Act 1972 to exclude the Press and Public from the meeting for the following item of business on the grounds that the consideration of the item is likely to involve the disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Act.

Exempt Decisions

Item	Subject	Exempt Para.	Page Nos.
21.	Options for Resolving Current Delays in Academy Conversions caused by Disputed Liabilities for Pension Payments	1	To follow
	To consider the options for resolving current delays in Academy conversions caused by disputed liabilities for pension payments.		
22.	Award of the Contract for the Refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End	3	409 - 412
	To receive the exempt Appendix.		

This agenda gives notice of items to be considered in private as required by Regulations (4) and (5) of The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012.

Details of any representations received by the Executive about why any of the above exempt decisions should be considered in public: none at the time of publication of the agenda. If representations are received they will be published separately, together with the statement given in response

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 8 January 2013.

PRESENT

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

Executive Members:	Cllrs	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 A M Turner B Wells R D Wenham
Apologies for Absence:	Cllrs	Mrs P E Turner MBE		Executive Member for Economic Partnerships
Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry M C Blair D Bowater Mrs C F Chapman MBE Mrs G Clarke C C Gomm	Cllrs	Mrs S A Goodchild Ms A M W Graham D Jones K C Matthews D McVicar J Murray T Nicols B Saunders P Williams
Officers in Attendance		Mr G Alderson Mr J Atkinson Mr P Burt Mr R Carr Ms D Clarke Mr P Dudley Mrs S Hobbs Mr N Murley Mr C Warboys		Director of Sustainable Communities Head of Legal and Democratic Services Head of Property Assets Chief Executive Assistant Chief Executive (People & Organisation) Assistant Director Children's Services (Learning & Strategic Commissioning) Committee Services Officer Assistant Director Business & Performance Chief Finance Officer

E/12/96 **Minutes**

RESOLVED

that the minutes of the meeting held on 4 December 2012 be confirmed as a correct record and signed by the Chairman.

E/12/97 **Members' Interests**

None were declared.

E/12/98 **Chairman's Announcements**

The Chairman had explained that Agenda item 16 'Leisure Facilities Capital Programme' would be withdrawn and submitted to the Sustainable Communities Overview and Scrutiny Committee on 17 January 2013.

The Chairman made reference to the draft Budget 2013/14 and was pleased that the proposal was not to increase Council Tax and that there were no cuts to service outcomes that would effect the residents.

E/12/99 **Petitions**

No petitions were received.

E/12/100 **Public Participation**

The following statements were received in accordance with the Public Participation Scheme:

1. Sally Gray

Ms Gray spoke on behalf of the Houghton Regis Leisure Centre Action Group about the Council's Leisure Strategy and the Procurement of a contract including for the management of Houghton Regis Leisure Centre. In particular, Ms Gray referred to the swimming pool at Houghton Regis Leisure Centre and urged the Council to reopen it and include the pool as a requirement in the procurement process.

The Executive Member for Sustainable Communities – Services thanked Ms Gray for her statement and confirmed that this issue would be discussed under Agenda item 15 'Leisure Facilities Strategy Adoption'. He explained that he would be moving an amendment to the recommendation to enable a detailed investigation into the financial viability of reopening Houghton Regis Leisure Centre swimming pool in parallel with the procurement exercise for a management contract.

2. Clare Evans, Town Clerk to Houghton Regis Town Council

Ms Evans spoke on behalf of Houghton Regis Town Council in support of the Council's Leisure Strategy and advocated the reopening of Houghton Regis Leisure Centre Swimming Pool.

The Executive Member for Sustainable Communities – Services thanked Ms Evans for her statement and explained that this issue would be discussed at Agenda item 15 'Leisure Facilities Strategy Adoption'.

3. Brian Collier

Mr Collier spoke to Agenda item 11 'Council Tax Support Scheme' and suggested that the proposed allocation of grant to town and parish councils to help offset their reduced tax bases contained some inequities in the treatment of different areas.

The Deputy Leader and Executive Member for Corporate Resources thanked Mr Collier for his statement and explained that the Government had made the decision to replace the current national Council Tax Benefit scheme from 1 April 2013. Consultation on this element of the Council's proposals would close on 17 January 2013 and Mr Collier's comments would be considered in conjunction with other responses received during the consultation.

4. Mr Allen

Mr Allen spoke in connection to the minutes of the meeting held on 4 December 2012 as he believed they did not fully reflect the statement he had made at this meeting and that he had not received a response from the Leader or the Executive Member for Sustainable Communities – Services.

The Leader explained that it was for the Executive to determine the accuracy of the minutes. The Leader confirmed that Officers had written to Mr Allen regarding various issues, but a full answer to Mr Allen's statement at the December meeting would be provided.

E/12/101

Forward Plan and Key Decisions

RESOLVED

that the Forward Plan of Key Decisions for the period 1 February 2013 to 31 January 2014 be noted.

E/12/102 **Draft Budget 2013/14 and Medium Term Financial Plan 2013 to 2017**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the draft budget for 2013/14 and updated the Medium Term Financial Plan (MTFP) that had previously been approved by Council in February 2012. The MTFP had been extended to 2016/17 and an initial draft budget for 2013/14 prepared reflecting further changes in funding and cost pressures and efficiencies, including building on those realised in 2012/13.

The Deputy Leader and Executive Member for Corporate Resources explained that since the publication of the agenda, the Government had announced the Local Government Finance Settlement on 19 December 2012. The effect of this Settlement was to create a further pressure for the Council to address next year of £1.8m. This would be addressed in the Executive's final budget proposal on 5 February 2013 before proposals were submitted to Council on 21 February 2013.

Reason for decision: To enable consultation on the draft budget 2013/14 and MTFP 2013-2017 prior to recommendations by the Executive to Council in February 2013.

RESOLVED

that the draft budget proposals for 2013/14 be approved as the basis for consultation with the Overview and Scrutiny Committees and other interested parties.

E/12/103 **Draft Capital Programme 2013/14 to 2016/17**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that proposed the draft Capital Programme (excluding the Housing Revenue Account) for the four years from 1 April 2013.

Reason for decision: To progress the development of a Capital Programme for the Council's Medium Term Financial Plan 2013 – 2017.

RESOLVED

that the draft 2013/14 to 2016/17 Capital Programme be approved for consultation with Overview and Scrutiny and other stakeholders.

E/12/104 **Draft Budget Report for the Housing Revenue Account (Landlord Service) Business Plan.**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources and the Executive Member for Social Care, Health and Housing that set out the financial position of the Housing Revenue Account (HRA) during the first year of the Self Financing regime and presented the proposed 30 year Landlord Service Business Plan.

The report also considered the budget setting process for 2013/14 and the assumptions that had been made in arriving at the projections in the Plan, to create the financial framework for the Landlord Service to operate within.

In response to a question, the Executive Member for Social Care, Health and Housing welcomed the comment about the informative articles contained in the Housing Matters publication and would confirm its distribution.

Reason for decision: To facilitate effective financial management and planning for the HRA under self financing.

RESOLVED

that the draft budget proposals for 2013/14 as set out below be approved for consultation with the Overview and Scrutiny Committees and other interested parties and that the Executive:

- (a) notes the Housing Revenue Account's debt portfolio and interest payments due in 2012/13;**
- (b) approves the proposal for no principal debt repayments in the current financial year or during the period of the Medium Term Financial Plan (MTFP), namely 2012/13-2016/17;**
- (c) approves the creation of a new reserve, to be called the Strategic Reserve;**
- (d) approves funding of the HRA's 2012/13 Capital Programme from the negative HRA Capital Financing Requirement, thereby releasing additional funds for the Sheltered Housing Re-Provision Reserve (SHRR) and Strategic Reserve (SR);**
- (e) approves the HRA Draft Revenue Budget for 2013/14 and the Landlord Service Business Plan summary at Appendix A;**
- (f) approves the 2013/14 to 2016/17 HRA Capital Programme at Appendix B;**
- (g) approves the average rent increase of 4.67% for 2013/14 in line with the national rental increase as per the Government's Rent Convergence Policy; and**
- (h) approves the proposed allocation of £0.2m to support financial advice, money management and debt problems for customers.**

E/12/105

Council Tax Support Scheme

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that provided an overview of the outcomes from the public consultation and set out the proposed local Council Tax Support Scheme that, if agreed, would come into effect from 1 April 2013.

The Deputy Leader and Executive Member for Corporate Resources confirmed that the Council Tax Base had not changed since he wrote to town and parish councils in December 2012, but that it was proposed that town and parish councils would receive a grant from the Council to assist them with the reduction in their tax base. It was proposed that the funding be distributed on a proportionate basis, dependent upon the forecast level of Council Tax Support discounts to be awarded in each parish.

On the Council Tax Support scheme generally, the intention was to provide training for Members on its operations.

Reason for decision: To enable the Council to endorse the Central Bedfordshire Council local Council Tax Support Scheme. If the Scheme was not approved by 31 January 2013, the Council would have to award local Council Tax Support in accordance with the Government's default scheme which would result in the cost of the scheme exceeding the Government grant to the Authority for local Council Tax Support.

RESOLVED

- 1. that the findings and outcomes from the Council Tax Support scheme consultation carried out with residents and stakeholders as set out in Sections 33 to 46 of the report and the Consultation report be noted; and**
- 2. that the estimated financial implications arising from the recommended scheme for the Council's local Council Tax Support scheme with effect from 1 April 2013 be noted.**

RECOMMENDED to Council

- 1. that the local Council Tax Support Scheme as set out in the Executive report be approved;***
- 2. that the Council Tax Discretionary Discounts policy attached as Appendix D to the Executive report be approved; and***
- 3. that the payment of a Council Tax Support Grant to each parish as proposed in sections 67 to 71 of the Executive report be approved.***

E/12/106

Treasury Management Strategy and Treasury Policy

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that summarised the proposed changes to the Treasury Management Policy and the Treasury Management Strategy. The revised Strategy recognised a greater focus on risk in the Treasury Management Code of Practice and the Prudential Code for Capital Finance in Local Authorities.

Reason for decision: To ensure that an effective and appropriate treasury management framework be in place for the Council.

RECOMMENDED to Council

1. ***that the Treasury Management policy statement January 2013 to January 2016 as set out in the Executive report be approved;***
2. ***that the Treasury Management Strategy 2013/14 to 2015/16, the Investment Strategy 2013/14, detailed counterparty criteria 2013/14 and the capital, treasury and borrowing Prudential Indicators contained within Appendix B to the Executive report be approved; and***
3. ***that the Minimum Revenue Provision (MRP) statement contained within Appendix B (section 11) to the Executive report which sets out the Council's policy on MRP be approved.***

E/12/107

School Funding Reforms - Schools Block

The Executive considered a report from the Executive Member for Children's Services that set out the proposed distribution for the Dedicated Schools Grant – School Block. The proposals had previously been subject to full consultation with all maintained schools and academies and more recently to consultation with and the agreement of the Schools Forum.

The Executive Member for Children's Services confirmed that small schools would be supported by the Council. He did not anticipate that any small schools would close due to the school funding reforms but it was likely that some schools would need to consider more cost-efficient organisational structures such as collaboration or federation.

Reason for decision: To enable the Council to submit the final submission to the Education Funding Agency by the 18 January 2013.

RESOLVED

that the distribution of the Dedicated Schools Grant – Schools Block for 2013-14 be approved.

E/12/108

CCTV Plan 2013-2017

The Executive considered a report from the Executive Member for Sustainable Communities – Services that proposed the adoption of a CCTV Plan 2013 – 2017 for Central Bedfordshire that would set out how the CCTV Service would operate and develop.

The Executive Member for Sustainable Communities – Services responded to questions about the funding of CCTV, the requirements for rural areas and tackling anti-social behaviour.

Reason for decision: To enable the Council to develop the CCTV Service to add value, provide CCTV where it was needed most and look to ways to provide sustainability in the most cost effective way.

RESOLVED

1. ***that the CCTV Plan for Central Bedfordshire be adopted; and***
2. ***that the Director of Sustainable Communities be authorised, in consultation with the Executive Member for Sustainable Communities – Services, to implement the actions set out in the CCTV plan.***

E/12/109 **Leisure Facilities Strategy Adoption**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Leisure Facilities Strategy. The Strategy would be made up of four chapters to provide a framework for the prioritisation, provision and development of sport and recreation facilities and opportunities in Central Bedfordshire.

The Executive Member for Sustainable Communities - Services referred to a small number of minor amendments to the proposed Strategy and moved the following amendment to the recommendations ii) and iv), which was duly seconded:-

- “ii) invites the Committee to review more detailed financial information regarding the leisure capital programme when it considers the overall capital programme proposals at it’s meeting on 17 January 2013;
- iv) requests detailed investigations and the development of a business plan to reopen Houghton Regis Leisure Centre Swimming Pool, and in parallel reviews the reopening of Houghton Regis Leisure Centre swimming pool once the outcome of the new Leisure Management Contract tendering process is complete where the revenue impact of doing so will be a priced option.”

Reason for decision: To enable the Council to deliver a number of the Council’s key priorities.

RESOLVED

1. **that the Council’s Leisure Facilities Strategy, as set out in Appendix A to the report, as amended, be adopted; and**
2. **that in response to the Sustainable Communities Overview and Scrutiny Committee, the Executive**
 - (i) **welcomes the Committee’s comments as to the comprehensive nature of the review;**

- (ii) invites the Committee to review the more detailed financial information regarding the leisure capital programme when it considers the overall capital programme proposals at its meeting on 17 January 2013;
- (iii) notes that development of the Leisure Strategy was progressing in accordance with the agreed timetable; and
- (iv) requests detailed investigations and the development of a business plan to reopen Houghton Regis Leisure Centre Swimming Pool, and in parallel reviews the reopening of Houghton Regis Leisure Centre swimming pool once the outcome of the new Leisure Management Contract tendering process was complete where the revenue impact of doing so would be a priced option.

E/12/110 **Leisure Facilities Capital Programme**

This item was withdrawn to enable the Sustainable Communities Overview and Scrutiny Committee to consider the report on 17 January 2013.

E/12/111 **Procurement of Leisure Management Contract**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the details of the proposed procurement of a new leisure management contract for Flitwick Leisure Centre, Saxon Pool and Leisure Centre, Sandy Sports and Community Centre with the ability to include Houghton Regis Leisure Centre within which there would be a priced option to reopen the swimming pool.

It was noted that the proposed contract would be flexible and include break clauses subject to performance and not necessarily for seven years as stated in the report.

Reason for decision: To ensure the continuation of leisure centre provision, test economies of scale in bringing four leisure centres within one contract and market test the reopening Houghton Regis Leisure Centre swimming pool.

RESOLVED

that the procurement of a leisure management contract for Flitwick Leisure Centre, Saxon Pool and Leisure Centre, Sandy Sports and Community Centre, with the ability to include Houghton Regis Leisure Centre within which there would be a priced option to reopen the swimming pool, be approved in accordance with the Council's Code of Procurement Governance.

E/12/112 **City Deal**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that the Council expresses an interest in participating in a Milton Keynes based City Deal, supporting the wider South East Midlands economic area.

In response to questions, the Leader and the Executive Member explained the potential benefits of a City Deal and gave assurances about the commitment to safeguarding Central Bedfordshire against any potential risks.

Reason for decision: To enable the Council to participate and influence the shape of the potential City Deal in securing additional tools and flexibilities to drive local economic growth.

RESOLVED

to delegate to the Chief Executive in consultation with the Leader and Executive Member for Sustainable Communities –Strategic Planning and Economic Development the negotiation and development of a Milton Keynes based City Deal on behalf of Central Bedfordshire Council.

E/12/113 **Community Safety Partnership Plan 2013 - 2014**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that set out the proposed Community Safety Partnership Plan for endorsement by the Executive and adoption by Council on 24 January.

Reason for decision: Central Bedfordshire Council is a responsible authority of the Community Safety Partnership under the Crime and Disorder Act 1998. The Act places a statutory duty on the local authority to work with other responsible authorities to develop and implement a strategy for reducing crime and disorder. The strategy must cover a district, borough or unitary area.

RESOLVED

that the Strategic Assessment and the Community Safety Partnership Priorities be endorsed.

***RECOMMENDED* to Council**

that the Community Safety Partnership Plan 2013-2014 be adopted.

E/12/114 **Award of the Housing Kitchen & Bathroom Refurbishment Contracts 2013-2016**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that proposed the award of contracts for the Housing Kitchen and Bathroom Refurbishment Service 2013-2016. The Contract would provide improved value for money and deliver good quality customer care for the Council's residents.

Reason for decision: To enable the housing kitchen and bathroom refurbishment programme to be maintained and delivered in 2013-2016.

RESOLVED

that the Contract for Housing Kitchen and Bathroom refurbishment contract be awarded to three contractors; C, E and F.

E/12/115 **Technical Call Off Contract**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that sought approval to appoint by way of tender an organisation that can provide all the Council's requirements for technical consultancy under the terms of a publicly procured tender process.

In a response to a question, the Deputy Leader and Executive Member for Corporate Resources confirmed that opportunities would be taken to share procurement with other organisations for services that were not unique to Central Bedfordshire Council.

Reason for decision: To provide a framework for the early delivery of technical consultancy services for all Council projects requiring the service.

RESOLVED

that the procurement of the Technical Call Off Framework Contract in accordance with the Council's Code of Procurement Governance be approved.

E/12/116 **Award of Kitchen and Bathroom Refurbishment Contract 2013 to 2016 to Council Housing Properties**

See minute E/12/115 for details.

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.40 a.m.)

Chairman

Dated

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Meeting: Executive
Date: 5 February 2013
Subject: Budget 2013/14 and Medium Term Financial Plan 2013 to 2017
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report proposes the Council's spending plans for the medium term and Council Tax rate for 2013-14 with indicative figures for future years.

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 No
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The Council's priorities were a central strand of the Medium Term Financial Plan and have been a specific factor in evaluating savings proposals.

Financial:

The financial implications of the Budget and Medium Term Financial Plan are set out in the report.

Legal:

The Local Government Finance Act 1992 stipulates that the Council must set an amount of council tax payable for the financial year 2013/14 by 11 March 2013.

Before calculating the level of council tax payable, the Council must consult with council tax payers and representatives of non-domestic ratepayers in its area.

Additionally, the Council must undertake consultation with those who may be directly affected by the implementation of proposed budget, including staff and service users.

The efficiency proposals outlined in Appendix I to the report may result in some employees being made redundant. In those circumstances, the Council is required to undertake consultation with appropriate representatives of the employees who are affected by the proposals.

The efficiency proposals may also require further service user consultation, as more detailed development work is undertaken.

Section 25 of the Local Government Act 2003 requires the Council's Section 151 Officer to comment on the adequacy of reserves. This commentary is set out in detail in Appendix E.

Risk Management:

In considering the budget proposals, it is necessary to take account of the associated risks. These are included within this report in a statutory section on the Section 151 Officer's assessment of key risks in paragraph 36 below.

Staffing (including Trades Unions):

Staffing implications are set out in the report and appendices.

Equalities / Human Rights:

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

Recent court rulings and statutory guidance have confirmed that when public authorities are making financial decisions they are required to ensure that decisions are made in such a way as to minimise unfairness, and that there is not a disproportionately negative effect on people with different protected characteristics.

In selecting the proposed efficiencies a conscious effort has been made to protect front line services by cutting overheads. As a result the equality implications have been minimised.

As part of the budget setting process the Corporate Policy Team have screened all the budget proposals and identified issues that may require an equality impact assessment to be undertaken. Heads of Service/Lead Officers will be supported to undertake these assessments as appropriate with assistance and quality assurance checks from the Corporate Policy Adviser (Equality and Diversity). The Central Bedfordshire Equality Forum has also been consulted on this process and will continue to review proposals with significant equality implications. The Equality Forum noted that in preparing the efficiencies consideration is being given to "squeezing the pips out of contracts". The Forum has commented that care will need to be taken to ensure that this doesn't impact adversely on the quality of service provision to vulnerable people.

Copies of Equality Impact Assessments can be provided on request.

Community Safety:

Amendments to some budgets may have an impact on the delivery of community safety priorities in the future. Specific proposals will be subject to detailed review by officers.

Sustainability:

Key sustainability issues, such as climate change, represent opportunities for the Council to make efficiency savings by decreasing energy use and the total spend on energy. Failure to take action leaves the Council vulnerable to the impact of increasing energy prices.

Overview and Scrutiny:

The draft Budget Report and draft Fees and Charges schedule were considered by the Overview and Scrutiny Committees in the January cycle of meetings. The Social Care, Health and Housing Overview & Scrutiny Committee meeting was postponed until 29 January, so it has not been possible to include feedback from that Committee in this report. Comments from the three Committees that have met are included at Appendix L. See also paragraph 38.

RECOMMENDATIONS:

1. **That the Executive recommends Council to:**
 - (a) **note the response to consultation with Overview and Scrutiny as set out in paragraph 38 and the response to consultation with the public and stakeholders as set out in Appendix A;**
 - (b) **agree the Revenue Budget for 2013/14 and the Medium Term Financial Plan for 2013/14 to 2016/17;**
 - (c) **note the adjustments to the draft Budget as described in paragraph 24 of this report;**
 - (d) **note the Council Tax Base as set out in Appendix G;**
 - (e) **note the allocation of £0.8m to Parish Councils as set out in paragraph 24;**
 - (f) **agree a Band D Council Tax of £1,308.33 for residents of Central Bedfordshire;**
 - (g) **agree the fees and charges set out in Appendix J; and**
 - (h) **note that certain efficiency proposals identified in Appendix I will be subject to formal consultation and Equality Impact Assessment in the coming months and instructs the Corporate Management Team to propose alternative compensatory savings if it appears, following a review of the outcome of the consultation and Equality Impact Assessment, that any specific proposal cannot be delivered.**

<i>Reason for Recommendations:</i>	<i>To agree a balanced budget for 2013/14 and identify resource requirements for the Medium Term.</i>
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Executive Summary

The Council approved the Medium Term Financial Plan (MTFP) for 2012/13 to 2015/16 in February 2012, which continued to reflect sustained funding reductions as a result of the ongoing economic situation. The MTFP has been updated and extended to 2016/17. A Budget for 2013/14 has been prepared reflecting further changes in funding, including a substantial overhaul of the Council Tax and National Non-Domestic Rates regimes. Cost pressures and efficiencies, including the impact of those commenced in 2012/13 have been revisited and incorporated into the proposals. There will be no increases in Council Tax and the commitment to harmonise rates in the North and South of Central Bedfordshire as at 1 April 2013 will be achieved.

Introduction

1. The MTFP is intended to set out a sustainable and affordable financial plan that addresses the Council's priorities over the next four years. It should provide for realistic levels of spending, not dependent upon the use of one-off reserves. It should provide for a prudent level of reserves for contingencies.
2. The Budget for 2013/14 sets out the Council's finances for 2013/14 and identifies the efficiencies required to produce a balanced budget in the light of the ongoing reduction in funding from Central Government and other pressures. £16.1 million of efficiencies are identified for 2013/14 to produce a balanced budget. A further £29.1 million of efficiencies are required over the subsequent three years to achieve the proposed MTFP.
3. The Capital Programme is considered as a separate report on the Agenda, however, by way of context, the key figures within the Capital Programme Report for 2013/14 include:
 - planned gross expenditure of £80.2 million (excluding Housing Revenue Account (HRA));
 - £45.2 million of external funding (including capital receipts);
 - HRA programme expenditure of £10.9 million.
4. Fees and Charges have been set with a 2% uplift on the prior year in the majority of cases.
5. A pay award of 1% increase on the prior year has been included for 2013/14. The MTFP assumes further increases at 1% for the following years. All pay awards are subject to national negotiations.

Background

6. The Medium Term Financial Plan (MTFP) has been updated against a background of significant challenges. In 2012 new legislation was introduced by the Coalition Government that presaged significant changes to both the distribution and level of Local Authority funding, including:
 - devolving responsibility for awarding Council Tax Benefit to local authorities, coupled with an estimated 10% reduction in Council Tax Benefit funding from Central Government;
 - technical changes to Council Tax with the abolition of two classes of statutory exemption;
 - overhauling the system for redistributing National Non-Domestic Rates (NNDR), involving allowing direct retention by Local Authorities of a portion of collected Rates and altering the Formula Grant distribution quantum and methodology;
 - rolling in previously distinct grants such as the Early Intervention Grant and the Learning Disabilities and Health Reform Grant into the Formula Grant mechanism; and
 - replacing the Local Authority Central Spend Equivalent Grant (LACSEG), which had been included within the Formula Grant with a new Education Services Grant.

7. The national and European economies remain in an uncertain state, with major concerns around the future of the euro currency and other European economies. The UK economy has been through a second bout of recession, but has returned some mild growth starting the second quarter of 2012/13. Some commentators are warning that this momentum in growth is unlikely to be sustained given the uncertainty over the economic outlook. Inflation has reduced from a peak of 5.2% (CPI) and 5.6% (RPI) in September 2011, to 2.7% (CPI) and 3.0% (RPI) in November 2012. Interest rates remain very low, with base rate fixed at 0.5%.

8. Against this unsettled background it is important that the Council establishes a level of reserves which allows it to withstand unanticipated financial impacts of future developments at a local and national level.

9. There are significant social and economic drivers of change within Central Bedfordshire across the medium term and beyond, particularly:
 - Demographic growth from 2012 - 2016, including a:
 - 5% increase in the population;
 - 16% increase in the over 75's population; and
 - 24% increase in the over 85's population
 - Increased demand for Looked After Children; mainly in the light of the Baby Peter case;
 - Schools moving to Academy status and out of local authority control;
 - The transfer of public health responsibilities to local government in 2013.

Additionally, technological change is having a profound impact on the delivery and public access to services; this is reflected in use of the internet and social media.

Council priorities

10. The Council approved the following revised priorities in June 2012:
- Enhancing Central Bedfordshire – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
 - Improved educational attainment.
 - Promoting health and wellbeing, and protecting the vulnerable.
 - Better infrastructure – improved roads, broadband reach and transport.
 - Great universal services – bins, leisure and libraries.
 - Value for money – freezing council tax.

Economic Outlook

11. (a) Inflation

As explained already, the national and European economies remain in an uncertain state, with major concerns around the future of the euro currency and European economies with economic problems.

UK inflation has started to fall from a high of more than 5% in 2011 resulting in inflation of 3.0% (RPI) and 2.7% (CPI) in November. Interest rates remain very low, with base rate fixed at 0.5% since March 2009.

(b) Quantitative Easing

The Bank of England announced a £50 billion extension to quantitative easing (QE) in July. The Monetary Policy Committee met in November and decided against a further round of QE.

(c) Economic Growth and Unemployment

The Bank's Quarterly Inflation Report for August was a continuation of its previous bleak outlook for economic growth, noting that growth was likely to remain muted in the near term and that credit growth was weak. The unemployment rate for July - September 2012 was 7.8%, down 0.2% from April to June 2012. There were 2.51 million unemployed people, down 50,000 from April to June 2012.

Budget Objectives

12. The principal objectives of the 2013/14 Budget have been:
- to produce a sustainable plan which allows Council priorities to be delivered;
 - realistic spending year on year not dependent on reserves;
 - maintain reserves at, or above, an agreed level which reflects the risks faced by the Council;
 - zero Council Tax increases over the MTFP period;
 - cuts to front line services to be avoided; and
 - commitment to efficiency as a means of delivering savings.

Medium Term Financial Plan

13. Formula Grant funding within the Medium Term Financial Plan reflects the latest figures as per the Finance Settlement announced on 19 December 2012 and is shown below at Table 1, which is extended to include 2016/17.

Table 1

	2013/14 £m	2014/15 £m	2015/16 £m	2016/17 £m
Formula Grant, including Retained Business Rates	66.6 ¹	60.7	58.8	57.3
Council Tax Freeze Grant 2010	3.2	3.2	-	-
Council Tax Freeze Grant 2011	-	-	-	-
Council Tax Freeze Grant 2012	1.3	1.3	-	-
Total Funding	71.1	65.2	58.8	57.3
Council Tax revenue	117.8	118.6	119.4	120.7
Total Income	188.9	183.8	178.2	178.0

Note 1: The amount shown for Formula Grant has changed significantly compared to the amount included within the Draft Budget report following the Settlement. The movement of £12.2 million is explained in paragraph 24.

14. The above table reflects the Chancellor's Autumn Statement on 5 December and the subsequent announcement of Local Government funding by DCLG. This announcement set out details of the funding for 2013/14 with indicative figures for 2014/15. Amounts for the final two years represent best estimates which will be updated following the next Comprehensive Spending Review (planned for Spring 2013). It is possible that there will be significant changes to these figures for later years.
15. Funding assumptions include the Council Tax Freeze Grant announced in November 2010, which lasts for the period of the CSR10 (i.e. to 2014/15), but current plans see this being removed in 2015/16. In addition there are one-off Council Tax Freeze Grants for each of the years 2013/14 and 2014/15 which were announced in October 2012. There is no assumed increase in the Council tax rate during the MTFP period but the tax base is assumed to grow by 0.65% each year.

Table 2

	2013/14 £m	2014/15 £m	2015/16 £m	2016/17 £m
Total Income	(189.0)	(183.8)	(178.2)	(178.0)
Total Planned Spend	205.1	196.2	189.6	183.5
Efficiencies identified	(16.1)	(8.0)	(7.3)	(2.4)
Efficiencies to be identified	-	(4.4)	(4.1)	(3.1)
Net Balance	-	-	-	-

16. The above table includes the impact of the changes to the Council Tax Benefit regime including the Council Tax Support (CTS) Scheme approved by Executive in August 2012. Full details of the proposed CTS scheme were discussed at the Executive meeting on 8 January 2013 when the final scheme was recommended to Council.
17. In previous years local councils have received funding through the Formula Grant that is determined using a number of factors to establish local resourcing needs. This has been largely funded by a redistribution of NNDR (commonly known as Business Rates). From 2013/14 onwards this mechanism has been radically altered. Councils can now directly retain a portion of collected Business Rates with the remaining portion going back to central Government towards a national redistribution. The amount of Business Rates retained locally is subject to a complicated system of tariffs / top-ups and levies / safety nets (designed to protect Councils from severe funding shortfalls). Although the Government have confirmed that Councils will be able to retain up to 50% of any local growth over a given baseline, in practice the tariff / top-up system means that the Central Bedfordshire will receive just 37.5% of growth above a baseline of £74.2 million.
18. In a further complication to the funding arrangements, several grants have been 'rolled up', or in some areas disaggregated from, the Formula Grant. The Early Invention Grant (EIG), Learning Disabilities and Health Reform Grant and the Homelessness Prevention Grant (together worth nearly £20m in 2012/13) will now be included within the settlement and not separately identified, while the Education Services Grant (formerly LACSEG) has been disaggregated. The Formula Grant has been reduced by £5.4m to fund the Education Services Grant of which only £3m is expected to be returned to the Council, with the remainder being paid directly to Academies.
19. As part of the rolling-in of EIG an amount of £1.8m of the schools Dedicated Services Grant has been allocated to fund services for two-year olds.
20. There are a number of significant changes that are likely to have an impact upon the Council's finances in the medium term that are currently unquantifiable:

a) Welfare Reform

The Welfare Reform Bill was introduced in Parliament in February 2011 and the Act received Royal Assent in March 2012. The Act means significant changes to the welfare system. It provides for the introduction of a 'Universal Credit' to replace an existing range of means-tested benefits and tax credits for people of working age, starting from 2013. The current proposal is to include Housing Benefit but not Council Tax Benefit. The Act follows the November 2010 White Paper, 'Universal Credit: Welfare That Works' that set out the government's proposals for reforming welfare to improve work incentives, simplify the benefits system and tackle administrative complexity.

In addition to introducing Universal Credit and related measures, the Act makes other significant changes to the benefits system. These include:

- restriction of Housing Benefit entitlement for social housing tenants whose accommodation is larger than they need;
- up-rating of Local Housing Allowance rates by the Consumer Price Index; and
- capping of the total amount of benefit that can be paid.

A phased implementation is due to commence in October 2013. However, it is clear that this will have significant operational and resource implications for the Council but at this time these remain unquantifiable.

b) Localism Act 2011

Aside from the Housing Revenue Account self-financing proposals, there are other implications including:

- granting of a 'general power of competence' to provide councils with the legal power to do anything which is not specifically prohibited;
- new rights and powers for communities including 'community right of challenge' and 'community right to buy'; and
- planning system reforms including changes to the community infrastructure levy with a proportion going to neighbourhoods affected by the developments.

The full implementation of the provisions of the Act may have significant service implications and hence budgetary implications for the Council.

Budget 2013-14

Draft Budget

21. The Budget process for 2013/14 was a modified version of the process undertaken for 2012/13. Introduced for the first time was a system of “Head of Service Reviews” at an early stage during the process. These reviews involved each Head of Service presenting a budget overview which:
- provided an overview of the service;
 - split the budget into activities and explained the basis for the total budget for each activity;
 - identified pressures and efficiencies, both existing in the previous MTFP and new items;
 - outlined potential options for further savings; and
 - provided benchmarking information on performance and cost.

The baseline position for the budget reviews was the 2012/13 agreed budget.

22. A themed approach was taken to targeting areas for efficiencies as per paragraph 32. The total budget was then subject to further reviews to address the budget ‘gap’ by means of challenges to the identified pressures and seeking additional efficiency savings.

As a result the budget process was accelerated compared to the previous year allowing for more consideration of where savings should be made.

23. The high level budget position was presented to the Corporate Resources Overview and Scrutiny Committee in October 2012, to which all Members were invited. This presentation covered the changes in Government Funding, the budget process and the high level MTFP figures as they were available at that time.

Amendments to draft budget

24. Since the draft budget was produced for the January 2013 Executive meeting, the Government have announced details of Local Government funding settlement for 2013-14. The level of funding now available is significantly worse than originally planned and has been complicated by various factors outlined further within this report.

Changes have therefore had to be made to budgets to address the funding shortfall and the opportunity was also taken to make presentational and other amendments arising from new information since preparation of the draft report. These changes are set out below (as well as summarised in Appendix C(iii)):

- a The Government has made a decision to ‘roll’ certain grants into the Formula Funding mechanism (see paragraph 18). £10.2m of Adult Social Care grant income and £9.7m of Children’s Services grant income has therefore now been shown as part of Council Funding whereas in previous years these were part of base budgets.

- b As a result of changes to the funding for two year olds described in paragraph 19, £1.8m of funding to be received via the Dedicated Schools Grant has been shown as Children's Services base budget rather than as part of Council Funding.
- c The Government has made a decision to disaggregate certain funding from the Formula Grant mechanism. An estimated £2.99m Education Services Grant income has therefore been shown as Children's Services base budget whereas in previous years the equivalent funding was shown as part of Council Funding (see paragraph 18).
- d A £2.2m reduction has been applied to the Formula Grant to agree with amounts advised in the funding settlement.
- e A further £0.8m reduction to incoming resources reflects a grant that will be distributed to parish councils on a proportionate basis subject to agreement by Council on 24 January 2012. The amount allocated to each parish will be calculated according to the amount of Council Tax Support awarded in each parish as a percentage of the total Council Tax Support awarded in Central Bedfordshire.
- f £0.9m has been added to Council Tax income as a result of updated taxbase calculations.
- g £0.3m of further New Homes Bonus income has been added to Corporate Costs following confirmation from Government.
- h Certain other minor adjustments have been made as detailed in Appendix C(iii), the net effect of which is negligible.

The net effect of all these changes to the draft budget has resulted in a budget shortfall of £1.8m. This gap has been addressed by eliminating the proposed £1.4m transfer to reserves and the use of £0.4m of brought forward reserves. Comments on this approach are detailed in Appendix E.

The effect of the changes to the Formula funding is shown in Table 3 below.

Table 3 – Effect of changes since Draft Budget

Item	Change to Formula Funding £'m	Change to Council Taxbase £'m	Change to base budget £'m	Net change to budget £'m
Grants rolling in (a, above)	19.9	-	(19.9)	-
Two-year old funding (b)	(1.8)	-	1.8	-
Grants disaggregated (c)	(2.9)	-	2.9	-
Sub-total – income reallocations	15.2	-	(15.2)	-
Formula Grant reduction (d)	(2.2)	-	-	(2.2)
Grant to Parishes (e)	(0.8)	-	-	(0.8)
Adjusted taxbase (f)	-	0.9	-	0.9
New Homes Bonus (g)	-	-	0.3	0.3
Eliminate additional contribution to reserves	-	-	1.4	1.4
Use of reserves			0.4	0.4
Total	12.2	0.9	(13.1)	-

Capital Programme

25. The full Capital Programme is considered as a separate report on the Agenda.

The adoption of the proposed Capital Programme will place additional pressure on the revenue budget due to additional borrowing and Minimum Revenue Provision (MRP) charges that are statutorily required. The assumption set out in the table below is an 80% delivery rate against the Capital Programme from 2013/14 across the entire medium term to 2016/17. The table shows the year on year increase in capital financing costs associated with the proposed Capital Programme.

Table 4

	Opening Base Budget £m	Movements			Closing Budget £m
		Interest Charges £m	MRP £m	Total change £m	
2013/14	12.60	(0.65)	0.46	(0.19)	12.41
2014/15	12.41	0.58	1.12	1.70	14.11
2015/16	14.13	0.91	0.71	1.62	15.73
2016/17	15.65	(0.30)	1.59	1.29	17.02

Contingency

26. After making the adjustments outlined in paragraph 24 above, the contingency remains at £2 million.

A contingency at this level is considered appropriate taking into account risk, the level of savings proposed and difficulties in achieving targets (some of which involve significant organisational change) – including uncertainties over future funding. Holding a contingency within the approved budget provides in-year flexibility to respond to any unanticipated developments and is also important in mitigating the need to hold a higher level of General Fund reserves.

Assumptions

27. The budget is based upon and includes, the following key assumptions:

Economic

- For 2013/14 and all years of the MTFP, inflation of 1% on pay, 2% on supplies and services and 2% on income.
- Interest rates remain constant throughout the plan period, in line with forecasts from treasury advisers.

Financial

- Reserves exceeding the previously identified minimum prudent level of £11.2m. The reserves position needs to reflect additional risks and uncertainties in the formula funding model.
- Zero increase in council tax over plan period.
- Fully harmonised council tax across all of Central Bedfordshire at the Band D equivalent rate of the former Mid Bedfordshire District area as at 1 April 2013 (see paragraph 28).
- Previously announced Council Tax Freeze Grants valued as follows:
 - 2.5% of Council Tax revenues for each of the four years from 2011/12 to 2014/15;
 - An additional 2.5% of Council Tax revenues in 2012/13 only; and
 - An additional 1% of Council Tax revenues in each of 2013/14 and 2014/15.

Operational

- Demographic changes (see Economic drivers for change, paragraph 9 above).
- Implementation of the Your Space 2 (was the Medium Term Accommodation Plan) to optimise the use of administrative and operational buildings.
- Procurement savings through tendering and contract management in waste management, highways, care services, cross cutting services.
- A move to a Council focussed on outcomes.

External

- Impact of introduction of Universal Credit (see paragraph 20 for detail) is excluded from the model.
- Impact of localisation of council tax benefit (see paragraph 16 for detail).
- Impact of localisation of NNDR (see paragraph 17 for detail).
- An assumed 5% reduction in Formula funding for each of 2015/16 and 2016/17. Amounts included for the last 3 years of the MTFP will be subject to change following the next Comprehensive Spending Review (scheduled for Spring 2013).

Council Tax

28. There is no increase in the Central Bedfordshire Council element of Council Tax over the plan period, Table 5 below shows the Council Tax rates planned for each year.

Table 5

Band D Rate £	2011/12	2012/13	2013/14	2014/15	2015/16
North	1308.33	1308.33	1308.33	1308.33	1308.33
South	1344.15	1326.24	1308.33	1308.33	1308.33

29. Table 6 below summarises the latest position for the Council's finances in 2013/14 based upon the draft budget as per Appendix C.

Table 6

	£m
Net Base Expenditure Budget 2012/13	179.2
Net Inflation	2.6
Unavoidable Cost Pressures	8.1
Efficiencies	(16.1)
Reallocated income ²	15.2
Net Expenditure 2013/14	189.0
Funding	189.0
Budget Requirement	-

Note 2: This amount reflects the funding changes as per table 3 and as described in paragraph 24 above.

30. Cost pressures are identified at Appendix H. The most significant items are listed below:
- increased demand for care services from an ageing population £1.8m;
 - increased demand for adult disability services £1.3m;
 - increased numbers of child protection referrals £1m;
 - increased numbers of children looked after £1.2m;
 - additional Pension Contribution following Actuarial Review £1.6m;
 - various pressures as a result of increased infrastructure and housing associated with growing population; and
 - debt financing (cost of borrowing to fund the capital programme) becomes significant in the later years of the MTFP.
31. All of the £16.1m efficiencies have been identified and are shown at Appendices I(i) and I(ii). A summary of these is shown below at Tables 6 and 7.
32. Certain consistent efficiency themes which impact across Directorates within the Council were used in the budget preparation and Heads of Service reviews. These were:

- A – Moving from institutional investment to personal solutions
- B – Early Intervention and enabling independence³
- C – Squeezing the pips out of contracts
- D – Income generation - new sources and methods
- E – Self service through digital channels; and
- F – Rationalisation.

Note 3: This theme will be developed further in future budget preparations.

The themes encapsulate the Council’s approach to delivering financial efficiencies whilst maintaining the outcomes from services delivered. Table 7 below groups the efficiencies by these themes.

Table 7

Ref	2013/14	2014/15	2015/16	2016/17	Total
	£m	£m	£m	£m	£m
A	2.8	2.5	2.5	1.0	8.8
B	-	-	-	-	-
C	5.6	2.8	2.8	1.0	12.2
D	0.6	0.5	0.5	0.1	1.7
E	0.6	0.2	0.1	-	0.9
F	6.5	2.0	1.4	0.3	10.2
Total	16.1	8.0	7.3	2.4	33.8

Table 8 – Efficiencies by Directorate

Efficiencies	2013/14 Savings £m
Directorates:	
Social Care Health & Housing	4.8
Children's Services	1.7
Sustainable Communities	4.2
Corporate Resources	2.7
Corporate Costs	2.7
Total	16.1

33. Table 9 sets out the Medium Term Financial Plan across all financial years to 2016/17 that incorporates all the funding and spend assumptions included in this report.

Summary

Table 9

Medium Term Financial Plan	2013/14	2014/15	2015/16	2016/17
	£M	£M	£M	£M
Resources				
Formula Grant and Retained Business Rates	69.79	63.84	58.83	57.34
Council Tax	117.86	118.63	119.41	120.69
Council Tax Freeze Grant 2012	1.31	1.31	-	-
Total Resources	188.96	183.78	178.24	178.03
Planned Revenue Budget				
Opening Base Revenue	374.57	370.71	366.88	362.43
Expenditure				
Reallocated income	15.21	-	-	-
Cost Inflation	4.05	4.14	3.78	3.69
Pressures	8.16	4.47	3.17	2.68
Base Income	(195.62)	(181.75)	(183.10)	(184.19)
Income Inflation	(1.34)	(1.35)	(1.09)	(1.11)
Total Planned Spend Before Savings	205.03	196.22	189.64	183.50
Efficiency Savings	(16.07)	(8.00)	(7.31)	(2.37)
Efficiency Savings to be allocated	-	(4.44)	(4.09)	(3.10)
Total Planned Spend After Savings	188.96	183.78	178.24	178.03

Reserves

34. One of the key objectives of the Budget carried forward from 2012/13 is to increase General Fund reserves to a risk assessed prudent minimum level. The outturn position for 2011/12 and the anticipated outturn for 2012/13 indicate that the previously identified minimum prudent level will be achieved at the start of 2013/14. However, very significant changes are being made to the basis of funding and this has added levels of complexity and uncertainty. In light of this it is prudent to aim to hold a higher level of reserves, at least until clarity is obtained. The draft budget also includes a contingency element of £2m. This is to reflect the significant uncertainties over future funding already described within this report. There is also the recognition of significant risks within the budget, against which sufficient reserves must be held to be prudent.
35. Appendix E describes the approach to reserves in more detail. As noted above the policy has been to retain only those reserves which are necessary to mitigate possible risks and allow the Council to perform its duties. Where reserves are no longer necessary they have been released to meet budget commitments and reduce the demand on incoming resources. The assessment of the appropriate level of reserves will be kept under review during the course of the MTFP period.

Table 10 below shows the reserves by year.

Table 10

£M	2012/13	2013/14	2014/15	2015/16	2016/17
Opening Balance	10.9	12.3	11.9	11.9	11.9
Planned Contribution / (use)	1.4	(0.4)	0.0	0.0	0.0
Closing Reserves	12.3	11.9	11.9	11.9	11.9

The General Fund balances shown in the above table set out the planned General Fund levels at the end of each financial year. There is a planned call on reserves of £0.4m as a result of changes following the Funding announcement for 2013/14.

Risk Management

36. All budget proposals incorporate a degree of risk. Whilst the Council has a good track record of delivering the required budget savings to date, the following are highlighted as key risks within the proposals:
- Demand: The wider impact of the current economic climate on local residents is placing further demands on the Council's services, at a time when the Council needs to reduce spending due to constraints on public expenditure.
 - Reputation: If stakeholder engagement is not managed effectively, the need for the Council to take difficult decisions in response to the contraction of public expenditure will not be understood.

- Delivery: The delivery of the agreed savings proposals, including those which cut across more than one directorate will need to be effectively managed to ensure they are realised in practice. Some require major organisational change programmes.
- Increases in children and older people in care.
- Ability to achieve £16m savings in 2013/14 and £34m over plan period. This needs to be seen in the context of £40 million of efficiency savings already delivered in previous years.
- Reductions in Dedicated Schools Grant (DSG), Education Services Grant (formerly Local Authority Central Spend Equivalent Grant (LACSEG)), Early Intervention Grant and changes to High Needs Block.
- Next Comprehensive Spending Review expected in spring 2013 is predicted to be very challenging and current funding assumptions may be optimistic.
- Impact of Localisation of Council Tax Support (including ability to collect) and performance on Retained Business Rates.
- Impact of Universal Credit.
- Inflationary pressures greater than assumed.
- Impact of transfer of public health.
- Changes to the Pensions regime including the potential impact of Auto-Enrolment and the actuarial review due in 2013.

Consultation

37. The Council has a responsibility to consult with residents and charge payers on its budget.

Last year, in preparation for the production of the Council's four year Medium Term Financial Strategy, Central Bedfordshire Council embarked on a comprehensive campaign to engage local people in determining this strategy.

The campaign comprised three phases of activity. Firstly, market research was conducted through a survey to all households and to a representative sample of residents. This was reported to Members as the budget proposals were developed. Subsequently a consultation was conducted on the proposals and finally, once the budget strategy had been confirmed, feedback on the Council's decisions was communicated to residents and stakeholders.

Given the scope of engagement that influenced the Council's four year financial strategy and the lateness of the Local Government settlement, the priority for 2013/14 has been to ensure that residents, businesses and stakeholder organisations are consulted on the specific proposals for next year's budget.

This consultation commenced as the draft budget (considered by Executive on 8 January 2013) was published on 20 December. All communication channels will be used to raise awareness of the proposed budget and feedback will be invited on line and through more conventional written responses. Bespoke briefings for advocacy groups and representative organisations will also be delivered.

Feedback has been summarised and included in Appendix A. Following the conclusion of the budget process for 2013/14, communication about the final decisions and implications for residents will take place through a mixture of social media, conventional media relations and a household leaflet that will be delivered with the Council Tax notices in the spring.

Overview and Scrutiny

38. Three Overview and Scrutiny Committees had met by the time of writing this report. Due to adverse weather the Social Care, Health and Housing Overview and Scrutiny Committee meeting was postponed until 29 January. Comments from this Committee will be provided at the Executive meeting. Detailed comments from the three Overview and Scrutiny Committees that did meet are set out in Appendix L.

All three Committees recommended that that Draft Budget, MTFP and Capital Programme be endorsed as set out.

The changes to the Draft Budget occasioned by the announcement of the Finance Settlement do not impact on individual directorates and the changes to reserves were considered by the Corporate Resources Overview and Scrutiny Committee.

Public Health

39. The Government have confirmed a ring-fenced grant of £9.9 million in 2013/14 and £10.1 million in 2014/15 in respect of the transfer of Public Health which takes place on 1 April 2013. Expenditure will be fully funded by this grant with no net impact for the Council. Refer to Appendix K for more details.

Housing Revenue Account

40. The Housing Revenue Account is considered as a separate report on this agenda.

Fees and charges

41. For the majority of services there will be a 2% increase for 2011/12, though there are some instances where circumstances require a different approach. These have been summarised in Appendix J(i).

In addition, there are various new charges. A full schedule of fees and charges 2013/14 for approval is shown in Appendix J(ii).

Timetable

42. The key milestones in the timetable for Council to agree its budget in February are set out in Table 11 below:

Table 11

Date	Body	Outcome
January	Overview & Scrutiny	Consideration of efficiencies and savings and draft budget proposals
January		Consultation with residents and stakeholders
5 February 2013	Executive	Recommends Final Budget
21 February 2013	Council	Approves Budget

Appendices:

Appendix A – Results of consultation with the public and stakeholders

Appendix B – Current Petitions

Appendix C(i) – Medium Term Financial Plan 2012/13 to 2015/16 Four Year Summary

Appendix C(ii) – Medium Term Financial Plan 2012/13 to 2015/16 Annual Summaries

Appendix C(iii) – Reconciliation of Movements from Draft Budget

Appendix D(i) – 2012/13 budget, directorate summaries by service

Appendix D(ii) – 2012/13 budget, directorate summaries by expenditure

Appendix E – Robustness of estimates and adequacy of reserves

Appendix F – Grant income

Appendix G – Council Tax Base

Appendix H – Pressures

Appendix I(i) – Efficiencies by Theme

Appendix I(ii) – Efficiencies by Directorate

Appendix J(i) – Changes to Fees and Charges other than 2%

Appendix J(ii) – Fees & Charges

Appendix K – Public Health

Appendix L - Overview and Scrutiny Committee comments

Background Papers: (open to public inspection)

Budget Strategy - Executive, August 2012

Corporate Strategy – Executive, November 2012

Draft Budget – Executive, January 2013

Results of Consultation with Public and Stakeholders

To date we have received several comments from local residents about the draft budget and the proposed efficiencies.

One resident felt we should be aiming to save more than £16 million because they recognised that Central Bedfordshire Council will receive less financial support from central Government next year.

Several residents expressed their frustration with current Highways related schemes which they felt were a waste of money; residents cited the busway, Court Drive and parking issues.

One resident expressed concern about the effect of back office efficiencies on the front line.

One resident felt that if the council is in a position to reduce council tax in the southern part of the authority, they would prefer this not to happen but to use the extra income to sustain and improve services instead.

Some suggestions for savings mirrored efficiencies that the council has already considered or implemented such as:

- § Pay should be frozen. This includes Councillors allowances.
- § Reduce accommodation costs by reducing the office space it occupies and reducing staff travel costs/time to move between offices in the course of their duties.
- § Charge staff for car parking.
- § A moratorium on all posts; no filling of vacancies.
- § To examine all contracts for "Value for Money", especially the Bedfordshire Highways/Amey contract.

There were also some new suggestions for making savings, such as;

- § Sharing back-office staff and administrative services with other local authorities.
- § Town and Parish Councils should also be equally prudent in their budget-setting and precept.

One resident called for us to benchmark; not just against other unitary authorities, but local government more widely as they believe Central Bedfordshire Council is still relatively expensive.

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List of Petitions

Source of Petition	Purpose / Title	Number of signatures	Date Considered by Executive	Date considered by Council	Considered by O&S
Written	To protect against any threat of closure of Biggleswade Hospital	5,500		13 September 2012	22 October 2012
Written	To request the closure of a footway between St. Neots Road and Belam Way, Sandy	18	6 November 2012		
Written	To request the Council to pay compensation to the shopkeepers in Dunstable who have suffered due to the roadworks in Court Drive, Vernon Place and soon to be Queensway	24	6 November 2012		
Written	To oppose the opening and existence of a Sexual Entertainment Venue in Ampthill Town Centre, and deplore Central Bedfordshire Council's granting of an SEV in ignorance of its own policy on the matter	Approx. 2,261		29 November 2012	
Written	To request the Council to install traffic lights on the Twin Bridges on the Tempsford Road between Tempsford and Blunham	500		29 November 2012	

Note: ePetitions with less than 100 signatures are not required to be considered and are therefore not included above.

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CENTRAL BEDFORDSHIRE COUNCIL - Medium Term Financial Plan 2013-14 - 2016-17

Medium Term Financial Plan	2013/14	2014/15	2015/16	2016/17
Expressed at outturn prices	£'000	£'000	£'000	£'000
Formula Grant & Council Tax				
Formula Grant	71,102	65,153	58,833	57,340
Council Tax	117,862	118,631	119,406	120,685
Total resources (Excl. schools DSG)	188,964	183,784	178,239	178,025
Growth		-2.74%	-3.02%	-0.12%
Planned Revenue Budget				
Base Revenue Expenditure	374,574	370,718	366,884	362,430
Reallocated income	15,212	-	-	-
Cost Inflation	4,057	4,141	3,782	3,696
Pressures	8,159	4,474	3,167	2,679
Base Income	(195,626)	(181,754)	(183,100)	(184,191)
Income Inflation	(1,340)	(1,346)	(1,091)	(1,112)
Total planned spending before savings	205,036	196,233	189,642	183,502
Growth before savings (%)		-4.29%	-3.36%	-3.24%
Efficiency Savings	(16,072)	(8,004)	(7,306)	(2,376)
Efficiency Savings still to be allocated	-	(4,445)	(4,097)	(3,101)
Total planned spending after savings	188,964	183,784	178,239	178,025
Growth after savings (%)		-2.74%	-3.02%	-0.12%

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CENTRAL BEDFORDSHIRE COUNCIL - Medium Term Financial Plan 2013-14 - 2016-17
Projections - 2014/15

Appendix C(ii)

2014/15								
	Base Revenue Spend £'000	Cost Inflation £'000	Pressures £'000	Base Income £'000	Income Inflation £'000	Net Revenue Spend before efficiencies £'000	Efficiencies £'000	Net budget £'000
Formula Grant								36,185
Council Tax								118,631
Retained Business Rates								28,968
								183,784
Planned Revenue Spend								
Social Care, Health & Housing	83,513	1,325	3,556	(17,870)	(207)	70,317	(3,709)	66,608
Children's Services	65,357	856	340	(25,864)	(317)	40,372	(1,696)	38,676
Sustainable Communities	55,323	888	90	(10,335)	(207)	45,759	(896)	44,863
Public Health	9,873	277	-	(9,873)	(277)	-	-	-
Corporate Services	114,463	795	128	(86,633)	(338)	28,415	(661)	27,754
Corporate Costs	16,261	-	360	(5,251)	-	11,370	(1,042)	10,328
	344,790	4,141	4,474	(155,826)	(1,346)	196,233	(8,004)	188,229
Housing Revenue Account	25,928	-	-	(25,928)	-	-	-	-
Schools	-	-	-	-	-	-	-	-
	370,718	4,141	4,474	(181,754)	(1,346)	196,233	(8,004)	188,229
Savings Yet to be Identified								
TOTAL								
							(4,445)	(4,445)
							(12,449)	183,784

Appendix C(ii)

CENTRAL BEDFORDSHIRE COUNCIL - Medium Term Financial Plan 2013-14 - 2016-17

Projections - 2015/16

2015/16								
	Base Revenue Spend £'000	Cost Inflation £'000	Pressures £'000	Base Income £'000	Income Inflation £'000	Net Revenue Spend before efficiencies £'000	Efficiencies £'000	Net budget £'000
Formula Grant								29,865
Council Tax								119,406
Retained Business Rates								28,968
								178,239
Planned Revenue Spend								
Social Care, Health & Housing	84,685	1,346	3,268	(18,077)	(212)	71,010	(3,609)	67,401
Children's Services	64,857	846	124	(26,181)	(324)	39,322	(1,225)	38,097
Sustainable Communities	55,405	889	150	(10,542)	(211)	45,691	(1,266)	44,425
Public Health	10,150	-	-	(10,150)	-	-	-	-
Corporate Services	114,725	701	87	(86,971)	(344)	28,198	(1,006)	27,192
Corporate Costs	11,134	-	(462)	(5,251)	-	5,421	(200)	5,221
	340,956	3,782	3,167	(157,172)	(1,091)	189,642	(7,306)	182,336
Housing Revenue Account	25,928	-	-	(25,928)	-	-	-	-
Schools	-	-	-	-	-	-	-	-
	366,884	3,782	3,167	(183,100)	(1,091)	189,642	(7,306)	182,336
Savings Yet to be Identified								
TOTAL								
							(4,097)	(4,097)
							(11,403)	178,239

CENTRAL BEDFORDSHIRE COUNCIL - Medium Term Financial Plan 2013-14 - 2016-17
Projections - 2016/17

Appendix C(ii)

2016/17								
	Base Revenue Spend £'000	Cost Inflation £'000	Pressures £'000	Base Income £'000	Income Inflation £'000	Net Revenue Spend before efficiencies £'000	Efficiencies £'000	Net budget £'000
Formula Grant								28,372
Council Tax								120,685
Retained Business Rates								28,968
								178,025
Planned Revenue Spend								
Social Care, Health & Housing	85,690	1,363	3,341	(18,289)	(216)	71,889	(1,293)	70,596
Children's Services	64,602	841	45	(26,505)	(330)	38,653	(618)	38,035
Sustainable Communities	55,178	886	85	(10,753)	(215)	45,181	(229)	44,952
Public Health	10,150	-	-	(10,150)	-	-	-	-
Corporate Services	114,507	606	-	(87,315)	(351)	27,447	(236)	27,211
Corporate Costs	6,375	-	(792)	(5,251)	-	332	-	332
	336,502	3,696	2,679	(158,263)	(1,112)	183,502	(2,376)	181,126
Housing Revenue Account	25,928	-	-	(25,928)	-	-	-	-
Schools	-	-	-	-	-	-	-	-
	362,430	3,696	2,679	(184,191)	(1,112)	183,502	(2,376)	181,126
Savings Yet to be Identified								
TOTAL								
							(3,101)	(3,101)
							(5,477)	178,025

Reconciliation of Movements From Draft Budget

Appendix C(iii)

	2013-14					Total £'000
	SCHH £'000	Children's Services £'000	Sus Comms £'000	Corporate Services £'000	Corporate Costs £'000	
Funding per Draft Budget Report						175,797
Changes to assumptions:						
Learning Disability and Health Reform Grant (LD Grant) rolled in						10,075
Homelessness Grant rolled in						141
Early Intervention Grant (EIG) rolled in						9,770
EIG funding via DSG transferred out						(1,793)
Education Services Grant transferred out						(2,981)
Redution in Formula Grant to agree to Settlement						(3,251)
Estimated New Homes Bonus topslice returned						239
Update of Council Tax Base						940
Increase in Council Tax Freeze Grant						27
Total funding adjustments						13,167
Revised funding position						188,964
Revenue Budget per Draft Budget Report	55,671	35,437	45,332	25,170	14,179	175,789
Changes to assumptions:						
LD Grant rolled in	10,075					10,075
Homelessness Grant rolled in	141					141
EIG rolled in		9,770				9,770
EIG funding via DSG transferred out		(1,793)				(1,793)
Education Services Grant		(2,981)				(2,981)
Additional New Homes Bonus					(300)	(300)
Inflation adjustment re: New Homes Bonus					43	43
Remove carbon reduction cost pressure				(27)		(27)
Adjust People & Organisation vacancy target				12		12
Adjust Assets vacancy target				18		18
Adjust Libraries Bookfund presssure			(25)			(25)
Adjusted use of Reserves - Cease additional contribution					(1,400)	(1,400)
Adjusted use of Reserves - short term use of reserves					(358)	(358)
Revised Revenue Budget	65,887	40,433	45,307	25,173	12,164	188,964
Additional contingency						-

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APPENDIX D(i)

2013/14 BUDGET BY HEADS OF SERVICE BY BUDGET BUILD

	Base Budget £'000	Income reallocation £'000	Inflation £'000	Pressures £'000	Efficiencies £'000	2013/14 NET BUDGET £'000
Social Care, Health & Housing						
5000 Director of Social Care, Health, Housing	39	-	2	-	-	41
5150 Housing Management (GF)	3,925	91	20	10	(149)	3,897
5200 Adult Social Care	46,044	1,023	813	2,909	(3,690)	47,099
5300 Commissioning	4,638	8,742	82	-	(875)	12,587
5400 Business Systems & Market Strategy	924	360	61	718	(44)	2,019
Total Social Care, Health & Housing	55,570	10,216	978	3,637	(4,758)	65,643
Children's Services						
4000 Director of Children's Services	347	-	4	(180)	-	171
4100 Children's Services Operations	20,680	5,211	397	2,352	(162)	28,478
4200 Learning and Strategic Commissioning	5,334	(215)	68	-	(740)	4,447
4400 Partnerships	606	-	8	-	(7)	607
4950 Central DSG/YPLA	(1,817)	-	-	250	-	(1,567)
4300 Transport	7,437	-	138	-	(218)	7,357
Total Children's Services	32,587	4,996	615	2,422	(1,127)	39,493
Sustainable Communities						
6200 Director of Sustainable Communities	768	-	8	-	-	776
6300 Economic Growth, Skills & Regeneration	5,389	-	50	112	(217)	5,334
6400 Highways Transportation	11,239	-	171	312	(1,319)	10,403
6500 Planning	6,823	-	40	80	(391)	6,552
6800 Environmental Services	23,493	-	475	210	(2,255)	21,923
Total Sustainable Communities	47,712	-	744	714	(4,182)	44,988

APPENDIX D(i)

2013/14 BUDGET BY HEADS OF SERVICE BY BUDGET BUILD

	Base Budget £'000	Income reallocation £'000	Inflation £'000	Pressures £'000	Efficiencies £'000	2013/14 NET BUDGET £'000
Public Health	-	-	-	-	-	-
TBC Public Health	-	-	-	-	-	-
Total Public Health	-	-	-	-	-	-
Corporate Services						
ACE People & Organisation						
1500 ACE People	60	-	-	(60)	-	-
2100 Communications	724	-	9	-	(66)	667
2200 Customer Services	1,888	-	19	128	(382)	1,653
2500 Policy & Strategy	333	-	4	-	(49)	288
2600 Customer & Community	91	-	1	37	(4)	125
7300 Human Resources	2,470	-	28	285	(119)	2,664
7500 Legal & Democratic	3,828	-	48	76	(210)	3,742
Total ACE People & ORG	9,394	-	109	466	(830)	9,139
ACE Resources						
2300 Programme & Performance	991	-	4	-	(469)	526
2700 E Procurement & Payments	322	-	4	111	(73)	364
7200 Chief Finance Officer	4,481	-	70	518	(333)	4,736
7410 ICT	6,749	-	35	242	(449)	6,577
7600 Chief Assets Officer	5,964	-	154	474	(593)	5,999
Total ACE Resources	18,507	-	267	1,345	(1,917)	18,202

APPENDIX D(i)

2013/14 BUDGET BY HEADS OF SERVICE BY BUDGET BUILD

	Base Budget £'000	Income reallocation £'000	Inflation £'000	Pressures £'000	Efficiencies £'000	2013/14 NET BUDGET £'000
Chief Executive						
1100 Chief Executive	485	-	4	-	-	489
Total Chief Executive	485	-	4	-	-	489
Total Corporate Services	28,386	-	380	1,811	(2,747)	27,830
Corporate Costs						
7800 Corporate Costs	14,143	-	-	(425)	(2,708)	11,010
Total Corporate Costs	14,143	-	-	(425)	(2,708)	11,010
TOTAL	178,398	15,212	2,717	8,159	(15,522)	188,964
MEMORANDUM ITEMS						
HRA	-	-	-	-	-	-
Schools Budgets	550	-	-	-	(550)	-
TOTAL ALL	178,948	15,212	2,717	8,159	(16,072)	188,964

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APPENDIX D(ii)

2013/14 BUDGET BY HEADS OF SERVICE BY EXPENDITURE TYPE

	Payroll Related £'000	Running Costs £'000	TOTAL SPEND £'000	Sales, Fees and Charges Budget £'000	Grants £'000	TOTAL INCOME BUDGET £'000	2013/14 NET BUDGET £'000
Social Care, Health & Housing							
5000 Director of Social Care, Health, Housing	211	(135)	76	(35)	-	(35)	41
5150 Housing Management (GF)	1,674	3,360	5,034	(466)	(671)	(1,137)	3,897
5200 Adult Social Care	13,182	50,624	63,806	(13,214)	(3,493)	(16,707)	47,099
5300 Commissioning	1,051	13,715	14,766	(841)	(1,338)	(2,179)	12,587
5400 Business Systems & Market Strategy	1,939	451	2,390	(156)	(215)	(371)	2,019
Total Social Care, Health & Housing	18,057	68,015	86,072	(14,712)	(5,717)	(20,429)	65,643
Children's Services							
4000 Director of Children's Services	288	(117)	171	-	-	-	171
4100 Children's Services Operations	13,648	19,125	32,773	(1,391)	(2,904)	(4,295)	28,478
4200 Learning and Strategic Commissioning	7,588	10,689	18,277	(1,119)	(12,711)	(13,830)	4,447
4400 Partnerships	156	451	607	-	-	-	607
4950 Central DSG/YPLA	-	-	-	-	(1,567)	(1,567)	(1,567)
4300 Transport	162	7,609	7,771	(414)	-	(414)	7,357
Total Children's Services	21,842	37,757	59,599	(2,924)	(17,182)	(20,106)	39,493
Sustainable Communities							
6200 Director of Sustainable Communities	740	36	776	-	-	-	776
6300 Economic Growth, Skills & Regeneration	4,429	2,532	6,961	(661)	(966)	(1,627)	5,334
6400 Highways Transportation	2,435	8,892	11,327	(924)	-	(924)	10,403
6500 Planning	8,084	3,639	11,723	(3,056)	(2,115)	(5,171)	6,552
6800 Comm Safety Public Protec Waste Leisure	5,384	20,406	25,790	(3,783)	(84)	(3,867)	21,923

APPENDIX D(ii)

2013/14 BUDGET BY HEADS OF SERVICE BY EXPENDITURE TYPE

	Payroll Related £'000	Running Costs £'000	TOTAL SPEND £'000	Sales, Fees and Charges Budget £'000	Grants £'000	TOTAL INCOME BUDGET £'000	2013/14 NET BUDGET £'000
Total Sustainable Communities	21,072	35,505	56,577	(8,424)	(3,165)	(11,589)	44,988
Public Health							
TBC Public Health	1,524	8,349	9,873	-	(9,873)	(9,873)	-
Total Public Health	1,524	8,349	9,873	-	(9,873)	(9,873)	-
Corporate Services							
ACE People & Organisation							
1500 ACE People	-	-	-	-	-	-	-
2100 Communications	584	129	713	(46)	-	(46)	667
2200 Customer Services	1,738	119	1,857	(204)	-	(204)	1,653
2500 Policy & Strategy	247	41	288	-	-	-	288
2600 Customer & Community	123	2	125	-	-	-	125
7300 Human Resources	2,484	251	2,735	(71)	-	(71)	2,664
7500 Legal & Democratic	4,041	1,429	5,470	(1,718)	(10)	(1,728)	3,742
Total ACE People & ORG	9,217	1,971	11,188	(2,039)	(10)	(2,049)	9,139
ACE Resources							
2300 Programme & Performance	396	130	526	-	-	-	526
2700 E Procurement & Payments	466	8	474	(110)	-	(110)	364
7200 Chief Finance Officer	5,684	60,010	65,694	(59,214)	(1,744)	(60,958)	4,736
7410 ICT	4,065	4,566	8,631	(2,054)	-	(2,054)	6,577
7600 Chief Assets Officer	2,486	9,317	11,803	(3,908)	(1,896)	(5,804)	5,999
Total ACE Resources	13,097	74,031	87,128	(65,286)	(3,640)	(68,926)	18,202

APPENDIX D(ii)

2013/14 BUDGET BY HEADS OF SERVICE BY EXPENDITURE TYPE

	Payroll Related £'000	Running Costs £'000	TOTAL SPEND £'000	Sales, Fees and Charges Budget £'000	Grants £'000	TOTAL INCOME BUDGET £'000	2013/14 NET BUDGET £'000
Chief Executive							
1100 Chief Executive	480	9	489	-	-	-	489
Total Chief Executive	480	9	489	-	-	-	489
Total Corporate Resources	22,794	76,011	98,805	(67,325)	(3,650)	(70,975)	27,830
Corporate Costs							
7800 Corporate Costs	4,436	13,640	18,076	(790)	(6,276)	(7,066)	11,010
Total Corporate Costs	4,436	13,640	18,076	(790)	(6,276)	(7,066)	11,010
TOTAL	88,201	230,928	319,129	(94,175)	(35,990)	(130,165)	188,964
MEMORANDUM ITEMS							
HRA	3,259	24,500	27,759	(26,717)	(1,042)	(27,759)	-
Schools Budgets	-	-	-	-	-	-	-
TOTAL ALL	91,460	255,428	346,888	(120,892)	(37,032)	(157,924)	188,964

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Robustness of Estimates and Adequacy of Reserves (Incorporating the Reserves Policy)

Background

- 1) Since coming into being on 1 April 2009 Central Bedfordshire has needed to cope with arranging its finances as informed by the spending plans and forecasts of three legacy authorities which historically took differing approaches. In the intervening period there has been a focus on developing and maintaining a robust Budget process.
- 2) The improvements made to the overall budget process over time have meant that there is now sufficient prior year information prepared to the same robust standard as the current year, allowing for greater insight into trends. Improvements continue to be made each year as part of an ongoing process – see “Heads of Service Reviews” below.

Robustness of Estimates

Overall Approach

- 3) The 2013/14 Budget setting process formally commenced with the approval of the process and Budget Strategy at the Executive in August 2012. The Strategy assessed the initial assumptions in the existing Medium Term Financial Plan in light of the continued adverse economic situation and the Coalition Government’s drive to reduce public spending.
- 4) The 2013/14 Budget process was a modified version of the process undertaken for 2012/13. Introduced for the first time was a system of “Head of Service Reviews” at an early stage during the process. These reviews involved each Head of Service presenting a budget overview which:
 - provided an overview of the service;
 - split the budget into activities and explained the basis for the total budget for each activity;
 - identified pressures and efficiencies, both existing in the previous MTFP and new items;
 - outlined potential options for further savings; and
 - provided benchmarking information on performance and cost.
- 5) As a result the budget process was accelerated compared to the previous year allowing for more consideration of where savings should be made.
- 6) The baseline position for the budget reviews was the 2012/13 agreed budget.

- 7) This process allowed for savings proposals to be developed across the late summer and early autumn. The high level budget position was presented to the Corporate Resources Overview and Scrutiny Committee in October, to which all Members were invited. This presentation covered the changes in Government funding, the budget process and the high level MTFP figures as they then stood. During January all Overview & Scrutiny committees reviewed the Draft Budget and savings proposals, Draft Capital Programme and Fees & Charges.
- 8) The latest position was presented to the Executive, together with the draft budget and the most up to date information on funding, on 8 January. This enabled consultation to commence with the residents of Central Bedfordshire. Staff have also had the opportunity to input into the savings proposals as they have been assessed within directorates.
- 9) The Chancellor of the Exchequer did not deliver the Autumn Statement until 5 December with the subsequent announcement of the Finance Settlement on 19 December. This delay compared to previous years meant that, in order to meet timetable requirements, the draft Budget report was not based on the final settlement. The outcome of the Finance Settlement was presented to the Executive on 8 January as a verbal update.

Budget Assumptions

- 10) The headline assumptions on the budget concern the levels of external support and inflationary pressures as well as the consideration of directorate pressures and efficiencies outlined above. All of this has been considered in the context of the economic conditions within which Central Bedfordshire currently operates.

External Support

- 11) External support covers Formula Grant, NNDR, specific grants and Council Tax.
- 12) The Local Government Financial Settlement repeated the '4-block model' introduced for 2011/12 but with some significant changes compared to the prior year. These are explained in more detail in the body of the Report. The key changes relate to Council Tax Support and NNDR both of which increase uncertainty for Central Bedfordshire as incoming resources will be predicated partly on the Council's ability to collect and grow revenues rather than funding being guaranteed from Central Government.
- 13) The settlement which is reproduced in full in Appendix F to the budget report covers only two financial years, the second of which is provisional, which naturally gives less certainty over the medium term. However, the

Government has indicated that a new Comprehensive Spending Review will take place during 2013, and therefore amounts for the years following 2013/14 will be subject to change. There is increased risk associated with these future years given the continued state of the economy and Central Government's commitment to reduce public spending.

- 14) Central Bedfordshire will benefit significantly from the New Homes Bonus over the course of the MTFP. The grant is built into the overall resources in the budget and is predicated on tax base growth over the medium term. Clearly any slowing of growth is a risk but there has been a detailed assessment of the value of this grant to the Council.
- 15) Council Tax is frozen for 2013/14, although the loss of potential additional income is compensated by Council Tax Freeze Grants from Central Government across the spending review years up to 2014/15. The Budget includes the 2010 Grant which covers the four years to 2014/15 plus the 2012 Grant which covers 2013/14 and 2014/15 only.

Inflation

- 16) The key assumptions are set out in the main body of the report and reproduced below:

Spend type	2013/14 and onwards %
Employees	
Pay	1.0
National Insurance	1.0
Prices	2.0
Contracts	2.0
Income	2.0

- 17) The Council Budget includes a provision of £91.6 million for employee costs and the assumptions for the annual pay award. The outlook for the economy is continuing to give rise to pay restraint and for this reason a 1% increase only is provided for in future years of the plan. All pay awards are subject to national negotiations.
- 18) Price inflation is continuing to make the headlines at present. Although the trend over the past year has been for inflation to reduce, some analysts are querying whether this is sustainable. CPI for November is 2.7% while RPI stands at 3.0%.

Many Council contracts have an annual inflation index built in which will put pressure on costs in 2013/14 over and above the general 2% uplift included in the Strategy.

- 19) Income has been increased at 2% across the board. In specific cases, following careful review, additional increases above this amount have been applied and some charges have been held or increased by smaller amounts.

Service Expenditure

- 20) The robustness of estimates for each of the directorates has been considered during the budget setting process with an assessment of the general robustness of service budgets as well as the impact of pressures, growth and efficiencies.
- 21) The Base Budget build provides assurance that budget and activity are aligned and that budgets are at the correct level for 1 April 2013.
- 22) There is an Efficiencies Implementation Group in place which will oversee the delivery of all efficiencies with a specific focus on those categorised as ‘red’ or high risk. This is a continuation of previous years’ practice which has successfully overseen the delivery of significant savings. Nevertheless, continued delivery of further savings year on year, including £16 million of savings in 2013/14 is a significant challenge.
- 23) This successful track record demonstrates a sound corporate approach to the delivery of budgeted savings and gives a measure of confidence that the 2013/14 Budget is realistic and achievable. Nevertheless each year it becomes harder to deliver savings whilst maintaining service levels and there will be significant challenges to be faced in the years ahead.

Adequacy of Reserves

Introduction

- 24) A recent report by the Audit Commission noted the following: “Reserves are an essential part of good financial management. They help councils cope with unpredictable financial pressures and plan for their future spending commitments.” The degree of unpredictability has increased this year, with major changes to a number of funding streams from Central Government. These are set out in the budget report but principally affect Council Tax Support and local retention of an element of NNDR.
- 25) In light of this, a review has been undertaken of the level of reserves this council should seek to hold. It is recognised that this level needs to balance resilience against financial shocks whilst guarding against

unnecessary build up when services are facing pressures to maintain delivery.

- 26) Monitoring of both general and earmarked reserves takes place every month, to ensure these are correctly identified and are being used appropriately. The creation of new earmarked reserves, and transfers to and from reserves, are subject to approval by Executive as part of the final outturn position. The reserves position is therefore transparent to all Members.
- 27) Central Bedfordshire inherited £14.4 million of reserves from the legacy authorities at 1 April 2009 but a significant element of this was taken up by transition costs in setting up the new authority. Central Bedfordshire's General Fund balance as at 31 March 2010 was £5.1 million.
- 28) One of the key objectives of previous budgets has been to increase General Fund reserves to a risk assessed minimum prudent level. The 2012/13 Budget aimed to achieve this objective by March 2014, by planning contributions of £1.4 million in each of the three years 2011/12 to 2013/14, which was estimated to take the reserves to £11.2 million at 31 March 2014.
- 29) However, as a result of efficiency savings, coupled with a favourable outturn position in 2011/12, the expectation is that the minimum prudent level will be achieved by March 2013 and there will be no need for additional planned contributions to reserves beyond this date.
- 30) The General Fund planned reserves as at 31 March 2014 are now £11.9 million after allowing for a £0.4 million contribution to manage budget pressures in 2013/14. Reserves can provide an important short term support to the budget but long term reliance on reserves is not a sustainable position. Whilst it is therefore acceptable to use a relatively small amount of reserves to support the 2013/14 budget in this way, the Executive will need to develop new savings proposals in order to ensure that the later years of the MTFP are balanced without reducing reserves to an unacceptable level.

Policy

- 31) The reserves policy is to have a minimum level of reserves which would equate to 3% of gross expenditure. This level is based on the need for greater financial resilience as a result of the changes in funding for local government and the greater variability in the net expenditure.
- 32) This would provide a minimum prudent level of reserves of £11.1 million based on the 2013/14 budget.
- 33) With the changes to the way in which local government is funded being introduced this year, a much greater volatility in revenues is implied. Experience gained in 2013/14 of the impact of the new funding

methodology will greatly enhance the ability to assess what level of reserves needs to be held in future years. It is therefore envisaged that a comprehensive review of all reserves will inform the next round of budget setting.

Risk Assessment

In addition to General Balances Central Bedfordshire holds £13.0 million of reserves earmarked for specific purposes. Appropriate use of these is included within the budget estimates presented, although in some cases the use may span more than one year. As an emergency measure these earmarked reserves could provide additional resilience and therefore assist as a mitigation of risk to the Council.

- 34) The above assessment of the robustness of estimates has identified a number of risks in the budget. A risk register is being compiled to enable these risks to be scored and monitored during the new financial year.

Central Bedfordshire Grant Schedule

Appendix F

Grant	2012/13	2013/14
	£'000	£'000
Formula funding		
Formula Grant	47,981	41,447 Based on announced allocation
Council Tax Freeze Grant	3,201	1,310 Estimated based on Government announcements
Returned New Homes Bonus Topslice	-	239 Estimated based on Government announcements
<i>Sub-total</i>	<i>51,182</i>	<i>42,996</i>
Estimated Retained Business Rates	-	28,106 As per estimate from Central Government - Baseline Funding
Council Tax Support Grant	-	(11,939) Included within formula grant for 2013/14 and therefore removed to aid comparability
Total Formula Funding	51,182	59,163
<u>Social Care Health & Housing</u>		
Homelessness Grant	141	- Rolled into Formula Grant
NHS Funding Grant	2,183	3,099 Based on announced allocation
Learning Disability and Health Reform Grant	10,075	- Rolled into Formula Grant
Social Fund Admin Grant	81	75 Based on announced allocation
<u>Children's Services</u>		
Early Intervention Grant (EIG)	9,770	- Rolled into Formula Grant
Two-year old funding via Dedicated Schools Grant (DSG)	-	1,793 Latest estimate
Education Services Grant	-	2,981 Latest estimate
Extended Rights to Free Travel	119	119 Latest estimate
Music Grant	354	354 Latest estimate
YPLA Central Funding	430	-
Asylum Seekers	905	905 Latest estimate
Sub-Total		
<u>Sustainable Communities</u>		
Skills Funding Agency	1,291	1,291 Follows Academic year
European Social Fund Grant	355	550 Latest estimate
Lead Local Flood Authorities	66	66 Based on announced allocation
Local Reform and Community Voices DH Revenue Grant	143	152 Based on announced allocation
<u>Corporate Resources</u>		
PFI	1,886	1,886 Same value over the life of project
NNDR Cost of Collection	326	316 Latest estimate
New Homes Bonus	2,903	4,985 Based on announced allocation
Housing Benefit Admin Subsidy	1,470	1,280 Based on announced allocation
Community Right to Challenge	9	9 Based on announced allocation
Community Right to Bid	5	8 Based on announced allocation
Total other funding	32,512	19,869
TOTAL	83,694	79,032

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Medium Term Financial Plan 2013/14

Council Taxbase Calculation: 2013/14														
Totals of Bands	PROTECTED													
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	Non Coll	Tax Base	Full Taxbase (rounded)	Parish Adjustment CTS equiv. rounded	CBC Taxbase (rounded)
Amphill	110.00	315.19	750.19	616.04	571.28	538.01	184.58	18.00	3103.29	31.03	3072.26	3,072	197	2,875
Arsey	150.83	407.36	753.30	291.00	278.67	149.14	24.17	0.00	2054.47	20.54	2033.92	2,034	219	1,815
Aspley Guise	21.33	35.19	253.56	92.75	121.20	207.28	276.67	65.50	1073.47	10.73	1062.74	1,063	59	1,004
Aspley Heath	3.00	24.31	25.56	32.50	41.86	80.53	143.75	32.00	383.50	3.84	379.67	380	9	371
Astwick	0.00	0.00	0.00	1.75	1.22	5.78	6.25	0.00	15.00	0.15	14.85	15	0	15
Battlesden	0.00	0.00	0.00	4.50	6.11	2.89	5.00	2.00	20.50	0.21	20.30	20	1	19
Biggleswade	405.79	1633.63	1749.84	1061.90	1066.69	308.39	60.83	5.00	6292.08	62.92	6229.16	6,229	691	5,538
Blunham	19.56	29.75	77.27	52.45	95.29	62.83	97.92	10.00	445.07	4.45	440.62	441	38	403
Brogborough	2.50	47.25	43.11	9.00	4.58	1.44	2.92	0.00	110.81	1.11	109.70	110	11	99
Campton/Chicksands	0.00	7.58	356.00	95.50	42.17	41.17	27.92	42.00	612.33	6.12	606.21	606	20	586
Clifton	89.00	74.47	277.78	197.50	268.58	173.33	106.67	5.00	1192.33	11.92	1180.41	1,180	79	1,101
Clophill	17.33	18.67	160.89	110.00	169.58	166.11	122.50	2.00	767.08	7.67	759.41	759	51	708
Cranfield	64.75	139.03	425.11	336.50	372.78	182.00	55.83	2.00	1578.00	15.78	1562.22	1,562	107	1,455
Dunton	1.33	27.03	69.78	23.25	64.47	32.86	40.83	0.00	259.56	2.60	256.96	257	24	233
Edworth	1.17	2.33	9.33	6.00	3.67	1.44	5.00	2.00	30.94	0.31	30.64	31	3	28
Eversholt	3.33	8.94	35.33	26.50	33.31	39.72	56.25	10.00	213.39	2.13	211.26	211	11	200
Everton	0.00	5.06	54.67	43.00	43.08	33.58	39.17	4.00	222.56	2.23	220.33	220	14	206
Eyeworth	0.00	0.00	8.00	6.00	3.67	17.69	12.50	0.00	47.86	0.48	47.38	47	2	45
Filton/Greenfield	2.83	21.00	69.11	92.71	122.48	129.28	192.92	24.00	654.33	6.54	647.78	648	26	622
Flitwick	131.50	914.80	1505.02	788.22	973.81	464.39	87.08	0.00	4864.81	48.65	4816.16	4,816	380	4,436
Gravenhurst	2.00	15.94	51.11	50.25	44.61	47.99	50.00	3.50	265.41	2.65	262.76	263	16	247
Harlinton	21.11	26.25	243.11	274.94	168.97	114.83	72.08	0.00	921.30	9.21	912.08	912	57	855
Haynes	18.17	29.94	71.11	73.00	127.72	93.17	138.33	6.00	557.44	5.57	551.87	552	39	513
Henlow	50.67	181.81	438.89	345.50	275.31	192.47	89.58	7.50	1581.72	15.82	1565.91	1,566	89	1,477
Houghton Conquest	9.17	74.28	168.67	117.00	103.28	85.22	56.25	4.00	617.86	6.18	611.68	612	61	551
Hulcote & Salford	3.50	7.58	10.67	15.00	11.31	17.69	29.17	5.00	99.92	1.00	98.92	99	5	94
Husborne Crawley	1.17	1.17	30.00	30.00	8.25	15.17	17.92	7.50	111.17	1.11	110.06	110	4	106
Langford	20.39	123.86	270.44	284.75	240.78	226.42	157.92	0.00	1324.56	13.25	1311.31	1,311	86	1,225
Lidlington	8.17	115.89	146.44	54.50	89.22	48.03	27.92	2.00	492.17	4.92	487.25	487	48	439
Marston Moretaine	57.33	391.13	444.93	344.15	358.72	98.58	68.75	1.50	1765.11	17.65	1747.46	1,747	139	1,608
Maulden	50.67	112.58	185.33	137.11	332.42	305.14	207.08	10.00	1340.33	13.40	1326.93	1,327	99	1,228
Meppershall	8.67	39.08	124.00	142.00	139.64	200.42	74.17	4.00	731.97	7.32	724.65	725	35	690
Millbrook	0.00	1.36	9.33	16.50	11.00	5.78	12.92	6.00	62.89	0.63	62.26	62	4	58
Milton Bryan	0.67	3.11	9.11	10.00	11.00	4.33	35.00	9.50	82.72	0.83	81.90	82	4	78
Mogerhanger	6.67	34.03	59.56	51.00	41.25	56.69	14.58	4.00	267.78	2.68	265.10	265	27	238
Northill	16.17	49.97	173.56	163.50	248.42	181.28	160.42	26.00	1019.31	10.19	1009.11	1,009	46	963
Old Warden	7.17	3.50	23.56	21.50	26.89	19.86	31.25	5.50	139.22	1.39	137.83	138	8	130
Potsgrove	0.67	0.00	0.00	3.75	3.06	2.89	7.08	6.00	23.44	0.23	23.21	23	3	20
Potton	140.25	274.94	523.20	293.64	390.50	215.22	125.39	4.00	1967.16	19.67	1947.49	1,947	149	1,798
Pulloxhill	2.83	9.14	91.56	50.75	75.47	123.14	114.58	3.50	470.97	4.71	466.26	466	26	440
Ridgmont	3.50	25.08	33.78	37.50	25.67	25.28	19.17	6.00	175.97	1.76	174.21	174	20	154
Sandy	238.17	1134.97	952.22	738.50	806.67	315.25	102.05	6.00	4293.83	42.94	4250.89	4,251	483	3,768
Shefford	155.17	311.11	601.03	378.75	611.42	214.86	75.83	0.00	2348.17	23.48	2324.68	2,325	209	2,116
Shillington	35.50	71.75	179.06	142.21	172.68	166.11	79.17	15.50	861.97	8.62	853.35	853	57	796

Totals of Bands	PROTECTED										Parish Adjustment CTS equiv. rounded	CBC Taxbase (rounded)		
	Parishes	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total			Non Coll	Tax Base
Silsoe	8.17	44.72	145.41	126.53	173.40	200.31	188.47	11.40	898.41	8.98	889.42	889	44	845
Southill	6.83	22.94	155.11	58.50	97.17	113.75	49.17	6.00	509.47	5.09	504.38	504	49	455
Steppingley	2.17	4.47	5.78	26.00	9.78	18.42	40.00	2.00	108.61	1.09	107.53	108	5	103
Stondon	118.37	105.39	212.89	103.75	96.86	203.31	98.33	7.00	945.90	9.46	936.44	936	68	868
Stotfold	84.50	377.61	714.67	846.75	608.06	252.78	100.00	0.00	2984.36	29.84	2954.52	2,956	230	2,726
Sutton	0.67	8.94	28.00	9.50	20.47	27.44	39.50	4.00	138.52	1.39	137.14	137	8	129
Tempsford	1.67	18.86	53.33	45.50	44.00	33.94	47.50	4.00	248.81	2.49	246.32	246	17	229
Tingrith	0.50	0.58	7.56	22.12	3.67	17.33	42.40	6.00	100.16	1.00	99.16	99	1	98
Westoning	10.00	56.78	191.11	167.45	99.92	146.61	209.17	25.00	906.03	9.06	896.97	897	52	845
Woburn	6.50	34.42	131.11	90.25	57.14	53.37	81.25	9.50	463.54	4.64	458.90	459	52	407
Wrestlingworth & Cockayne Hatley	1.83	4.28	69.56	48.75	103.28	55.61	66.67	4.00	353.97	3.54	350.43	350	25	325
Fairfield	0.00	19.13	214.57	371.50	288.44	127.11	211.67	0.00	1232.43	12.32	1220.10	1,221	34	1,187
Barton Le Clay	25.67	62.03	562.00	550.43	364.83	318.14	202.50	8.00	2093.60	20.94	2072.66	2,073	124	1,949
Billington	30.67	0.00	23.33	24.50	19.56	16.97	65.42	6.00	186.44	1.86	184.58	185	9	176
Caddington	100.23	35.78	440.00	381.93	321.14	228.58	88.33	4.00	1599.99	16.00	1583.99	1,584	136	1,448
Chalgrave	5.50	8.94	43.11	37.25	26.28	33.94	64.17	4.00	223.19	2.23	220.96	221	18	203
Chalton	1.17	4.28	36.89	71.75	65.08	26.36	32.50	0.00	238.03	2.38	235.65	236	8	228
Dunstable	1251.12	2007.53	3829.04	3881.50	1391.19	604.86	267.92	3.00	13236.16	132.36	13103.80	13,104	1,561	11,543
Eaton Bray	19.50	60.67	229.78	148.75	190.97	308.39	254.58	6.00	1218.64	12.19	1206.45	1,206	91	1,115
Eggington	1.67	3.69	7.33	26.00	25.67	22.03	36.25	6.00	128.64	1.29	127.35	127	6	121
Heath & Reach	8.50	42.39	144.67	115.75	93.19	140.83	71.67	18.00	635.00	6.35	628.65	629	39	590
Hockliffe	10.17	49.97	137.78	60.75	58.06	20.22	17.92	8.00	362.86	3.63	359.23	359	33	326
Houghton Regis	513.50	2709.00	1208.04	580.75	261.25	71.50	27.50	5.00	5376.54	53.77	5322.77	5,323	990	4,333
Hyde	0.67	1.56	45.11	40.25	31.17	21.31	21.67	8.00	169.72	1.70	168.03	168	13	155
Kensworth	23.33	11.08	158.22	91.50	143.92	96.06	107.92	26.00	658.03	6.58	651.45	651	80	571
Leighton-Linslade	742.41	2670.31	4431.31	2757.16	2409.31	1026.64	430.83	24.50	14492.47	144.92	14347.54	14,348	1,296	13,052
Slip End	138.50	11.67	119.33	232.75	151.25	91.36	16.67	0.00	761.53	7.62	753.91	754	66	688
Stanbridge	2.00	10.11	13.11	45.50	107.56	97.86	88.75	2.00	366.89	3.67	363.22	363	21	342
Streatley	0.67	47.44	245.11	144.50	125.89	89.56	68.75	6.00	727.92	7.28	720.64	721	45	676
Studham	4.17	4.08	21.11	55.25	53.78	158.89	336.67	12.00	645.94	6.46	639.49	639	19	620
Sundon	11.00	24.89	75.56	15.50	21.08	27.81	13.33	2.00	191.17	1.91	189.26	189	24	165
Tilsworth	3.80	14.00	34.00	24.50	20.17	26.00	34.58	4.00	161.05	1.61	159.44	159	12	147
Toddington	46.50	129.89	497.03	318.75	395.39	276.97	237.92	10.00	1912.45	19.12	1893.32	1,893	148	1,745
Totternhoe	50.67	21.58	123.11	61.00	106.94	111.22	70.83	2.00	547.36	5.47	541.89	542	48	494
Whipsnade	54.33	1.17	2.44	11.00	9.17	23.11	105.42	29.00	235.64	2.36	233.28	233	20	213
Totals	5168.96	15380.28	25821.02	19256.48	16603.73	10502.29	7151.56	638.90	100523.23	1005.23	99517.99	99,516	9,048	90,468

	2013/14 £'000s	2014/15 £'000s	2015/16 £'000s	2016/17 £'000s	Total £'000s
Social Care Health & Housing	3,637	3,556	3,268	3,341	13,802
Children's Services	2,422	340	124	45	2,931
Sustainable Communities	714	90	150	85	1,039
Corporate Resources	1,811	128	87	-	2,026
Sub-total	8,584	4,114	3,629	3,471	19,798
Corporate Costs	(425)	360	(462)	(792)	(1,319)
Total	8,159	4,474	3,167	2,679	18,479

Central Bedfordshire Council

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Social Care Health and Housing

Ref	Detail of pressure	Implications/impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
ASC1	Ageing Population - predicted increase in the cost of care services for older people due to projected population growth for 70+ age group - 4.0% over the period		1,750	1,700	1,700	1,773	
ASC2	Transitions from Children to Adults with Disabilities New Starts 2013/14 60 new service users - 55 Learning Disability and 5 Physical Disabilities. Also includes full year effect of 12/13 new starts.		1,259	1,238	1,238	1,238	This covers a range of customers including those with moderate learning disabilities.
ASC3	Ordinary Residence - estimated package costs for 17 Learning Disability service users with a number of providers located in Central Bedfordshire. De-registration of their services will mean that responsibility for their funding passes from the current host		-	518	330	330	2013/14 funded by earmarked reserve. Later years are base budget increases.
ASC4	FYE of 12/13 care package changes		718	-	-	-	
ASC5	Public Health Funerals unfunded Statutory Duty		10	-	-	-	Public Funerals are a statutory responsibility
ASC6	Use of earmarked reserves		(100)	100	-	-	
Total			3,637	3,556	3,268	3,341	

Central Bedfordshire Council

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Children's Services

Ref	Detail of pressure	Implications/impact	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Comments
CP1	Child Protection - Increased LAC / cover from Agency for NQSW	Increasing numbers of all categories of child protection referrals in future years. It is hoped that the rate of increase will level off. A rolling programme of social care recruitment is ongoing to try to reduce this agency pressure.	1,045	100	50	-	This is minimum cover and includes placements savings and an element of re-procurement, which has been netted off with 2013/14 Efficiencies of £629k (ref CSE01)
CP2	Foster Care Allowance	The payment rate, annually upgraded, is fixed with reference to foster carers allowances linked to RPI at present.	60	60	60	-	This is 2.3% above a 15.1% uplift last year.
CSP04	Fostering & Adoption - Increased LAC and pressure on Adoption Allowances	The number of children looked after is currently rising but may level off in future years	1,247	-	-	-	£900k increased IFA's and £347k for increasing foster carer numbers. The current budget accounts for much of the 2012/13 overspend. Any costs of disaggregation will be met out of this pressure and has also been included as a risk in case this is not possible.
CSP05	Changes to regulations on use of DSG from Schools Block for Central Support Costs	No service impact, reduction in the sum permitted to be used from DSG for central overheads	250	-	-	-	This will not have a service impact
CSP06	Partnerships - recruitment against reserves in prior year, but reserves run out in 15/16	Reserves not available to cover salary commitments	-	-	14	45	The Community Engagement Manager post is externally funded and the pressure emerges part way through 15/16 when that reserves runs out.
	Use of Earmarked Reserves	Mitigate pressures in 13/14	(180)	180	-	-	2012/13 reserve of £250k originally set aside for OFSTED Action Plan partly held (£180k) to mitigate pressures in 2013/14
Pressures - total			2,422	340	124	45	

Central Bedfordshire Council

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Sustainable Communities

Ref	Detail of pressure	Implications/impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
SC100	Landfill tax uplift		70	70	70	70	A small amount of residual waste will continue to be sent to landfill, however this pressure has reduced from £440k to £70k due to new residual waste treatment and disposal contracts.
SC101	New Local Plan for Central Bedfordshire		-	(100)	(100)	-	Unwinding of previous years' pressure arising from the cessation of the Joint Planning Committee with CBC producing its own Whole District Local Plan
SC102	Houghton Regis Leisure Centre		-	(65)	-	-	Unwinding of previous years' pressure to keep Houghton Regis Leisure centre dryside open . This budgetary pressure is expected to cease when the management contract for the centre is retendered.
SC103	Operational costs to support the guided busway.		250	50	50	50	This is ongoing maintenance costs (£250K) and includes grounds maintenance costs, bus stop maintenance, litter picking, graffiti removal and winter maintenance. The busway will increase the number of bus passengers including those entitled to concessionary fares under the statutory national scheme. The Council is required to reimburse bus operators for the foregone fares estimated to be £150K per annum.
SC104	Resource to enable the Department for Transport indicator monitoring of journey time and reliability of buses to be collected.		12	-	-	-	This work fulfils DfT requirements and also be used for traffic management purposes.

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Sustainable Communities

Ref	Detail of pressure	Implications/impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
SC105	Costs related to original staff transfer to highways contractor at start of contract.		-	20	-	-	Contractual obligation on authority to meet additional employer pension costs arising from review of Local Government Pension Scheme.
SC106	Highways contract retendering resource.		50	50	-	(100)	Specialist advice and capacity required to procure a new highways maintenance contract for 1 April 2016.
SC107	Resource to enable new approach to waste contracts delivering substantial savings.		55	-	-	-	Essential to ensure delivery of saving SC34.
SC108	Increase weed control sprays to twice per year in North.		40	-	-	-	This is to harmonise services across CBC. A review is being undertaken by Waste and Highways to investigate improving the management of grounds maintenance across the area. Any changes will commence at the start of the new season in early spring 2013.
SC109	Increase in waste collection costs as a result of increase in housing growth.		15	15	15	15	Housing growth impacts on waste management costs - the pressure reflects the expected number of new homes.
SC110	Reduced level of income from bulky waste collections.		30				Increased charge in 2012/13 reduced the demand for the service
SC111	Replacement of external funding for Domestic Abuse Multi Agency Risk Assessment Conference (MARAC) Coordinator and Independent Domestic Abuse Violence Advice Service (IDVA).				115		IDVA provide advice to high risk victims of domestic abuse through MARAC. Existing funding for the MARAC Coordinator and IDVA service ceases in 2015/16. This pressure ensures services for high risk victims continue.
SC112	Libraries bookfund		-	50	-	50	To keep library stock up to date and respond to increase in library users whilst maintaining satisfaction of library users.

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Sustainable Communities

Ref	Detail of pressure	Implications/impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
SC113	Libraries - budget build error in 2012/13		112	-	-	-	Staff restructure currently being implemented. Efficiencies noted against SC170.
SC114	Flood Defence		50	-	-	-	One off saving in 2012/13 now a pressure.
SC115	Drainage Board		30	-	-	-	One off saving in 2012/13 now a pressure.
Total			714	90	150	85	

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Corporate Resources

Ref	Detail of pressure	Implications / impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
Resources							
PR-RES-ICT-01	Childrens' Services Case Management- data removal (old system)		(150)	-	-	-	Removal of Temp Budget added in 2012/13
PR-RES-ASS-01	Assets - Appendix E costs associated with moving out of Technology House, estimated cost.		-	189			
PR-RES-ICT-07	Additional ICT Revenue cost as a result of major Projects (Customer First and SAP Optimisation)		392	-	-	-	
PR-RES-ASS-03	Costs associated with moving out of Technology House - removal costs (50k), space planning (£100k) & minor other costs (17k)		167	(150)	-	-	
PR-RES-ASS-04	Loss of rental income and loss of catering income not included in previous MTFP		208	-	-	-	
PR-RES-ASS-05	Loss of income as the licences for aggregates end.		25	-	-	-	
PR-RES-ASS-06	Reduction in income from schools as Academies procure their own maintenance and FM services		20	-	-	-	
PR-RES-ASS-07	Increase in the costs of postal rates		20	-	-	-	
PR-RES-ASS-08	PFI - School PFI contract and budget transferred to Assets by Children's Services in line with creating a single property budget for all CBC assets within Assets.	Due to Annual Contract increase. The PFI does not allow the Council to request any further contribution from the schools. The Sinking Fund was removed.	34	35	37	-	
PR-RES-PROC-01	Restructure Procurement Team		86	-	-	-	
PR-RES-PROC-02	Due to expected drop in Procurement Rebates		25	-	-	-	
PR-RES-FCO-01	Optical Character Recognition software, printing and staff pressures		69	-	-	-	

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Corporate Resources

Ref	Detail of pressure	Implications / impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
PR-RES-FPS-01	Pressure following cessation of Bursary Service - no income from schools		135	-	-	-	
PR-RES-FPS-02	Finance Strategy team capacity to evaluate implications of changes in LA funding, increase resilience and take on ad-hoc project work from directorate support teams. To enable move to budget managers being less reliant on finance support. Funded from consultancy savings.		43	-	-	-	
PR-RES-R&B-01	Printing costs - Council Tax and Housing Benefit related and subscriptions costs.		34	-	-	-	
PR-RES-R&B-02	CTS software maintenance		13	-	-	-	
PR-RES-R&B-04	LA subsidy income and free school meal income pressure		34	-	-	-	
PR-RES-R&B-05	Reduction in Housing Benefit Administration Grant		191	60	-	-	
Total - Resources			1,346	134	37	-	
People & Organisation							
PR-P&O-CHE-01	Assistant Chief Executive costs- set up budget for new structure		(60)	-	-	-	Removal of Temp Budget added in 2012/13
PR-P&O-HR-01	Small pressures across directorate		18	-	-	-	
PR-P&O-HR-02	Removal of one off Budget for Grant Income		30	-	-	-	
PR-P&O-HR-03	Removal of CRB Budgets due to change of service provision to schools		56	-	-	-	
PR-P&O-HR-04	Additional Health & Safety Staffing		52	-	-	-	
PR-P&O-HR-05	Loss of Income due to Cessation of the Schools HR Service		138	-	-	-	
PR-P&O-L&D-03	Extra printing costs due to increase of childcare cases.		15	-	-	-	

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Corporate Resources

Ref	Detail of pressure	Implications / impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
PR-P&O-L&D-04	Increase in postage cost in Registers of Electors due in Stamp price increase		15	-	-	-	
PR-P&O-L&D-06	Uncontrollable pressure as increase in post mortem costs		21	-	-	-	
PR-P&O-L&D-07	One off pressure in 2013/14 Coroner's Service for dilapidation costs for coming out of 8 Goldington road		15	(15)	-	-	
PR-P&O-POL-02	ICT Licence fees £9k per year from 2014/15		-	9	-	-	
EFF-P&O-POL-01	PeopCI1: Potential to capitalise one member of Community Insight staff for Web Strategy work (one off)		-	-	50	-	One off efficiency in 2012/13 becomes a pressure in 2015/16.
PR-P&O-CS-01	Unachievable 12/13 Efficiency on Rationalisation of customer service delivery		128	-	-	-	Total 12/13 efficiency was £303k. £228k shortfall less £100k compensatory savings found.
PR-P&O-POL-01	Unachievable 12/13 Efficiency on Review of staffing in Community Insight (1FTE reduction)		37	-	-	-	12/13 Ref - PeopPol1 (total of 50k) less £13k compensatory savings found. The efficiency related to capitalising staff costs, but backfill is required.
Total - People & Organisation			465	(6)	50	-	
Total			1,811	128	87	-	

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Corporate Costs

Ref	Detail of pressure	Implications/impact	2013/14	2014/15	2015/16	2016/17	Comments
			£'000	£'000	£'000	£'000	
	Employer's Pension Contribution		1,561	542	-	-	Actuarial review - revised contribution rate agreed.
	Capital Financing - MRP		460	1,120	710	1,590	To reflect revised interest and MRP assumptions
	Capital Financing - Interest Payable		(650)	580	910	(300)	To reflect revised interest and MRP assumptions
	Capital Financing - Interest Receivable		200	200	-	-	To reflect revised interest and MRP assumptions
	New Homes Bonus		(2,335)	(2,082)	(2,082)	(2,082)	
	Customer Service Migration (prior year's efficiency not achievable)		339	-	-	-	
	New pressures - total		(425)	360	(462)	(792)	

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Appendix I(i)
Efficiencies

Category Summary

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	2,775	2,475	2,480	1,025	8,755
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	5,637	2,833	2,843	1,027	12,340
D	Income generation - new sources and methods	616	450	474	78	1,618
E	Self service through digital channels	560	213	100	-	873
F	Rationalisation	6,484	2,033	1,409	246	10,172
Total		16,072	8,004	7,306	2,376	33,758

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Appendix I(i)
Efficiencies

Category Summary

ASCHH

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	2,775	2,475	2,480	1,025	8,755
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	1,762	962	987	245	3,956
D	Income generation - new sources and methods	165	90	-	-	255
E	Self service through digital channels	24	-	-	-	24
F	Rationalisation	32	182	142	23	379
Total		4,758	3,709	3,609	1,293	13,369

Children's Services

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	-	-	-	-	-
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	611	1,221	983	600	3,415
D	Income generation - new sources and methods	-	-	-	-	-
E	Self service through digital channels	-	-	-	-	-
F	Rationalisation	1,066	475	242	18	1,801
Total		1,677	1,696	1,225	618	5,216

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Appendix I(i)
Efficiencies

Category Summary

Sustainable Communities

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	-	-	-	-	-
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	2,381	125	628	104	3,238
D	Income generation - new sources and methods	391	325	350	73	1,139
E	Self service through digital channels	197	-	-	-	197
F	Rationalisation	1,213	446	288	52	1,999
Total		4,182	896	1,266	229	6,573

Corporate Services

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	-	-	-	-	-
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	483	125	245	78	931
D	Income generation - new sources and methods	60	35	124	5	224
E	Self service through digital channels	339	213	100	-	652
F	Rationalisation	1,865	288	537	153	2,843
Total		2,747	661	1,006	236	4,650

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Appendix I(i)
Efficiencies

Category Summary

Corporate Costs

Ref	Category	2013/14	2014/15	2015/16	2016/17	Total
		£000s	£000s	£000s	£000s	£000s
A	Moving from institutional investment to personal solutions	-	-	-	-	-
B	Early Intervention and enabling independence	-	-	-	-	-
C	Squeezing the pips out of contracts	400	400	-	-	800
D	Income generation - new sources and methods	-	-	-	-	-
E	Self service through digital channels	-	-	-	-	-
F	Rationalisation	2,308	642	200	-	3,150
Total		2,708	1,042	200	-	3,950

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Appendix I(ii)
Efficiencies

	2013/14 £000s	2014/15 £000s	2015/16 £000s	2016/17 £000s	Total £000s
Social Care Health & Housing	4,758	3,709	3,609	1,293	13,369
Children's Services	1,677	1,696	1,225	618	5,216
Sustainable Communities	4,182	896	1,266	229	6,573
Corporate Resources	2,747	661	1,006	236	4,650
Sub-total	13,364	6,962	7,106	2,376	29,808
Corporate Costs	2,708	1,042	200	-	3,950
Total	16,072	8,004	7,306	2,376	33,758

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Appendix I(ii)
Efficiencies

Social Care Health and Housing

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EA32	Housing: Harmonise Housing Needs with Private Sector Housing.	Reduce operational cost of the two services to deliver a more efficient and joined up service	-	100	50	-	Need to consult employees.	F
EA37	Direct Services: Modernisation of Services for Older People	Review of available facilities over the next four years to provide day opportunities encompassing the personalisation and reablement agenda.	-	-	225	-	There is a plan to consult with customers, partners and relatives throughout the development of this efficiency. This is part of the move away from institutional care to more personal solutions and it is planned to offer day support alongside extra care sheltered unit developments	A
EA53	Commissioned Services: Continue to maximise use of all contracts for Domiciliary Care for Older people, Adults with Learning Disabilities and supported housing.	May result in opposition from current providers.	362	362	362	245	Contract negotiations need to be carried out.	C
EA44	Commissioned Services: Continue to renegotiate high cost Learning Disability and Physical Disability residential placements and other changes to block purchasing for these groups.	May result in opposition from current providers. No impact on the quality of care to customers.	600	200	200	-	Contract negotiations need to be carried out.	C

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Efficiencies

Social Care Health and Housing

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EA51	Commissioned Services: Continue to reduce the usage of residential care.	We will continue to invest money in preventative solutions and reablement to support more people but reduce expenditure on residential care. This may be adversely impaired by the number of people funding their own care requiring the Council to fund their placements.	1,200	800	600	-	None - managed through Adult Social Care management team.	A
EA46	Commissioned Services: Continue the development of a joint approach with the health service to deliver an improved care and reablement service which will have a more positive outcome for customers.	Improved outcomes for some customers who will be diverted from requiring social care support and therefore will enjoy an improved quality of life.	600	600	600	350	None.	A
EA48	Business Systems: Business Process Re-engineering of procurement, brokerage and customer finance functions.	More efficient use of ICT and staff resources.	-	50	50	-	Need to consult employees.	F
EA54	Housing: Continue to effectively manage gypsy and traveller sites.	Continue to improve income collection arrangements and introduce water meters at all sites.	55	-	-	-	2014/15 the net budget is zero and the sites are self financing	D
EA55	Commissioning: Seek further efficiencies from Mental Health services	Reduce administration and management costs within the current contract Mental health by 5%.	150	150	150	-	Contract negotiations are required	C
EA68	Commissioning: Seek further efficiencies from Domiciliary and Community Care services.	Maximise the impact of joint commissioning arrangements for customers	225	250	275	-	Contract negotiations are required	C

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Efficiencies

Social Care Health and Housing

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EA61	Direct Services: Extend the Reablement service to all customers with domiciliary care packages	Improved outcomes for some customers who will be diverted from requiring social care support and therefore will enjoy an improved quality of life.	550	450	350	250	None.	A
EA64	Housing: Extra Care Housing Scheme 1. HRA Capital investment to achieve revenue savings.	Project Management capacity and agreed investment as part of HRA Self Financing	-	200	80	-	Consultation with customers, providers and stakeholders will be carried out during the development of this efficiency.	A
EA65	Extra Care Scheme 2. Capital investment to achieve revenue savings.	Strategic Business Case agreed over the reprovision of accommodation need for Older people	-	-	200	-	Consultation with customers, providers and stakeholders will be carried out during the development of this efficiency.	A
EA66	Direct Services: Deliver efficiencies within 65+ Older People Care packages	May result in opposition from current providers. No impact on the quality of care to customers.	273	-	-	-	Contract negotiations are required.	C
EA67	Direct Services: Deliver efficiencies within care packages for People with a Physical Disability	Reviewing the approach to delivering care for adults with a physical disability. May result in opposition from current providers. No impact on the quality of care to customers.	152	-	-	-	Contract negotiations are required and there may be a need to consult with employees	C
EA69	Business & Performance: Reduce delays of Financial Assessments	Continue to improve income collection arrangements	90	90	-	-	None	D
EA70	Business & Performance: Increase contributions to strategic workforce training programme	Increase external support for the Strategic Workforce training resource	20	-	-	-	None	D

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Efficiencies

Social Care Health and Housing

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EA73	Housing: Deliver savings within Private Sector Housing and Housing Needs by better use of ICT and further income generation activity	More efficient use of ICT and staff resources.	32	32	42	23	Need to consult employees.	F
EA74	Direct Services: Review of all Care Packages within Learning Disabilities	May result in opposition from current providers. No impact on the quality of care to customers.	425	425	425	425	Contract negotiations are required.	A
EA76	Customer First		24	-	-	-		E
Total efficiencies			4,758	3,709	3,609	1,293		

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Efficiencies

Children's Services

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
CS1	Strategic commissioning of social care placements and interventions	This is a previous MTFP efficiency and is built on CSE01. The new efficiency is a continued focus on best value and recommissioning contracts.	100	100	100		- This planning is on going and is a follow on of work on commissioning started in 2011/12. This is in addition to the Child Protection Efficiency CSE01 of £695k for 2013/14 which has been netted off against pressures CSP02.	C
CS3	Special Educational Needs	This is a previous programme of MTFP efficiencies in Special Educational Needs. This saving will not affect the outcomes for children. A focus on local placements will continue.	100	100	100		- Moving to accommodate children within "in authority" special schools rather than placements with out of county schools. This is the Special Recoupment budget.	C
CS4	Post 16 Transport Policy	Policy changes have already been consulted on and agreed by Executive and are shown in the MTFP	211	-	-		- This is the 2nd year of implementation of the Post 16 Transport Policy	C
CS9	Reduction to Out of County Placements	Reducing Out of County Placements now that the Chiltern Area School is established. This was in the previous MTFP	200	-	-		- Moving to accommodate children within "in authority" special schools rather than placements with out of county schools. This is the Out of County Budget.	C
CS10	Reallocation of school improvement activity	Reallocation of school improvement activity towards school to school support and increased in traded school support activity	110	221	-		- Efficiency amended from draft budget version	F

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Efficiencies

Children's Services

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
CS11	Further application of grant to core budget as the Early Intervention Grant increases.	Savings from core budget due to services being supported by Early Intervention Grant as previous projects cease or become recommissioned.	-	279	-	-	See the risk associated with Early Intervention Grant.	C
CS13	Removal of three consultant posts	Work in support of vulnerable learners will be commissioned from Teaching Schools and other schools with outstanding and innovative practice.	40	-	-	-	These staff have left and this is the full year effect.	F
CSE 01	Child Protection - Increased LAC / cover from Agency (pressure) offset by the chance of 3 residential placements (efficiency)	There was an original efficiency of £629k for 2013/14 which has now been netted off with the pressure CSP02.		729	200	600	The target is to provide three more places by April 2013.	C
CSE 02	Children with Disabilities - Use of EIG to fund Core services	This assumes the Gov does increase the EIG as indicated but no new activity will ensue	-	187	190	-	Efficiency 2014/15 - This switches core funding with Early Intervention Grant	F
CSE 03	Early Intervention and Prevention - Use of EIG to release core funding and recommission of service	This assumes the Gov does increase the EIG as indicated but no new activity will ensue	62	16	-	-	13/14 - £15K of Core Budget for Young Carers, to be released and use EIG to make-up shortfall. £47K – First year savings in bringing a currently commissioned contract in-house. 14/15 – £16K – additional savings from bringing service in-house which are not fully possible in year one due to redundancy / TUPE costs in year 1	F

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Efficiencies

Children's Services

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
CSE 04	Partnerships & Workforce Reduction in generic workforce opportunities that are core funded.	Reduction in training and workforce development and seeking opportunities to sell services. Existing 2013/14 agreements to be honoured.	-	41	40	-	Efficiency 2014/15 - reduction in delivery of face-to-face generic workforce learning opportunities that are core funded and the development of an enhanced blended learning opportunities at all levels with e-learning. Marketing this offer more widely.	F
CSE 05	School Organisation & Capital - Restructure deleting post	Efficiency 2013/14 – removing post from structure	46	-	-	-	This is a small team however as more work on school organisation goes on line this will be achievable	F
CSE 06	Transport CWD - reviewing policies	Rationalising of existing transport for children with disabilities	-	13	10	-	Efficiency 2014/15 – parents will be travelling different distances. This follows on from the realignment of Ivel Valley where parents will provide transport themselves. Part of the improvements from the disability review.	C
CSE 07	Transport Mainstream - Walking assessments (April 2014), policy reviews	This saving will not be achievable unless walking assessments are carried out by April or Sept 2014	-	-	573	-	Efficiency to take effect 2015/16 if agreed in 2014.	C
CSE 08	Partnerships	This is a planned reduction in partnership funding	-	10	12	18	These savings represent 10% of the team's total budget and can be achieved by a 10% reduction in the grants/contracts to Citizen's Advice Bureau and Voluntary Community Sector organisations and a reduction in the operational costs	F

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Efficiencies

Children's Services

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
CSE 09	Contribution to DSG from core funding no longer required	This is a planned reduction in contribution in line with Government policy	550	-	-	-	Due to the LACSEG funding reforms the contribution is no longer required.	F
CSE 10	5% Vacancy factor (excluding DSG funded cost centres)	This is applying the vacancy factor to Learning, Commissioning and Partnerships for the first time.	258	-	-	-	This will put a pressure on these budgets and may mean some activities are reduced, however this brings the team in line with other councils services	F
Total efficiencies			1,677	1,696	1,225	618		

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Efficiencies

Sustainable Communities

Ref	Detail of efficiency proposal	Implications / Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
SC2	Development of car parking strategy	Improve effectiveness and efficiency with the introduction and extended use of Automatic Number Plate Recognition technology and development of in-house service.	30	20	10	-	Later years' impact of major saving in 2012/13, strategy now adopted, implementation continues.	D
SC4	Capitalise some highways revenue expenditure through revised working practices.	Reduce short term reactive repairs work, and increase planned maintenance programmes.	770	-	-	-	Capital programme to be revised.	F
SC5	Negotiate further efficiencies with highways contractor	Investment of additional £4m capital spend results in savings.	200	100	100	-	Later years' impact of saving implemented from 2012/13.	C
SC6	Passenger Transport Review savings	Review to further increase community and voluntary sector delivery of subsidised passenger transport services.	50	-	-	-	Saving to be achieved through service cost reduction not service reduction. This is a continuation of previous years' savings.	F
SC8	Revenue savings from implementation of Street Lighting Strategy	Project to ensure structural integrity of Street Lights through replacement of life expired columns and replacement of lanterns with low maintenance energy types. Revenue maintenance and energy costs reduced.	99	83	75	70	This saving is a continuation of saving implemented in 2012/13 and is dependent on continuing capital investment.	F
SC15	Adult & Community Learning Service efficiencies	3-year plan to cover core management and administration costs from external funds.	50	10	-	-		F

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Efficiencies

Sustainable Communities

Ref	Detail of efficiency proposal	Implications / Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
SC22	Economic Growth restructure	Reduce staffing levels whilst maintaining outcomes.	-	-	50	-	This will follow a comprehensive review in 2014.	F
SC24	Development planning cost savings	Reduce operating costs and staff savings.	50	-	-	-		F
SC25	Countryside & Access 500 efficiency programme	Further efficiency savings through local application of national efficiency project.	-	75	75	-		F
SC30	Reduction in contract management costs.	Rationalisation of contract management to reduce costs whilst maintaining levels of control.	100	-	-	-	Review of Highways & Transportation Management concluded in 2012/13.	C
SC34	Waste Services Contract Reviews	Renegotiation of recycling treatment and disposal contracts	800	-	-	-	Reductions from renegotiation and retendering enabled by pressure SC107.	C
SC36	Libraries and Arts Development Savings	Back office reductions following Library Service review	50	-	-	-	Continuation of previously agreed improvement programme.	F
SC 150	National planning income increase		150	-	-	-	Increase in nationally set planning application fees and charges.	D
SC 151	Community Infrastructure levy (CIL) administration fee			100	150	-	Some of the CIL charge can be used as administration fee.	D
SC 152	Further development management income		-	-	100	-	Reflection of anticipated increase in fee income as a consequence of approval of strategic housing sites in the south.	D
SC 153	Local sustainable transport expenditure to be funded from grant following successful bid to Central Government.		50	-	(50)	-	Expenditure to be met from within grant funding - this ceases March 2015 requiring budget to be re-instated.	D

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Efficiencies

Sustainable Communities

Ref	Detail of efficiency proposal	Implications / Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
SC 154	Reduce development plan consultancy budget		-	150	-	(150)	Reduction of development planning budget at conclusion of the current Local Plan development process and re-instatement in 2016/17 at commencement at next Local Plan review.	F
SC 155	Reduction in legal and specialist support in countryside service		-	18	-	-	Reduction in specialist support for village greens and associated area due to reduction in demand (removal of part time post).	F
SC 156	Minerals and waste SLA savings		25	-	-	-	Reduction in resource following conclusion of Minerals and Waste Local development process. The saving is to be split with Bedford and Luton as this is a shared service. The saving shown is the CBC element.	F
SC 157	Development management - removal of trees and landscape officer		30	-	-	-	Remove vacant tree and landscape officer post . This is the net effect of the transfer for responsibility of Council's amenity tree stock to Highways contractor.	F
SC 158	Countryside sites - wider provision of services to provide increased income		-	-	50		Additional income and savings to be generated from the countryside service	D
SC 159	Securing external parking contracts		10	-	-	-	Provision of parking enforcement service in private "off street" car parks within the CBC area.	D

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Efficiencies

Sustainable Communities

Ref	Detail of efficiency proposal	Implications / Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
SC 160	Change in contractor delivery of auditing and environment monitoring if Highways contract.	Saving in contractors costs of undertaking auditing and environment monitoring	30	-	-	-	Contractor to undertake these roles through different approach, thereby reducing costs.	C
SC 161	Improved management of fleet	Improved management of fleet	70	-	-	-	More flexible fleet to meet changing requirements of service needs.	F
SC 162	Domestic Abuse Integrated Domestic Abuse Perpetrator (IDAP) Programme pilot completed		-	25	-	-	IDAP offers a wide range of partners a service to support long-term reductions in domestic abuse. Community Safety funded a short-term pilot to evidence a business case to gain on-going multi -agency funding contributions.	D
SC 163	Community Safety service rationalisation		19	25	40	15	Review of operational budgets, service level agreements and partnership working arrangements whilst maintaining outcomes for CBC residents.	F
SC 164	CCTV maintenance contract savings		13	-	-	-	Contract efficiencies.	C
SC 165	Public Protection - operational and salary savings		120	-	50	50	Financial Investigations Unit to be self financing and contribute to cost of base budget Public Protection services.	D
SC 166	Review of CCTV		-	-	-	15	Pending Executive consideration of CCTV plan 2013 to 2017.	F
SC 167	Reduction in waste fleet maintenance cost		56	-	-	-	Reduced maintenance costs due to replacement of north residual fleet by contractor.	C

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Appendix I(ii)
Efficiencies

Sustainable Communities

Ref	Detail of efficiency proposal	Implications / Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
SC 168	Income from landfill gas generation at Sundon landfill site		25	-	-	-	It is anticipated that income will continue until 2016/17 but after this the efficiency will need to be reviewed as the level of gas generation will reduce over time.	D
SC 169	Saving from retender of residual disposal contracts for both north and south areas		600	-	-	-	Also reduces Landfill Tax pressure from £440k to £70k.	C
SC 170	Intergration of Leighton Buzzard theatre and library and further improvements to working practices across the service.		-	50	50	-		F
SC 171	Reduction in shared library hub back office costs		-	-	(37)	102	This will require ICT investment and capacity.	F
SC 172	Review of Library link and housebound service		-	-	35	-	This will improve the quality and effectiveness of the service to users whilst reducing costs.	F
SC 173	Additional libraries income and Leighton Buzzard theatre		6	10	10	13	Additional focus on marketing and income will improve performance in this area.	D
SC 174	Business support & regeneration - private sector contributions		-	-	30	10	Service to seek further private sector contributions.	D
SC 175	Recovery of additional adult and community learning back office costs from external grant		-	170	-	-		D
SC 176	Back office - service development restructure		-	35	-	-	Removal of a post.	F
SC 177	Long term waste mangement contract saving from the BEaR project and wind down of the project team		582	25	528	104		C
SC 178	Customer First		197	-	-	-	Service implication of corporate project.	E
Total efficiencies			4,182	896	1,266	229		

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Efficiencies

Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
Corporate Resources								
EFF-RES-ICT-02	Review of the licensing of the Application and Database		20	-	-	-		C
EFF-RES-ASS-01	Retendering of the Cleaning contract		20	-	-	-		C
EFF-RES-PERF-0	Remove the Invest to Save budget		400	-	-	-		F
EFF-RES-ASS-02	Reduce revenue staffing costs - more accurate recording and allocation of profession and project management costs to Lifecycle and Capital Build projects		64	15	16	-		F
EFF-RES-ASS-03	Increased income generation - achieve by increasing: rents for commercial and farm properties; and occupancy levels for commercial properties from 87% to 90%.		25	30	30	-		D
EFF-RES-ASS-04	Implementation of new assets management system will eliminate the need for a Property Information post.		28	-	-	-		F
EFF-RES-ASS-05	Re-engineering of post room and courier service, efficiency savings of two posts.		46	-	-	-		F
EFF-RES-ASS-06	Review and retendering of Facilities Management contracts e.g. consumables.		30	35	35	-		C
EFF-RES-ASS-07	Facilities management staff reductions as we move out of Technology House.		-	-	50	-		F

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Efficiencies

Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EFF-RES-ASS-08	Removal of the energy price increase contingency		77	-	-	-	Energy Price contingency has not been used for the past 2 years, any increase in energy prices will need to be funded from the Corporate Contingency fund.	F
EFF-RES-ASS-09	Rationalisation of senior management structure in Assets - Full year effect of removing AD posts in Assets and IT.		80	-	-	-		F
EFF-RES-ASS-10	Review of Schools Capital team structure		100	-	-	-		F
EFF-RES-PROC-01	Reduction in Agency Budget due to expected recruitment of Permanent HoS		55	-	-	-		F
EFF-RES-PERF-02	Reduction in Corporate Subscriptions by negotiating reduced fees and the removal of CBC's £40k contribution to the Director of Public Health.		50	-	-	-		F
EFF-RES-PERF-03	Review of P&PM team structure following introduction of new performance reporting system.		-	-	55	-		F
EFF-RES-ICT-06	Transfer of adjusted budget (i.e. net of the % saving) to budget holders with retained central administration of contract and invoice payments.		-	-	20	20		F

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Efficiencies

Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EFF-RES-ICT-07	Transfer of adjusted budget (i.e. net of the % saving) to budget holders with retained central administration of contract and invoice payments.		-	-	20	20		F
EFF-RES-ICT-08	Application Portfolio reduction & Contract renegotiation to achieve a substantial reduction in the number and variety of IT Applications used across CBC - consolidating down to a core set of business applications and accepting the loss of some niche functionality.		-	-	55	55		F
EFF-RES-ICT-09	Retender for a combined Corporate and school voice and data network		-	-	140	-		C
EFF-RES-ICT-10	Admin Charge generation for running the schools network		-	-	39	-		D
EFF-RES-ICT-11	Smart sourcing of support services - focussing on single points of specialist technical or functional knowledge that command high market salaries.		-	-	20	28		C
EFF-RES-ICT-12	Providing that process rationalisation delivers streamlined and automated efficiencies - Reduce the headcount in the Business & Commissioning Team.		-	-	-	28		F

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Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EFF-RES-ICT-13	Savings on maintenance costs for hardware and software - Contract and vendor renegotiation to reduce maintenance charges.		230	-	-	-		C
EFF-RES-ICT-14	Update contract renegotiation		60	-	-	-		C
EFF-RES-ICT-15	Reduction to agency staff budget		30	-	-	-		F
EFF-RES-ICT-16	Reduction to overtime budget		30	-	-	-		F
EFF-RES-ICT-17	Income generation - internal recharge for ICT training to contribute to the cost overhead of providing training.		30	-	-	-		D
EFF-RES-ICT-18	Microsoft Enterprise agreement		-	-	50	50		C
EFF-RES-ICT-19	Rationalisation of ICT senior management structure		49	-	-	-		F
EFF-RES-CFO-01	Reduction in consultancy costs (funding FM post Strategy)		44	-	-	-		F
EFF-RES-FCO-01	Reduction in Financial Control staff costs from restructure & multi-skilling		41	93	-	-		F
EFF-RES-FCO-03	Reduction in specialist advice (VAT & Treasury)		-	10	-	-		C
EFF-RES-FPS-01	Financial Performance Team restructure		-	57	115	-		F
EFF-RES-AUD-02	Reduction in external audit fee		123	-	-	-		C
EFF-RES-AUD-03	Removal of one Internal Audit post (full year effect)		33	-	-	-		F
EFF-RES-R&B-01	Reduction of 2FTE following introduction of the Risk Based Verification Software		28	28	-	-		F

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Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
EFF-RES-R&B-02	Reduction of 5FTE in Revs and Benefits as a result of Customer First		64	63	-	-		E
EFF-RES-PROC-0	5% vacancy target- Procurement (£19k), Performance & Projects (£20k) & Assets (£135k)		162	-	-	-		F
Total Resources			1,919	331	645	201		
People and Organisation								
EFF-P&O-HR-01	Net Efficiency of bringing Payroll Function in house		19	-	-	-		F
EFF-P&O-HR-02	Review of staffing levels following payroll integration, improved use of technology and management development.		-	150	100	-		E
	Various Efficiencies across directorate		21	-	-	-		F
EFF-P&O-L&D-02	Savings on Members Pensions Costs (£50k) & Executive Restructure (£12k)		62	-	-	-		F
EFF-P&O-L&D-03	Rent and rates saving due to reduction of buildings occupied in Coroner's Service		13	12	-	-		F
EFF-P&O-L&D-04	Efficiencies in Counsel Fees in Legal Services		-	80	-	-		C
EFF-P&O-L&D-05	Reduction in Legal Services Staffing		-	-	50	-		F
EFF-P&O-L&D-06	Reduction in Education Appeals Costs		-	12	-	-		F
EFF-P&O-L&D-08	Savings resulting from reduced canvass costs following the proposed introduction of revised legislation for Individual Electoral Registration in 14/15.		-	-	100	-		F
EFF-P&O-L&D-09	Savings due to Registration Service's move from Pilgrim House to Ampt Hill Court House		-	-	-	30		F

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Efficiencies

Corporate Services

Ref	Detail of efficiency proposal	Implications /Impact	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000	Comments	Cat
EFF-P&O-COMM-01	Remove staff allowance costs and other small staff items		25	-	-	-		F
EFF-P&O-COMM-03	Increase in News Central income		5	5	5	5		D
EFF-P&O-COMM-04	Reduction in print and distribution costs for News Central		-	16	6	-		F
EFF-P&O-POL-02	Review and remove small budget lines within Policy budget		35	-	-	-		F
EFF-P&O-POL-03	PeopC11: removal of Previous Efficiency Adjustment		-	-	50	-		F
EFF-P&O-CS-01	Savings from reduction in Face to Face Provision (£25k reception merger, £30k merging functions)		-	55	-	-		F
EFF-P&O-CS-02	Savings due to Customer First in the Contact Centre		200	-	-	-		E
EFF-P&O-CS-03	Appointments system		75	-	-	-		E
EFF-P&O-CS-05	Increase of income resulting from Customer Services Staff multitasking to carry out JCP work		-	-	50	-		D
EFF-P&O-P&O-VAC-01	5% vacancy target People & Org		373	-	-	-	Comms £31k, Cust Serv £95k, Policy £13k, Cust & Comm Insight £4k, People £118k, L&D £130k	F
Total People and Organisation			828	330	361	35		
Total efficiencies			2,747	661	1,006	236		

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Efficiencies

Corporate Costs

Ref	Detail of efficiency proposal	Implications/Impact	2013/14	2014/15	2015/16	2016/17	Comments	Cat
			£'000	£'000	£'000	£'000		
CCE02	Remove contribution to redundancy reserve		750	-	-	-		F
CCE03	Cease contribution to General Fund reserves following achievement of minimum prudent level		1,400	-	-	-		F
CCE07	Short term use of reserves		358	(358)	-	-		F
CS7	Passenger Transport Review - Build on Phase 1, efficiencies to be achieved through implementing transport policies, improved passenger routeing, service provision and procurement.	This is the third year of the cross cutting transport efficiency relating to recommissioning of transport.	400	400	-	-	Held on EIG as cross cutting for 12/13.	C
CCE05	Accommodation- prior year's efficiencies unachievable, as based on savings from early exit from Technology House. Subsequent years' targets achievable as CBC will exercise break clause by March 2014, so saving lease, service and utility costs.		(200)	900	200	-		F
CCE06	Centralisation and rationalisation of directorate IT support and development activities	ICT driven - dependent on directorates not duplicating efficiency savings	-	100	-	-		F
Total new efficiencies			2,708	1,042	200	-		

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Appendix J(i)

Changes to Fees and Charges other than 2%

For the majority of services there will be a 2% increase for 2013/14. There are instances where this is not practically possible and these are highlighted in the following paragraphs. The detail of the changes is set out below:

Social Care Health and Housing

Adult Social Care charges have been increased by 2% in line with the Council's budget strategy. It is usual practice to increase these charges in line with the DWP statutory increase in benefits and pensions. The inflation rate that is expected to be applied is 2.2% (based on CPI for September 2012) but this is subject to final confirmation by the government. If this is confirmed then the 2% proposals would stand. If not the charges can be reviewed again once the announcement is made.

As part of the Landlord Services' plans to develop an Outreach Service to non-tenants a new charge is proposed that will combine the provision of a Careline Emergency Response facility with one or more visits from a Sheltered Housing Officer per week.

In Learning Disabilities it is considered that the charge for Linsell House is no longer representative of the costs involved in providing the service. An initial evaluation is being conducted by the Head of Learning Disabilities and Mental Health and the Finance Manager to determine the level of disparity and to make recommendations for the level of increase which may differ from the 2% currently proposed.

In Mental Health services consideration over 2013/14 will be given to the advisability of implementing the charge for adult customers with mental health needs attending day centres provided by the NHS.

Children's Services

Music Services

Children's Services are recommending to hold prices for music services at the 2012/13 rate. The service was redesigned in 2011 to be a front end cost neutral provision.

Sustainable Communities

Key Changes include:

Public Protection

Licences:

Riding establishments – it is proposed to vary the cost of the licence based on the number of horses. This means that those who have the highest risk pay the most. The variances will better reflect the cost to the Council and reduce burden on businesses.

Dangerous wild animals and renewal of dangerous wild animals, Pet shops, Animal breeders and Animal Boarding Establishments – it is proposed to reduce the cost of the licence so that they better reflect the cost to the Council and reduce burden on businesses.

Animals Boarding and Breeding – where animal breeders and animal boarding are carried out on the same site, it is proposed to charge a reduced combined rate to reflect the reduced cost to the Council.

Animal Home Boarding – it is proposed to introduce a new charge due to an increase in the number of home run boarders.

Zoos – it is proposed to change the way this licence is charged for to better reflect the amount of officer time required.

Licensing of Hackney Cabs and Private Hire Vehicles – following consultation with the Licensing Committee and the trade, it is proposed to freeze the charges.

Acupuncturists – a new charge for acupuncturists already registered with a recognised professional body is proposed to be introduced due to the reduction in work required by the Council.

Development Management

High Hedges – it is proposed to increase the charge to better reflect the cost of the service including the need to run any potential appeals

Highways and Transport

Off street parking hourly charges, penalty charge notices and permits (except annual – see below) are proposed to be held at 2012/13 rates.

Parking permits – following requests from Members it is proposed to decrease the Residents permit per annum for the first permit..

Book 25 visitors day tickets – due to the low take up it is proposed to reduce this charge. It will also be offered in conjunction with the first permit to try and increase take up.

Replacement of concessionary travel permits and Travel Aid Scheme – it is proposed to increase these charges to better reflect the true cost and bring the Council in line with other Concessionary Fare Authorities.

Construction of Crossover – it is proposed to charge a 10% admin fee to cover the costs of administration

Rights of Way

Documents – it is proposed to add £2 for postage and packing for documents when a request is made to post then.

Libraries

Following benchmarking it is proposed to freeze the following library charges:

- CDs
- Videos
- Fines
- Lost and damaged items
- Requests (apart from Additional charge for books borrowed from outside Bedfordshire)
- Lost ticket replacement
- Colour CD-ROM and internet prints
- Colour photocopies
- UK faxes

Picture hanging service – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests).

Display of commercial posters and Libraries sale items – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). More fundamentally, the service wants to use library wall space to create attractive displays for library events and activities and promote their own services in order to increase usage.

Charity and commercial group sales – it is proposed to delete this charging structure as it is not required (i.e. the service does not receive requests). It was originally set up when the library service used to receive requests from charities to operate charity Christmas card sales. This has not happened for many years.

Meeting Room Hire – it is proposed to harmonise the Leighton Buzzard Theatre meeting room hire charge, with the Leighton Buzzard (and Flitwick) Librairies' room hire charge.

Planning

Pre application advice - This has now been replaced by a new charging scheme due to user feedback. The future scheme will make a simpler charging regime and one which does not discourage larger developments.

Corporate Resources

The Registration Service is provided for Bedford Borough Council via a Service Level Agreement and both authorities must agree those fees which are set locally.

Fees for marriages and civil partnerships use at Local Authority premises have been held at 2012/13 levels.

Fees for Celebratory Ceremonies have been reduced as a consequence of a change of process which has reduced costs.

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

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

The full revised schedule is shown at Appendix J(ii).

Directorate: Social Care Health and Housing		2012/13 Rate	2013/14 Rate
		£	£
Housing			
Service Charges (VAT n/a) - per week (48 week basis)			
Door Entry Systems		0.20	0.20
District Heating		3.70 - 19.20	3.80 - 19.60
Communal Heating		0.10 - 4.10	0.10 - 4.20
Communal Cleaning		0.40 - 5.90	0.40 - 6.00
Communal Electric		0.10 - 6.80	0.10 - 6.90
Window Cleaning		0.30	0.30
General Management for sheltered and mini schemes		0.10 - 2.90	0.10 - 3.00
Staircase Lighting - General Dwellings		0.10 - 1.50	0.10 - 1.50
Supporting People Charges (VAT n/a) - per week (48 week basis)			
Red House Court		19.10	19.50
Other sheltered accommodation		19.00	19.40
Designated elderly person dwellings		6.80	6.90
Community Alarm System			
persons in council sheltered accommodation or disabled not in council sheltered accommodation (includes VAT)		3.70	3.80
		4.40	4.50
Guest Rooms			
Per night			
Single		9.30	9.50
Double		14.50	14.80
Laundry - per let or week whichever is the shorter		6.60	6.70

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Social Care Health and Housing			
Garages VAT n/a)			
Per week exclusive of rates (48 week basis)			
Council Tenant	9.60	9.80	
Not Council Tenant (includes VAT)	11.50	11.70	
Cesspit Charges (VAT n/a) - per week (48 week basis)			
	4.00	4.10	
Emergency Accommodation Management Fee (VAT n/a)			
Self contained accommodation	n/a	3.50	
Shared accommodation single person	n/a	3.50	
Shared accommodation family of 2	n/a	4.00	
Shared accommodation family of 3+	n/a	4.50	
Short Term Leased Properties (VAT n/a) - per week (52 weeks)			
	146.40	149.30	
Homeless Hostel (VAT n/a) - per week (52 weeks)			
Scheme Manager	36.50	37.20	
Communal Heating	1.50	1.50	
Communal Electric	3.00	3.10	
Heating & Domestic Hot Water	3.80 - 5.70	3.90 - 5.80	
TV	0.30	0.30	
Communal Cleaning	2.30	2.30	
Window Cleaning	0.30	0.30	
Communal Television (VAT n/a) - per week (48 week basis)			
	0.30	0.30	

	2012/13 Rate	2013/14 Rate
	£	£
Directorate: Social Care Health and Housing		
Careline Emergency Response (VAT n/a) - per week (48 week basis)	2.70	2.80
Outreach Service (VAT n/a)		
Careline + 1 visit from Sheltered Housing Officer per week	n/a	4.50
Careline + 2 visits from Sheltered Housing Officer per week	n/a	6.00
Careline + 3 visits from Sheltered Housing Officer per week	n/a	8.00
Sealing on Redemption Fee (+ registry search fee)		
Sealing on Redemption Fee (VAT n/a) - one off fee	107.10	109.20
Land Registry Search Fee (VAT n/a) - one off fee	4.00	4.00
Charges for reference to banks & building societies (VAT n/a)	27.90	28.50
Retrospective Consent Applications (RTB) (VAT n/a)	41.20	42.00
Consent for Cable Installations (VAT n/a)	121.30	123.70
Housing Act 2004 Enforcement (VAT n/a)		
Recipient of Housing Act Enforcement Notice (per person)	204.00	208.10
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	389.70	397.50

	2012/13 Rate	2013/14 Rate
	£	£
Directorate: Social Care Health and Housing		
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	95.20	97.10
Double pitch	103.80	105.90
Service charges	9.43	9.60
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	12.90	13.20
Careline Response Charge (VAT n/a - per response)	20.40	20.80
Big Button Telephone (VAT n/a) - supply and fit	14.30	14.60
Charges to Customers and Individuals		
Maximum Applicable charge following Financial Assessment		
Residential Care (VAT n/a)		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,863.20	1,900.50
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	51.50	52.50
Day Centres for Adults with Mental Health Needs (per day)	28.90	TBA
Day and Social Centres for Older People (per day)	1.50	29.50
Travel to Day Centre (per journey)		1.50

Directorate: Social Care Health and Housing	2012/13 Rate	2013/14 Rate
	£	£
Domiciliary Care		
Home Care (per hour) (VAT n/a)	17.80	18.20
Care provided in Supported Living units (per hour) (VAT n/a)	17.80	18.20
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.80	18.20
Telecare Services		
Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.00	4.10
Flat rate charge		
Meals: (VAT n/a)		
Frozen meal (per meal)	3.20	3.30
Hot meal (per meal)*	3.60	3.70
Meals at day centres (per meal)*	3.60	3.70
Telecare Services		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.00	4.10
Telecare Service provided outside social care eligibility criteria	4.80	4.90
Fee for Issue of a Blue Badge	10.00	10.00

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Social Care Health and Housing			
Charges to Organisations and Other Local Authorities			
Social Care Services			
Linsell House (Home for Adults with Multiple Disabilities) (per week)		1,863.20	1,900.50
Day Centres for Adults with Learning Disabilities incl. transport (per day)		63.20	64.50
Day Centres for Adults with Learning Disabilities excl. transport (per day)		51.50	52.50
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)		42.90	43.80
Day Centres for Older People excl. Transport (per day) (VAT n/a)		28.90	29.50
Lettings: (VAT n/a)			
Side Room / Small Room up to 4 hours additional hour		28.80 5.20	29.40 5.30
Main Hall up to 4 hours additional hour		41.20 10.50	42.00 10.70
Kitchen up to 4 hours		13.80	14.10

Directorate: Children's Services		2012/13 Rate	2013/14 Rate
		£	£
Music Service VAT (n/a)			
Lesson Setting (Per Term)			
Lower Schools	Group Individual	86.90 130.50	86.90 130.50
Middle, Upper and Community	Group Individual 20 mins	86.90 130.50	86.90 130.50
Middle and Upper	Individual 30 mins Individual 40 mins	195.60 260.80	195.60 260.80
Out of County and non-LEA schools	Group Individual 20 mins Individual 30 mins	92.50 - 90.70 by DD 144.20 - 141.40 by DD 216.30 - 212.10 by DD	92.50 - 90.70 by DD 144.20 - 141.40 by DD 216.30 - 212.10 by DD
School Transport			
Concessions & Post 16 bus pass	per term half term year	146.90 73.30 398.80	149.80 74.75 406.80
Replacement Bus Pass		tour operators charge plus a handling fee of £10	tour operators charge plus a handling fee of £10

Directorate: Sustainable Communities		2012/13 Rate		2013/14 Rate	
		£		£	
		rounded to nearest 0.10p where applicable		rounded to nearest 0.10p where applicable	
Public Protection					
Licences					
Riding Establishments					
	Full Licence	257.00		120.00	
	1-5 Horses	N/A		180.00	
	6-12 Horses	N/A		250.00	
	13+ Horses	N/A		25% of relevant full fee	
Provisional Licence					
		588.50		190.00	
Dangerous Wild Animals					
	Renewal of Dangerous Wild Animals	N/A		80.00	
Pet Shops					
	Animal Breeders	235.60		190.00	
	Animal Boarding Establishments	222.40		175.00	
	Animal Home Boarding	268.30		120.00	
	Animal Boarding and Breeding	N/A		175.00	
		N/A		225.00	
Zoos					
	Grant / New Renewal	1,045.50		50.00 Plus costs calculated on basis of officer hourly rate for each hour spent Hourly rate = 45.00	
	Zoos with dispensation status from DEFRA - Grant/New	652.80			
	Zoos with dispensation status from DEFRA - Renewal	50% of Grant / New			
		50% of Renewal			

Medium Term Financial Plan	Fees and Charges	
	2012/13 Rate £	2013/14 Rate £
Directorate: Sustainable Communities		
Licensing of Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	240.00	240.00
Private Hire - Renew	162.00	162.00
Hackney Carriage - New	290.00	290.00
Hackney Carriage - Renew	220.00	220.00
Replacement Plate	25.00	25.00
Temporary Replacement Vehicle (3 Month Licence)	90.00	90.00
Variation / withdrawal / application administration fee	25.00	25.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	150.00	150.00
New or renewal combined 1 year driver's licence	90.00	90.00
Driver Knowledge Test	25.00	25.00
Replacement badge	20.00	20.00
CRB Check - Standard	26.00 (at cost and subject to CRB uplift)	26.00 (at cost and subject to CRB uplift)
CRB Check - Enhanced	44.00 (at cost and subject to CRB uplift)	44.00 (at cost and subject to CRB uplift)
CRB check administration fee	15.00	15.00
Private Hire Operators Licence		
New Private Hire Operators Licence	195.00	195.00
Renewal Private Hire Operators Licence	72.00	72.00
Hackney cab and private hire vehicle licence - pre- application advice		
	Per hour	
	25.00	25.00

	2012/13 Rate £	2013/14 Rate £
Directorate: Sustainable Communities		
Transfer of Ownership of Vehicles		
Where the vehicle licence is transferred and is to remain in force until its expiry date	110.00	110.00
Other Licensing		
Petroleum Licence Fees		
Up to 2,499 litres	42.00	42.00
1 year	126.00	126.00
3 years		
2,500 up to 50,000 litres		
1 year	58.00	58.00
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Performing Animals (per licence)	32.60	33.30
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	148.90	151.90
Person	142.80	142.80
For acupuncturists registered with a recognised professional body - per Person	N/A	45.00

		2012/13 Rate		2013/14 Rate	
		£		£	
Directorate: Sustainable Communities					
Lottery Cert					
	Grant (statutory fee / charge)	40.00		40.00	
	Renewal (statutory fee / charge)	20.00		20.00	
Gambling Act 2005 Premises Licence Fees:					
	New Premises Licence	588.50		600.30	
	Vary a Premises Licence	588.50		600.30	
	Transfer a Premises Licence	151.00		154.00	
	Re-instatement of a Premises Licence	268.30		273.70	
	Provisional Statement	588.50		600.30	
	Premises Licence with a Provisional Statement	105.10		107.20	
	Copy of Licence	20.00		20.00	
	Notification of Change of Address	32.60		33.30	
	Annual Premises Licence Fee	268.30		273.70	
Sex Shop/Cinema					
	Grant	581.40		593.00	
	Renewal	408.00		416.20	
	Transfer or Variation	408.00		416.20	
Sexual Entertainment Venues					
	Grant	1,366.80		1,394.10	
	Renewal	979.20		998.80	
	Transfer or Variation	979.20		998.80	
Motor Salvage Operator (3 Years)					
		91.80		93.60	
Poisons Act 1972:					
	New entry or change of name on list	33.30		34.00	
	Subsequent renewal of name on list	17.60		18.00	
	Alteration to premises (where listed person is entitled to sell)	9.00		9.20	

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Explosives Manufacture and Storage of Explosives Regulations 2005 (VAT N/A) Storage:			
	New - one year licence	178.00	178.00
	New - two year licence	234.00	234.00
	Renew - one year licence	83.00	83.00
	Renew - two year licence	141.00	141.00
Registration:			
	New - one year licence	105.00	105.00
	New - two year licence	136.00	136.00
	Renew - one year licence	52.00	52.00
	Renew - two year licence	83.00	83.00
	Variations/Replacements/Transfers	35.00	35.00
	Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land			
Contaminated Land Enquiries To provide additional information to solicitors, developers etc.			
		88.70	90.50
Food			
	Food Export Certificate	52.00	53.00
	Food Hygiene Course Lecturing	64.30	65.60
	Food Premises Register		
	Full	989.40	1,009.20
	Single Entry	19.40	19.80
Other - Public Protection			
	Water Sampling		
	Voluntary Surrender Certificate		
	Preparation of report for accident investigation		
	Street Trading - annual		
	Street Trading - One off event		
		Cost Recovery	Cost Recovery
		103.00	105.10
		68.30	69.70
		382.50	390.20
		85.70	87.40

	2012/13 Rate		2013/14 Rate	
	£		£	
Directorate: Sustainable Communities				
Trading Standards				
Annual Membership Fee		185.60		189.30
Renewal Fee for Existing Member		139.70		142.50
United Kingdom Trade Confederation Membership Fee		156.10		159.20
United Kingdom Trade Confederation Renewal Fee		156.10		159.20
Trading Standards Approved Stickers				
	per 100	13.30		13.60
	per 500	18.40		18.80
	per 1000	24.50		25.00
Consumer Guide Leaflet				
	per 100	29.60		30.20
	per 500	74.50		76.00
	per 1000	152.00		155.00
Trading Standards Approved Plaque		37.70		38.50
Replacement/Additional Membership Certificate		13.30		13.60
Milton Keynes Scales				
Pass per item		27.00		27.00
Fail per item		27.00		27.00
Concessionary Fares				
Replacement concessionary travel permits		5.60		10.00
Travel Aid Scheme		1.00		5.00

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Community Safety			
Community Safety - Fixed Penalty Notices (VAT n/a) - charging the maximum allowed by law			
Nuisance parking - cars for sale and repair		100 / 60	Maximum / Discounted 100 / 60
Abandoning a vehicle		200 / 140	200 / 140
Litter		80 / 50	80 / 50
Street litter control notices and litter clearing notices		100 / 60	100 / 60
Unauthorised distribution of free literature		80 / 50	80 / 50
Graffiti and fly posting		80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)		300 / 200	300 / 200
Failure to possess a Waste Carriers Licence		300 / 200	300 / 200
Offence in relation to waste receptacles		100 / 60	100 / 60
Offences under Dog Control Orders		80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority		80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996		Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990		50.00 / no discount	50.00 / no discount
Pest Control			
Rats (First infestation treated in a twelve month period)		0.00	0.00
Rats (Subsequent infestation treated in a twelve month period)		56.10	57.20
Rats Concession		28.10	28.60
Mice (First infestation treated in a twelve month period)		0.00	0.00
Mice (Subsequent infestation treated in a twelve month period)		56.10	57.20
Mice Concession		28.10	28.60
Bedbugs (First infestation treated in a twelve month period)		0.00	0.00
Bed Bugs (Subsequent infestation treated in a twelve month period)		56.10	57.20
Bedbugs Concession		28.10	28.60
Cockroach (First infestation treated in a twelve month period)		0.00	0.00
Cockroaches (Subsequent infestation treated in a twelve month period)		56.10	57.20
Cockroach Concession		28.10	28.60
Wasps (First nest)		61.20	62.40
Wasps (Concession)		30.60	31.20
Ants		66.30	67.60
Ant (Concession)		33.20	33.80
Fleas		66.30	67.60
Flea (Concession)		33.20	33.80

		2012/13 Rate		2013/14 Rate	
		£		£	
Directorate: Sustainable Communities					
Dog Control - No VAT					
Veterinary fee					
Direct return to owner where dogs are chipped / tagged			Cost Recovery 27.00		Cost Recovery 27.50
Owner collects from kennels			53.60		54.70
Warden collects dog from kennels and returns to owner	Kennelling (per night)		10.70		10.90
	Kennelling (per night)		107.10		109.20
	Kennelling (per night)		10.70		10.90
Waste					
Bulky Waste					
To collect bulky waste from domestic premises (per load or part thereof)			49.00		50.00
Concession			24.50		25.00
Fridges & Freezers					
To collect fridges and freezers from domestic premises			38.30		39.10
Concession			19.20		19.55
Cement Bound Asbestos					
To collect cement-bound asbestos from domestic premises:					Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit					Assessed on individual case basis - contact the Service
Abandoned / End-of-life Vehicles					
To collect and dispose of end-of-life vehicles from domestic premises					Free (except caravans - contact the service)
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises			27.50		28.10

Directorate: Sustainable Communities		2012/13 Rate £	2013/14 Rate £
Planning			
Building Control			
duplicate certificate - administration charge on projects prior to 1st April 2003		29.50	29.50
confirmation of satisfactory final inspection where certificate has not previously been issued		29.50	29.50
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs) (VAT n/a)		59.50	59.50
Sale of Plans	A2 A1 A0	9.20 11.70 14.80	9.40 11.90 15.10
Street Naming (VAT n/a)			
Existing Property - House Name Change		60.20	60.20
New Property - Naming / Numbering			
	1-5 Plots	180.50	180.50
	6-25 Plots	301.90	301.90
	26-75 Plots	725.20	725.20
	76+ Plots	997.60	997.60
Additional charge where this includes naming a building (e.g. block of flats)		241.70	241.70
Existing Street - Rename		301.90	301.90
Existing Street - Rename - additional charge per property		60.20	60.20
New Street - Additional charge to house numbering where this includes naming of a street		241.70	241.70

	2012/13 Rate		2013/14 Rate	
	£		£	
Directorate: Sustainable Communities				
Development Management				
High Hedges				
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003		500.80	700.00	
Concession for applicants on means tested benefit		50% reduction	50% reduction	
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents		As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	
Tree Preservation Orders		As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost	
Completion Certificates (VAT n/a)				
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :				
Unilateral Undertakings Agreements		306.00	312.10	
		459.00	468.20	
		11%	11%	
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place		8.50%	8.50%	
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place		7%	7%	
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value		15.70	16.00	
Highway Enquiry and Search letters: per standard enquiry (VAT N/A)		48.20	49.20	
Highway Enquiry & Search Letters : per non standard enquiry including VAT		42.80	43.70	
Minerals Letters: per enquiry				
Planning Application fees				
http://www.planningportal.gov.uk/planning/usefultools				
Mineral & Landfill Monitoring Fees - (nationally set fees)		Charges set nationally		
		Charges set nationally		
		Charges set nationally - not yet set		
		Charges set nationally - not yet set		

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Heritage			
Use of Historic Environmental Records (HER):	Per hour by visit	45.90	46.80
	Per hour by remote enquiry	66.30	67.60
Highways and Transportation			
Highways Maintenance (VAT N/A)			
Temporary Traffic Regulation Orders		1224.00*	1250.00*
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charge			
Temporary Traffic Regulation Orders for special events		1,224.00	1,250.00
Special Events Orders for charities and local authorities			
Emergency Traffic Regulation Orders		153.00	155.00
* This rate also applies where the Countryside Access Team make such Orders for companies (the majority of cases). Where applications are made to the Countryside Access Team from individuals 60% of the fee is charge			
Scaffold Licences, excavation of carriageway and hoarding		102.00	105.00
Streetworks Licences		255.00	260.00
Road Opening Permit Fee (non refundable)		91.80	95.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee		450.00	450.00
Additional charge for above, over 5m2 (Refundable Bond)		90.00 per m2	90.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)		30.00 per m2	30.00 per m2
Developer Directional Signage - per application (non refundable)		127.50	140.00
Developer Directional Signage (per sign) refundable deposit		60.00	60.00

	2012/13 Rate		2013/14 Rate	
	£		£	
Directorate: Sustainable Communities				
Off Street Car Parking Charges				
Dunstable				
West Street (2hr time limit)	Free	Free	Free	Free
Westfield Road (3 hr time limit)	Free	Free	Free	Free
Houghton Regis				
Bedford Square (3 hr time limit)	Free	Free	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free	Free	Free
Leighton Buzzard				
Baker Street (2 hr time limit)	Free	Free	Free	Free
Linslade				
New Road (2 hr time limit)	Free	Free	Free	Free
Off Street Parking Charges				
1 Hour	0.50	0.50	0.50	0.50
2 Hour	1.00	1.00	1.00	1.00
3 Hour	1.50	1.50	1.50	1.50
5 Hour	3.50	3.50	3.50	3.50
All Day	6.00	6.00	6.00	6.00
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross				
1 Hour	0.50	0.50	0.50	0.50
2 Hour	0.50	0.50	0.50	0.50
3 Hour	1.50	1.50	1.50	1.50
5 Hour	3.50	3.50	3.50	3.50
All Day	6.00	6.00	6.00	6.00

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Penalty Charge Notices - No VAT			
Charges set by government as national standard and cannot be changed without the direction of the government			
Standard Rate		70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days		35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage		105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage		110.00 (high level) plus costs 80.00 (low level) plus costs	110.00 (high level) plus costs 80.00 (low level) plus costs
Permits			
Resident Permit per annum		50.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle		70.00	70.00
Resident Permit: Incremental increased fee - 3rd vehicle		90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)			
	12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)			
	12 months	386.00	386.00
	3 months	129.00	129.00
	1 month	52.00	52.00
Market Trader - per pitch per market day			
	12 months	64.00	64.00
	1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week			
Dispensation - per day		12.80	12.80
Dispensation: per week		5.00	5.00
Book 25 visitor's day tickets		20.00	20.00
Disabled badge holders		50.00	30.00
		Free in designated bays only	Free in designated bays only

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Highway Licences (VAT N/A)			
Deposit for scaffolding on or over highway		No charge	No charge
Deposit for hoarding/fences on highway		No charge	No charge
Consent to deposit materials on the highway		33.70	35.00
Oversailing of crane over the highway		101.00	105.00
Permission to place skip on highway		33.70	35.00
Provision of estimate for construction of crossover		99.50	105.00
Construction of crossover		At cost	At cost (+10% admin fee) TBC
Tables and chairs on the highway	Annual fee	Up to 2 sets of tables and chairs (maximum of 4 chairs per table) - free of charge over 2 and up to 10 sets of tables and chairs - £500 over 10 sets of tables and chairs - £1000	Up to 2 sets of tables and chairs (maximum of 4 chairs per table) - free of charge over 2 and up to 10 sets of tables and chairs - £510 over 10 sets of tables and chairs - £1020
Supplementary charge for consultation process undertaken for a new application		£150 per application	£153 per application
Advertising Frames (portable advertising boards)	Annual fee	£100 for each portable advertising board £50 per application	£102 for each portable advertising board £51 per application
Supplementary charge for consultation process undertaken for a new application		£50 where no consultation is required £150 where consultation is required £50 first application inspection fee	£51 where no consultation is required £153 where consultation is required £51 first application inspection fee
Variation of tables and chairs / portable advertising board licence		£500 (application to use the highway) annual fee	£510 (application to use the highway) annual fee
Mobile Food Trading			
Provision of H bar road markings	Cost	Cost	Cost
Charges for damaged highway plant	Cost	Cost	Cost
Renew concrete bollard	Cost	Cost	Cost

	2012/13 Rate		2013/14 Rate	
	£		£	
Directorate: Sustainable Communities				
Rights of Way				
Public Path/Town & Country Planning Act Orders				
Processing where no objection received				
Processing where an objection is received				
Advertising costs				
Public documents				
Definitive Statement	0.60		0.62	
Confirmed Orders	3.60		3.70	
Policy statements	11.20		11.40	
Documents/requests relating to statutory procedures				
Completed user evidence forms	0.60		0.62	
Witness interview write ups	0.60		0.62	
Statutory declarations by Council officers [per hour]	34.70		35.40	
Certified true copy of Definitive Statement	0.60		0.62	
Certified true copy of Definitive Map				
	per copy A4	22.50	22.50	
	per copy A3	30.00	30.00	
	per copy 60x80cm	40.00	40.00	
GIS Maps				
	A4	3.60	3.70	
	A3	7.10	7.20	
	A2	14.80	15.10	
	A1	18.90	19.30	
	A0	48.50	49.50	
Documents not originating from CBC				
Inspectors' decision letters		4.40	4.50	
Other				
One-off Definitive Map searches, planning enquiries etc		57.00	58.10	
Produce plan		34.70	35.40	
Administration associated with processing public path orders (per hour)		43.90	44.80	

		2012/13 Rate		2013/14 Rate	
		£		£	
Directorate: Sustainable Communities					
Libraries					
Room Hire Charges (non VAT)					
i) Flitwick, Leighton Buzzard - Hourly charge: Within opening hours	Commercial	19.40 (Flitwick and Leighton Buzzard libraries only)	19.80 (Flitwick and Leighton Buzzard libraries only)		
	Community	9.70 (Flitwick and Leighton Buzzard libraries only)	9.90 (Flitwick and Leighton Buzzard libraries only)		
Outside opening hours	Commercial	32.60 (Flitwick and Leighton Buzzard libraries only)	33.30 (Flitwick and Leighton Buzzard libraries only)		
	Community	23.00 (Flitwick and Leighton Buzzard libraries only)	23.50 (Flitwick and Leighton Buzzard libraries only)		
ii) Other Libraries - Hourly charge Within opening hours	Commercial	13.30 (other libraries including Houghton Regis Library)	13.60 (other libraries including Houghton Regis Library)		
	Community	6.60 (other libraries including Houghton Regis Library)	6.70 (other libraries including Houghton Regis Library)		
Outside opening hours	Commercial	25.50 (other libraries including Houghton Regis Library)	26.00 (other libraries including Houghton Regis Library)		
	Community	19.40 (other libraries including Houghton Regis Library)	19.80 (other libraries including Houghton Regis Library)		

		2012/13 Rate		2013/14 Rate	
		£		£	
Directorate: Sustainable Communities					
Audio Visual (non VAT) (per item)					
CDs - per week	Standard rate Concessions	1.00 0.50 Free	1.00 0.50 Free	1.00 0.50 Free	
Videos - per week	Registered blind, partially sighted and hearing impaired people				
	Standard rate Concessions & children's Videos	1.50 0.80 Free	1.50 0.80 Free	1.50 0.80 Free	
Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia					
DVD's - per week	Standard rate Concessions and children's DVDs	2.30 1.20 Free	2.30 1.20 Free	2.35 1.25 Free	
Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia					
Spoken Word CDs and Cassettes (3 week loan period)	Standard rate Concessions	1.30 0.70 Free	1.30 0.70 Free	1.35 0.75 Free	
Registered blind, partially sighted and hearing impaired people; household service clients; children's spoken word; people with dyslexia, people with dyspraxia					
Library Fines					
Standard	per day open Maximum (after 5 weeks)	0.25 7.50	0.25 7.50	0.25 7.50	
Concessions	per day open Maximum (after 5 weeks)	0.12 3.60	0.12 3.60	0.12 3.60	
Children's Tickets and Children's Books	per day open Maximum (after 5 weeks)	0.05 1.50	0.05 1.50	0.05 1.50	
CD's, DVD's and Videos.					Further hire charge is made

Directorate: Sustainable Communities Lost and Damaged items	2012/13 Rate		2013/14 Rate	
	£		£	
Magazines - charged at face value plus No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.	0.60		0.00	
British Library Lost Book Charge (50% remission if subsequently returned)				
Requests (viewpoint and staff assisted) charge per request	Actual + 3.30 admin fee		Actual + 3.40 admin fee	
Standard rate	1.20		1.20	
Children's rate	No charge		No charge	
Concessions	0.60		0.60	
Additional charge for books borrowed from outside Bedfordshire	2.00		2.20	
Vocal scores : per set of 5 - 30	6.10		6.10	
Vocal scores per set of 31+	12.20		12.20	
Request charges for 16 – 18 year olds are at the concessionary rate				
Lost Ticket Replacement				
Charge per lost ticket (Adult only)	1.00		1.00	
Libraries - Photocopies and Print Outs				
i) Black and white photocopies, fax, CD-ROM and internet prints	Per copy A4 A3		0.10 0.15	
ii) Black and white microform reader/printers	Per copy A4		0.35	
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.50		0.50	
iv) Colour photocopies	Per copy A4 A3		1.00 1.50	
(Use discretion where library only has colour printers and print would have been b & w if available)				

	2012/13 Rate		2013/14 Rate	
	£		£	
Directorate: Sustainable Communities				
Libraries fax charges per copy sent				
UK				
first sheet		1.50		1.50
subsequent sheets		0.70		0.70
Europe & N America				
first sheet		2.80		2.90
subsequent sheets		1.50		1.50
Rest of world				
first sheet		4.10		4.20
subsequent sheets		2.10		2.10
Receiving faxes (per sheet)		1.00		1.00
Receiving faxes from premium rate lines				
standard charge		3.30		3.40
plus price per sheet		1.00		1.00
Occasional local publications (to be agreed with Operations Manager) at cost + commission				
Display of Commercial Posters				
All charges to be for a maximum display period of 4 weeks. Charge per week				
A3		29.60		Deleted
A4		17.90		Deleted
A5		10.70		Deleted
Postcard size		5.10		Deleted
Libraries Sales items				
Occasional local publications (to be agreed with Operations Manager) at cost + commission charge of		10%		Deleted
Charity and Commercial Group Sales				
Biggleswade Dunstable, Flitwick, Houghton Regis, Leighton Buzzard		18.40 per day		Deleted
Other Libraries		12.20 per day		Deleted

		2012/13 Rate	2013/14 Rate
		£	£
Directorate: Sustainable Communities			
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)			
New Leighton Buzzard Theatre Prices			
Lounge	Non Commercial per hour	18.00	18.40
	Commercial per hour	25.00	26.00
Meeting Room			
	Non Commercial per hour	13.00	13.30
	Commercial per hour	20.00	20.40
Auditorium Non Performance			
	Non Commercial per hour	30.00	30.60
	Commercial per hour	40.00	40.80
Auditorium Performance			
	Mon-Wed per hour 4 hours min non commercial	40.00	40.80
	Mon-Wed per hour 4 hours min commercial	45.00	46.00
	Mon-Wed 9.30 to 23.00 non commercial	500.00	510.00
	Mon-Wed 9.30 to 23.00 commercial	580.00	591.60
	Thur-Sat per hour 4 hours min non-commercial	50.00	51.00
	Thur-Sat per hour 4 hours min commercial	55.00	56.10
	Thur-Sat 9.30 to 23.00 non commercial	550.00	561.00
	Thur-Sat 9.30 to 23.00 commercial	650.00	663.00
	Late Vacating per 1/2hr or portion thereof	30.00	30.60
	Sunday per hour	50.00	51.00
	Technician per hour	20.00	20.40
Block bookings of 5 days inclusive of 'get in and get out' 20% discount			
Notes - All room hire - non VAT. Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire			

TABLE A

STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING

The charge for dwellings includes an attached or detached single storey garage up to 30m² floor area.

NEW DWELLINGS			
No	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
1	£195	£460	£655
2	£255	£515	£770
3	£315	£635	£950
4	£375	£690	£1065
5	£435	£870	£1305
6	£495	£930	£1425
7	£555	£985	£1540
8	£615	£1110	£1725
9	£675	£1225	£1900
10	£725	£1350	£2075
11	£775	£1420	£2195
12	£825	£1490	£2315
13	£875	£1615	£2490
14	£925	£1685	£2610
15	£975	£1815	£2790
16	£1025	£1880	£2905
17	£1075	£2005	£3080
18	£1125	£2075	£3200
19	£1175	£2205	£3380
20	£1225	£2335	£3560

Note - for 20 or more dwellings or if the floor area of a dwelling exceeds 300m² the charge is individually determined.

TABLE B
DOMESTIC EXTENSIONS TO A SINGLE BUILDING

SINGLE and TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B1	Single and Two storey extension floor area not exceeding 40m ²	£160	£195	£355	£60.00
B2	Single and Two storey extension floor exceeding 40m ² but not exceeding 60 m ²	£160	£285	£445	£60.00
B3	Single and Two storey extension floor exceeding 60m ² but not exceeding 100m ²	£160	£375	£535	£60.00
LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B4	Loft conversion that does not include the construction of a dormer	£160	£255	£415	£60.00
B5	Loft conversion that includes the construction of a dormer	£160	£375	£535	£60.00
GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B6	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m ²	£160	£140	£300	£60.00
OTHER					
Category	Description	Plan Charge	Inspection Charge	Building Notice Charge	Additional Charge*
B7	Conversion of a garage to a dwelling to a habitable room(s)	£210	Nil	£210	£60.00
B8	Alterations to extend or create a basement up to 100m ²	£210	Nil	£210	£60.00

* An additional charge is for work when the relevant building work, or part thereof, has not been carried out by a person referred to in regulation 7(5) (g) or (h) of the Building (Local Authority Charges) Regulations 2010 applies. It is additional to the inspection charge, building notice charge or regularisation charge.

TABLE C
Domestic alterations to a single building

ALTERATIONS						
Category of Work		Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Details of any reduction for work carried out at the same time as work referred to in Table B
C1	The installation of any controlled fitting or other building work ancillary to the building of an extension.	Included in the charge for an extension.	N/A	N/A	N/A	N/A
C2	Traditional Underpinning	Up to 25m in length	£265	Nil	£265	£50
C3	Renovation of a thermal element to a single dwelling.	Fixed price.	£200	Nil	£200	£50
C4.	Internal alterations, installation of fittings (not electrical) and/or, structural alterations (If ancillary to the building of the extension no additional charge)	Fixed price based on estimated cost bands, Estimated cost less than £5,000 Estimated cost exceeding £5,000 up to £25,000 Estimated cost exceeding £25,001 and up to £50,000 Estimated cost exceeding £50,001 and up to £75,000	£175 £175 £175 £175	Nil £150 £300 £360	£175 £325 £475 £535	N/A
C5	Window replacement (non competent person's scheme).	Fixed price grouped by numbers of windows, Per installation up to 20 windows Per installation over 20	£125 £175	Nil Nil	£125 £175	£50 £50
C6	Electrical work (non competent person's scheme).	Windows. Fixed price based on estimated cost Estimated Cost up to £10,000 Estimated Cost Exceeding £10,000	£210 £270	Nil Nil	£210 £270	£50 £50

TABLE D
OTHER, NON DOMESTIC WORK - EXTENSIONS AND NEW BUILD

NON DOMESTIC – EXTENSIONS AND NEW BUILD					
Category of Work	Basis of charge	Building Usage			
		Industrial and Storage Use		All other uses*	
		Plan Charge	Inspection Charge	Plan Charge	Inspection Charge
D1	Floor area not exceeding 40m ²	£200	£275	£250	£350
D2	Floor area exceeding 40m ² but not exceeding 100m ²	£250	£400	£300	£450
D3	Floor area exceeding 100m ² but not exceeding 200m ²	£300	£500	£350	£600

*All Other Uses includes Assembly and Recreation; Other Residential; Office; Shops and Commercial Buildings

The amount of time to carry out the building regulation functions varies, dependent on the different use categories of buildings.

The amount of time to check and inspect a building used for industrial and storage use is considered less than that for other uses of same size buildings.

TABLE E
ALL OTHER NON DOMESTIC WORK - ALTERATIONS

NON DOMESTIC ALTERATIONS				
Category of Work		Basis of Charge	Plan Charge	Inspection charge
E1	The installation of any fitting or other work ancillary to the building of an extension.	Included in the charge for the building.	N/A	N/A
E2	Traditional Underpinning.	Up to 25m in length	£265	Nil
E3	Window and Shop Front(s) Replacement (non competent person's scheme).	Fixed price grouped by numbers of windows, e.g.:		
		Per installation up to 20 windows	£175	Nil
		Per installation over 20 windows up to 50 windows.	£200	Nil
E4	Renovation of a thermal element	Estimated cost up to £50,000	£225	Nil
E5	Other alterations not described elsewhere including structural alterations and installation of controlled fittings	Estimated cost up to £5,000	£265	Nil
		Estimated cost exceeding £5,000 and up to £25,000	£265	£300
		Estimated cost exceeding £25,000 and up to £50,000	£300	£350
		Estimated cost exceeding £50,000 and up to £100,000	£300	£600
E6	Installation of Mezzanine floor used solely for storage purposes up to 300m ²	Fixed price	£265	£300

Additional charge for the change of use of a building

The charge is £100 and all associated building work will be subject to the additional charges detailed above. This additional charge does not apply in relation to a building used for residential purposes that is altered to create more or fewer dwellings.

Pre-Application Advice – Charging & Information 2013-14

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £500 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT), pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £150 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£175 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£75**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£175 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

Medium Term Financial Plan		Fees and Charges		Appendix J(ii)	
		2012/13 Rate	2013/14 Rate		
		£	£		
Directorate: Corporate Resources					
Freedom of Information					
Requests that require 18 hours or less to compile		No charge	No charge	rounded to nearest 0.10p where applicable	
Requests that require 18 hours to compile		450.00	450.00	No charge	
Additional cost per hour		25.00	25.00	450.00	
				25.00	
Disbursement Costs					
Postage under £20		No charge	No charge	No charge	
Postage £20 or over		Actual cost	Actual cost	Actual cost	
E-mail Transmission		No charge	No charge	No charge	
CD / DVD per disk		5.50	5.50	5.50	
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)					
Marriages - Approved Premises					
Local Authority Venue Monday - Thursday		115.00	115.00	115.00	
Local Authority Venue Friday		120.00	120.00	120.00	
Local Authority Venue Saturday		165.00	165.00	170.00	
Outside Venue Monday - Friday		390.00	390.00	400.00	
Outside Venue Saturday		465.00	465.00	475.00	
Outside Venue Sunday		520.00	520.00	530.00	
Civil Partnership Registrations - Approved Premises					
Local Authority Venue Monday - Thursday		115.00	115.00	115.00	
Local Authority Venue Friday		120.00	120.00	120.00	
Local Authority Venue Saturday		165.00	165.00	170.00	
Outside Venue Monday - Friday		340.00	340.00	345.00	
Outside Venue Saturday		395.00	395.00	400.00	
Outside Venue Sunday		455.00	455.00	465.00	
Celebratory Services - Approved Premises - Outside Venue					
weekdays		255.00	255.00	200.00	
Saturdays		315.00	315.00	260.00	
Sundays		370.00	370.00	315.00	
Celebratory Services - Approved Premises - Local authority Venue					
weekdays		270.00	270.00	215.00	
Saturdays		325.00	325.00	270.00	
Nationality Checking Service					
Adults who submit a single application pays one fee		60.00	60.00	60.00	
Husband and wife living together who apply at the same time pay one fee		100.00	100.00	100.00	
Childrens applications		30.00	30.00	30.00	
Settlement Checking Service					
Citizenship Ceremonies - Individual Ceremony (VAT n/a)		N/A	N/A	85.00	
		110.00	110.00	110.00	

Medium Term Financial Plan	Fees and Charges	Appendix J(ii)
		2012/13 Rate
		£
		2013/14 Rate
		£
Directorate: Corporate Resources		
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1,310.00	1335.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	960.00	980.00
Civil Funerals	200.00	205.00
Express Certificates (includes statutory fee)	21.00	21.00
Postage for certificates	1.00	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage	45.00	45.00
Register Office Civil Partnership Registration	45.00	45.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
Attendance to take a notice - housebound or detained (e.g. prison)	46.00	46.00
Attendance to take a notice - detained (e.g. prison)	67.00	67.00
Attendance of SR to conduct marriage or CP - housebound or detained	82.00	82.00
Attendance of SR to conduct marriage or CP - detained	93.00	93.00
Register marriage at Church, housebound or detained - Registrar's fee	84.00	84.00
Register marriage at Church, housebound - Registrar's fee	79.00	79.00
Register marriage at Church, detained eg prison - Registrar's fee	86.00	86.00
Certificate of worship (to licence a building for worship)	28.00	28.00
Licence a religious building for marriage	120.00	120.00
General Search of the Indexes	18.00	18.00
Coroners		
Supply of transcript of inquest on CD	32.20	33.00
Additional copies	10.80	11.02
Statutory charge for paper copies (per sheet)	1.10	1.10

Medium Term Financial Plan		Fees and Charges		Appendix J(ii)	
		2012/13 Rate	2013/14 Rate		
		£	£		
Directorate: Corporate Resources					
Elections					
For each register per 1000 names or part thereof		1.50			
Local Land Charges					
Full Residential Search (LLC1 and Con29)		133.00	133.00		
Full Commercial Search (LLC1 and Con29)		201.00	201.00		
LLC1 Certificate of Search		20.00	20.00		
Con 29 Local Enquiries (Residential)		113.00	113.00		
Con 29 Local Enquiries (Commercial)		181.00	181.00		
Part II optional		15.00	15.00		
Solicitors own question		25.00	25.00		
Additional parcel of land		13.50	13.50		
Personal Search		Free	Free		
Copy documents		2.20	2.24		
Human resources					
Criminal Records Bureau (CRB) Checks					
Cost Per CRB check		26.00	26.00		
Standard		44.00	44.00		
Enhanced		20.00	20.40		
Administrative Charge					
Local Taxation					
Cost of Collection					
Administration charge on Court Costs		83.00	83.00		
		83.00	83.00		
Communications					
Advertising in News Central					
Full page		1,499.00	1,600.00		
Half page		999.00	950.00		
Quarter page		499.00	550.00		
Eighth of page		269.00	280.00		

Medium Term Financial Plan		Fees and Charges		Appendix J(ii)	
		2012/13 Rate	2013/14 Rate		
		£		£	
Directorate: Corporate Resources					
Legal Services					
S38		152.40 per hour, minimum charge 1000.00	£133 minimum charge £1100.		
S278		198.00 per hour	£173		
	Planning Agreements	198.00 per hour	£173		
	Unilateral Undertaking (VAT n/a)	Fixed Fee 400.00	Minimum charge £500		
	Notice of Registration (VAT n/a)	Fixed Fee 75.00	90.00		
	Consent to Postpone (VAT n/a)	Fixed Fee 75.00	90.00		
	Deed of Covenant (VAT n/a)	Fixed Fee 75.00	90.00		
	Consent to Sub-let (VAT n/a)	Fixed Fee 75.00	90.00		
	Deferred Payment Charge	200.00	225.00		
	ANO Paying	152.40 per hour	133 per hour		
	Leashold enquiries	152.40 per hour, minimum charge 152.40	133 per hour		
	Photocopying (external solicitors and other parties)	0.30 per sheet plus £5 admin	25p per sheet plus £5 admin		

Public Health

The Government's vision for public health was set out in the white paper "Healthy Lives, Healthy People: Our strategy for public health in England" published in November 2010. From April 2013 public health services in England return to being hosted by local authorities, funded by a new ring-fenced public health grant.

This is part of a significant change in NHS commissioning, as detailed in the Health & Social Care Act 2012, which, following agreement by both Houses, received Royal Assent on 27 March 2012.

Grant allocations for 2013/14 and 2014/15 have been advised and Central Bedfordshire Council has been allocated £9.9 million and £10.2 million for these years respectively. These budgets have previously been held outside of Public Health and are used to commission a range of services, some mandatory.

Public health supports people to live healthy lifestyles and make healthy choices by either directly commissioning services, informing commissioning decisions of partners or through directly providing services. This is addressed through a range of factors that affect health and wellbeing; protect the populations' health from major incidents and other threats; and reduce the number of people living with preventable ill health and dying early.

Public health helps to improve health and well-being through a thorough understanding of population needs, assessing the evidence base, potential impacts and costs of different options for improving health and well-being to enable informed decisions about the use of resources and (dis)investment.

The three domains of public health practice and key areas of focus are:

- Health Improvement – this includes key work areas such as addressing:
 - Inequalities
 - Tobacco Control
 - Obesity
 - Diet and Physical Activity
 - Teenage Pregnancy and Sexual Health
 - Maternal and Child Health
 - Mental Health and Wellbeing
 - Alcohol and substance misuse
 - Oral Health
 - Active Aging initiatives
 - Surveillance and monitoring of specific diseases and risk factors
 - Influencing wider determinants, such as education, housing, employment, family /community.
- Health Care/Health Services – this includes applying public health skills to:

Interpret population healthcare needs for healthcare services identifying priorities for strategy development
Inform the prioritisation policy and processes
Assess the evidence base for clinical and cost effectiveness, pathway and service redesign
Apply programme budgeting and marginal analysis
Audit and service evaluation
Undertake health equity audit
Reduce variation in care

These skills are also used and applied in the domains of health improvement and protection

- Health Protection - this includes protecting the health of population from:

Infectious diseases, including healthcare acquired infection
Screening programmes
Immunisation and Vaccination
Chemicals and poisons
Environmental health hazards
Outbreaks and incidents Blood borne viruses
And the successful implementation of:
Emergency planning and resilience
NHS carbon reduction strategy

Overview and Scrutiny Committee comments

Comments on the draft Budget 2013/14, Medium Term Financial Plan 2013-17 and Capital Programme 2013/14 to 2016/17

Children's Services Overview and Scrutiny Committee

1. The Executive Member introduced this report, which provided the Committee with an opportunity to comment upon the draft budget 2013/14, Medium Term Financial Plan 2013 to 2017 and Capital Programme 2013/14 to 2016/17, which had been presented and approved for consultation at a meeting of the Executive on 8 January 2013.
2. The Executive Member drew the Committee's attention in particular to the efficiencies and pressures impacting upon the Children's Services directorate amounting to £1.7M and £2.422M respectively in 2013/14, and wished to record his thanks to the officers of the directorate for all their hard work during the budget setting process this year.
3. Members of the Committee discussed the content of the report in further detail and raised the following issues:-
4. The Council's ability to manage budgetary pressures within Children's Services to the extent suggested i.e. from a pressure of £2.422M in 2013/14 to only £45k in 2016/17. The Executive Member explained that the directorate was undertaking extensive work now around demand management, early intervention and prevention, which would support robust management of pressures in the future. The Assistant Director also referred to the review of safeguarding thresholds over recent years and the substantial increase in casework as a result, which would peak and stabilise in 2013/14.
5. The additional budgetary pressures which would occur as a result of increased housing development and population growth. The Assistant Director confirmed that such growth had been taken into account when preparing the budget and Medium Term Financial Plan.
6. The Council's ability to "squeeze the pips" out of contracts. The Assistant Director confirmed that this was an organisation-wide ambition, which would be achieved by smarter, outcome based commissioning, new ways of working and greater contractual efficiencies.
7. The efficiencies proposed regarding school transport provision and walking to school assessments. Members were concerned to ensure that such assessments were undertaken with care and consideration and in partnership with schools on a school by school basis. The Executive Member was content to provide such an assurance.

RECOMMENDATION:

That the Draft Budget 2013/14, Medium Term Financial Plan 2013-17 and the Capital Programme 2013/14 to 2016/17 be endorsed as set out.

Sustainable Communities Overview and Scrutiny Committee

8. At their meeting on 17 January 2013 the Sustainable Communities OSC considered the draft budget 2013/14, Medium Term Financial Plan 2013 to 2017 and Capital Programme 2013/14 to 2016/17, which had been presented and approved for consultation at a meeting of the Executive on 8 January 2013. The Committee also received as an urgent item the Leisure Facilities Capital Programme, which had been scheduled to be considered by the Executive on 08 January 2013. In response to the reports and the further clarification provided by the Director of Sustainable Communities the Committee discussed the content of the report in further detail and raised the following issues:-
9. Why there was a £30k cost pressure identified at SC115 in the Draft Revenue Budget for 2013/14 relating to the Drainage Board and no additional pressure in future years. The Director confirmed that for the 2012/13 budget a saving of £30K had been agreed for payments to the Drainage Board however this had not materialised so this was re-instating the budget
10. Whether the £150k identified in the Capital Programme to reopen Houghton Regis swimming pool would be sufficient and how officers had reached that figure. It was also queried whether the Council would be able to afford to reopen the pool if it was going to cost more than £150k. In response it was commented that £150k was an estimate, a business case had been commissioned by the Executive that would provide a more accurate figure and would also include estimated costs to keep the swimming pool open for a period of five years. It was not guaranteed that the swimming pool would reopen but the money had been included in the Capital Programme so that if it was feasible then it could be. If the cost to reopen the swimming pool was higher than £150k Members could choose whether or not to proceed.
11. Increasing the capital allocation would impact on other schemes in the Capital Programme.
12. Funding for a potential new sports hall at Eaton Bray school would be considered as part of the Development with Stakeholders money identified in the capital programme

Recommended to the Executive

That the Draft Budget 2013/14, Medium Term Financial Plan 2013-17, Capital Programme 2013/14 to 2016/17 and the Leisure Facilities Capital Programme be endorsed as set out.

Corporate Resources Overview and Scrutiny Committee

13. The Executive Member introduced this report, which provided the Committee with an opportunity to comment upon the draft budget 2013/14, Medium Term Financial Plan 2013 to 2017 and Capital Programme 2013/14 to 2016/17, which had been presented and approved for consultation at a meeting of the Executive on 8 January 2013.
14. The Executive Member drew the Committee's attention in particular to his supplementary briefing note, which had been circulated at the meeting and which provided Members with further detail regarding the changes made since preparation of the draft budget report as a result of the announcement of the Local Government funding Settlement for 2013/14. The net effect of these changes equated to a £1.8M shortfall, which would be met by not making the previously planned contribution to reserves of £1.4m and £0.4m use of reserves.
15. Members of the Committee discussed the content of the report in further detail and raised a significant number of specific queries, all of which were addressed by the Executive Member and officers in attendance. In addition, the following issues were also raised:-
16. Members were concerned about the proposed reduction in partnership funding, specifically the planned 10% reduction in the grant to the Citizen's Advice Bureau and Voluntary Community Sector organisations from 2014/15 onwards. It was Members opinion that this proposal should be reviewed prior to implementation.
17. Members were concerned about the proposals to reduce staffing levels generally as part of the Customer First programme, with particular reference to a proposed reduction of 5 Full Time Equivalents in the Revenues & Benefits team, and the impact this would have on the quality and speed of service provided. The Committee therefore agreed to monitor the programme carefully and requested regular, detailed, reports from the Executive Member concerning these issues.

RECOMMENDATION:

That the Draft Budget 2013/14, Medium Term Financial Plan 2013-17 and the Capital Programme 2013/14 to 2016/17 be endorsed as set out.

Social Care, Health & Housing Overview and Scrutiny Committee

Due to the postponement of the Social Care, Health & Housing Overview and Scrutiny Committee meeting of 21 January 2013 due to adverse weather, its comments on the draft budget will be submitted separately and following its re-scheduled meeting which is due to take place on Tuesday, 29 January 2013.

Committee comments on the Fees and Charges 2013/14**Children's Services Overview and Scrutiny Committee**

1. Charges for school transport, which were currently set per year, term or half term. Members queried whether greater flexibility could be introduced to allow parents to purchase shorter periods, which would encourage cycling to school in good weather. The Assistant Director commented that the introduction of greater flexibility would be a challenge and could potentially impact upon the Council's current contractual arrangements with bus companies however greater flexibility was certainly an ambition which schools themselves, with the support of the Council, could investigate further; and
2. The performance of the music service following its redesign in 2011. The Executive Member confirmed that the music service was performing well, was cost neutral and continued to improve take up rates.

Recommended

That the schedule of Fees and Charges for 2013/14 for the Children's Services directorate be endorsed as set out.

Sustainable Communities Overview and Scrutiny Committee

1. In response to the report and the further clarification provided by the Director of Sustainable Communities and the Executive Member the Committee discussed the content of the report in further detail and raised the following issues:-
2. Why charges to collect fridges and freezers from domestic premises had increased. It was clarified that increases in charges relate to the cost of disposing of these appliances
3. Why the cost to administer high hedges legislation was so high. It was clarified that this cost was high due to the additional costs to the Council during an appeal process.
4. The use of fees received in relation to sexual entertainment venues and whether the Council could use these fees for policing late night venues. It was clarified that the Council could decide to bring in a levy for licensed premises serving alcohol beyond midnight. A percentage of this levy was given to the police to support late night policing. If used, this levy would apply across the whole Central Bedfordshire area and not just in one location or venue. There were other approaches available to the Council to target specific premises and these were used where appropriate.
5. There were currently few problems in Central Bedfordshire relating to fly-tipping and they were not thought to be as a result of charges for the removal of bulky waste.
6. The issuing of fixed penalty notices, which was undertaken by the Environmental Protection Team.

7. The charging for displaying commercial posters in Libraries. Both displaying and charging would cease.
8. Specific problems in Flitwick relating to commercial posters. The Director undertook to ask Planning Enforcement officers to investigate concerns.
9. The reduction in fees for the first annual resident parking permit, which Members supported

Recommended

1. **That Executive be aware of the Committee's specific support for the reduction in fees for the first annual resident parking permit.**
2. **That Executive adopt the proposed schedule of fees and charges for 2013/14 as set out.**

Corporate Resources Overview and Scrutiny Committee

1. Members of the Committee discussed the content of the report in detail and raised a number of specific queries, all of which were addressed by the Executive Member and officers in attendance.

Recommended

That the schedule of Fees and Charges for 2013/14 for Corporate Resources be endorsed as set out.

Social Care, Health & Housing Overview and Scrutiny Committee

Due to the postponement of the Social Care, Health & Housing Overview and Scrutiny Committee meeting of 21 January 2013 due to adverse weather, its comments on fees and charges will be submitted separately and following its re-scheduled meeting which is due to take place on Tuesday, 29 January 2013.

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Meeting: Executive
Date: 5 February 2013
Subject: Capital Programme 2013/14 to 2016/17
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources
Summary: The report proposes the Capital Programme (excluding HRA) for the four years from 1 April 2013.

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Ralph Gould, Head of Financial Control
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:

As a key part of the Council's overall financial plan the Capital Programme supports the delivery of all the organisation's priorities.

Financial:

1. As a component of the Council's Medium Term Financial Plan (MTFP) the financial implications of the proposed changes to the Capital Programme are set out within the body of the report.

Legal:

2. The Capital Programme forms part of the Council's budget as defined in the Constitution. It includes funding that is required to enable the authority to discharge its statutory obligations and failure to approve the Capital Programme may therefore have implications on the Council's ability to comply with these obligations.

3. The Local Government Act 2003 (as amended) emphasises the importance of sound and effective financial management. In relation to capital financing, there is a statutory requirement for each local authority to set and arrange their affairs to remain within prudential limits for borrowing and capital investment. There is a statutory duty on the Chief Finance Officer to report to the Council, at the time the budget is considered and the council tax set, on the robustness of the budget estimates and the adequacy of financial reserves.

Risk Management:

4. The affordability and sustainability of the proposed Capital Programme is particularly dependent on the generation of capital receipts, external grants and contributions, the level of interest rates and the Council's ability to access external borrowing. The Council seeks to manage the various risks associated with funding its capital plans through a number of regularly updated strategies and policies (e.g. the Medium Term Financial Plan, the Treasury Management Strategy and prudential indicators). Performance against the capital plan is regularly monitored and reviewed and the Council aims to maintain a prudent level of General Fund Reserves and liquidity.

Staffing (including Trades Unions):

5. Not Applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Public Health:

7. Not Applicable.

Community Safety:

8. Under section 17 of the Crime and Disorder Act 1998 the Council has a duty to consider community safety issues across all of its functions. In developing and implementing the detailed business cases supporting the various Capital Programme projects officers have considered relevant community safety issues.

Sustainability:

9. Schemes include works to promote more sustainable modes of travel and improve the lifespan of assets and reduce energy consumption.

Procurement:

10. The delivery of the programme is reliant on a number of external suppliers to successfully deliver the capital schemes to a sufficient standard whilst ensuring value for money within statutory and legislative requirements.

Overview and Scrutiny:

11. The draft Capital Programme was considered by the Overview and Scrutiny Committees in the January cycle of meetings. The Social Care, Health and Housing Overview & Scrutiny Committee meeting was postponed until 29 January, so it has not been possible to include feedback from that Committee in this report. Comments from this Committee will be provided at the Executive meeting. Comments from the three Committees that have met are included at Appendix L of the Revenue Budget report elsewhere on this Agenda.

All three Committees recommended that Draft Capital Programme be endorsed as set out.

RECOMMENDATION:

That Executive recommends Council to:

- 1. approve the 2013/14 to 2016/17 Capital Programme (as per Appendix A);**
- 2. approve the Capital Programme Reserve List 2013/14 to 2016/17 (As per Appendix B); and**
- 3 approve the revised capital, treasury and borrowing Prudential Indicators contained within Appendix C.**

Reason for Recommendation: To approve the Capital Programme for the Council's MTFP 2013 – 2017 and associated Prudential Indicators.

Executive Summary

12. The Council's Capital Programme and estimated capital receipts have been reviewed for the purposes of revising the 2012/13 capital budgets and developing a Capital Programme within the MTFP for the period April 2013 to March 2017.
13. The financial impact of a reduction in capital receipt forecasts has been offset by decreases in the estimated Minimum Revenue Provision (MRP) following amendments to the calculation methodology. A review of borrowing requirements has also reduced the estimated revenue costs of borrowing.
14. The capital review has proposed the addition of a number of new projects offset largely by reductions in existing projects. The review of past performance supports the use of a 20% Capital Programme deferral factor in forecasting for the MTFP period.

15. The Capital Programme proposed for the 2013 – 2017 MTFP includes the funding of significant capital works associated with the Bedfordshire Energy and Recycling (BEaR) Project and Woodside Link. Various assumptions have been made about the potential funding sources for these projects and further work is ongoing to establish the potential external contributions with greater certainty. As currently modelled, the significant revenue costs associated with the two projects are not incurred until 2015/16 and would peak in 2016/17. It is proposed that a review of the Capital Programme is carried out during the summer of 2013 when more certainty regarding the financial requirements of both the BEaR and Woodside Link projects has been established.
16. The assumption that the Council would not need to incur any new borrowing before the first half of 2014 is based on past experience and any significant adverse changes to cash flows would require external borrowing to take place before that date. The borrowing strategy is based upon maintaining a minimum prudent level of balances and stable interest rates and this position will continue to be monitored closely.

Background Information

17. The Council's capital programme was reviewed during the 2012/13 financial year and a number of changes to profiles, reductions and additions were recommended to Council by the Executive on 6 November 2012.
18. In particular Council on 29 November 2012 agreed to a number of additions with specific funding requirements and these have been carried forward to the new programme. These are :
 - (a) to include in the Capital Programme a maximum of £35m to support the BeAR Project from 2013/14 to 2015/16 as outlined in the Capital Review report. It is anticipated this will be funded by Prudential Borrowing, with its associated revenue implications as set out in the report;
 - (b) that the estimated capital receipts for the periods 2016/17 and 2017/18 be earmarked to repay any Prudential Borrowing undertaken in respect of the BeAR project; and
 - (c) that the Woodside Link scheme be included in the Capital Programme from 2012/13 to 2017/18 with the consequential impact for Prudential Borrowing and associated revenue implications as set out in the Capital Review report, whilst noting that officers continue working to confirm the extent of external contributions to the scheme.
19. Council on 29 November also agreed the addition of the Central Bedfordshire Alternative Provision Free School scheme within the Capital Programme. The amount approved was £3m in 2013/14 all of which will be externally funded.

Summary of Capital Programme 2013/14 to 2016/17

20. Capital investment is required to ensure the delivery of the Council's priorities but the programme needs to be both affordable and sustainable. Capital expenditure that is not financed through existing capital resources (e.g. grants, developer contributions and capital receipts) will reduce revenue resources over the longer term by incurring additional capital financing costs.

21. The table below shows a summary of the Capital Programme reflecting the revisions agreed by Council on 29 November 2012, including a Central Bedfordshire Alternative Provision Free School scheme, provision for recurring programme items in 2016/17 and a planning assumption of 20% per annum deferral in programme spend. The detailed Programme is presented in Appendix A.

22. **Table 1 – 2013/17 Medium Term Financial Plan Capital Programme (Excluding HRA and assuming 20% annual programme deferral)**

	2013/14 £000	2014/15 £000	2015/16 £000	2016/17 £000
Gross Expenditure	84,169	55,552	80,549	44,332
Deferral b/f from prior year	16,088	20,051	15,121	19,134
Estimated Deferral in year	(20,051)	(15,121)	(19,134)	(12,693)
Gross Expenditure after deferral	80,205	60,483	76,536	50,773
Funded by:				
Grants & Contributions	(43,768)	(24,065)	(16,920)	(20,338)
Capital Receipts	(1,450)	(6,308)	(11,897)	0**
Borrowing*	(34,987)	(30,110)	(47,719)	(30,434)
Total Funding	(80,205)	(60,483)	(76,536)	(50,773)

* Includes internal borrowing whilst cash balances permit. It is estimated that some external borrowing will be required by 2014.

** Estimated capital receipts of £14,963k in 2016/17 are earmarked to repay external debt incurred in respect of the BEaR project.

23. By including an assumption of 20% of expenditure on capital schemes being deferred, there is recognition that dependencies within the capital programme exist (for example on third parties, including external funders) and often capital schemes are deferred from one year to the next as delivery is delayed. Excluding assumed scheme deferral, gross expenditure in 2013/14 would be £84,169k and can be broken down into the following ranked criteria:

24. **Table 2 – 2013/14 Capital Programme by Ranked Criteria (Excludes 20% slippage)**

	Gross Expenditure	Grants & Contributions	Net Expenditure
	£000	£000	£000
A. Externally funded schemes.	39,222	(39,202)	20
B. Schemes which are statutory.	6,011	(1,981)	4,030
C. Schemes where choice exists.	26,995	(4,802)	22,193
D. Schemes which are invest to save.	11,941	0	11,941
Total	84,169	(45,985)	38,184

Financing of the Capital Programme

25. The full financing cost of the proposed Capital Programme, assuming 20% scheme deferral, is set out in Table 3 below. Estimated revenue costs are lower in 2013 – 2014 than the previous year's MTFP estimates. This is because of revisions to the methodology for calculating the MRP as well as revised assumptions on estimated borrowing costs.

26. **Table 3 – Estimated General Fund Capital Financing costs – interest and Minimum Revenue Provision**

	2013/14	2014/15	2015/16	2016/17
	£'000	£'000	£'000	£'000
MTFP 2012 – 2016 (February 2012)	14,020	14,721	14,125	N/A
Increase or (reduction)	(1,613)	(614)	1,607	N/A
Capital Finance revenue costs MTFP 2013 - 2017	12,407	14,107	15,732	17,020

27. Table 3 above sets out the position over the medium term. Although there is less certainty in determining future spend and financing, the table shows that the Capital Programme will continue to produce additional cost pressures without further generation of new capital receipts and external grants and contributions.

28. The medium term forecast includes substantial new capital receipts in 2015/16 and 2016/17 in respect of the Local Development Framework project. However, these capital receipts are heavily dependant with regard to timing and valuation upon progress with planning and the state of the housing market. Forecast Capital Receipts are summarised in Table 4 below.

29. **Table 4 Forecast Capital Receipts 2013 - 2018**

£000	2013/14	2014/15	2015/16	2016/17	2017/18
	£'000	£'000	£'000	£'000	£'000
Surplus Land	200	3,000	1,500		
LDF		3,308	9,797	14,963	16,538
Potential for Disposal	1,250		600		
Total	1,450	6,308	11,897	14,963	16,538

Major Capital Projects included in the draft Capital Programme

30. The financial impact of additions identified in the 2012 Capital Programme Review was largely offset by reductions. To establish a proposed Capital Programme for the MTFP period April 2013 to March 2017 rolling programme schemes such as Highways, property and ICT capital renewals have been reflected in 2016/17 and two additional major projects have been included. The two new projects are the:

- BEaR project
- Woodside Link.

31. The BEaR project has been under development since 2009 and has now reached the stage where detailed tenders will be required. One funding option that is available for tenderers is the availability of financial support using the Council's prudential borrowing facilities.

32. The BEaR project will be initially funded from borrowing with the forecast Local Development Framework related capital receipts in the two years 2016/17 and 2017/18 being earmarked for the specific purpose of redeeming the majority of any BEaR related prudential borrowing.

33. The actual borrowing requirement for BEaR, if any, will be determined only when final tenders are received in June 2013.

34. The Woodside Link is a crucial piece of transport infrastructure needed to promote employment, facilitate development and improve the quality of life and the environment in Central Bedfordshire. The road will support the delivery of the improved infrastructure, in particular the M1-A5 link road and de-trunking of the A5, thereby underpinning the regeneration of Dunstable town centre. The Executive on 2 October 2012 agreed to consult on this scheme prior to an application being made for development consent from the Planning Inspectorate, to add £450,000 to the 2012/13 Capital Programme for the costs of design and planning application development, to include the scheme in the review of the Capital Programme and instruct officers to do all they can to secure funding for the scheme.
35. External contributions to the Woodside Link development will be achieved, but it is likely that there will be a lag between expenditure on the project and the receipt of these contributions. The Council will therefore need to forward fund part of the scheme costs before full recovery takes place. There will therefore be an element of funding by prudential borrowing to bridge this gap.

Capital Programme Reserve List 2013 - 2017

36. The purpose of the Reserve List is to provide Council with an early indication of potential additions to the Capital Programme. It outlines additional capital expenditure which is not included in the Capital Programme but which may be incorporated into the programme in-year by the Executive, provided the cost of these changes can be accommodated within the approved revenue budget, as confirmed by the Chief Finance Officer and the Executive Member for Corporate Resources.
37. Each scheme will be subject to the production of outline and detailed business cases. The Reserve List is detailed in Appendix B.

Prudential Indicators

38. The CIPFA Prudential Code for Capital Finance in Local Authorities requires all local authorities to arrange their affairs to remain within prudential limits for borrowing and capital investment. The Council on 24 January 2013 approved a series of Prudential Indicators based on the draft Capital Programme considered by the Council's Executive on 8 January 2013. The Capital Programme proposed in this report differs from that draft programme on which various prudential indicators were based. Over the period April 2013 to March 2017 planned gross capital expenditure has reduced by £125k, from £264.727m to £264.602m and external funding expectations have increased by £2.126m. Overall the planned net capital expenditure position has reduced by £2.251m. The relevant prudential indicators that need to be adjusted to reflect the changes have been included at Appendix C.

Appendices:

Appendix A – Capital Programme 2013 – 2017

Appendix B – Capital Programme Reserve List 2013 - 2017

Appendix C – Revised Prudential Indicators 2013 - 2016

Background Papers: (open to public inspection)

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Appendix A

Central Bedfordshire Council Capital Programme 2013/14 - 2016/17

Scheme Number	Directorate	Scheme Title	2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17		
			Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
CS - 1	CS	New School Places	18,677	-18,677	0	5,818	-5,818	0	5,818	-5,818	0	5,818	-5,818	0	36,131	-36,131	0
CS - 2	CS	Temporary Accommodation	400	0	400	400	0	400	400	0	400	400	0	400	1,600	0	1,600
CS - 3	CS	Schools Access Initiative	300	0	300	300	0	300	300	0	300	300	0	300	1,200	0	1,200
CS - 4	CS	Schools Capital Maintenance	2,000	-2,000	0	0	0	0	0	0	0	0	0	0	2,000	-2,000	0
CS - 5	CS	Schools Devolved Formula Capital	938	-938	0	0	0	0	0	0	0	0	0	0	938	-938	0
CS - 6	CS	LPSA & LAA Grant payout	898	-898	0	0	0	0	0	0	0	0	0	0	898	-898	0
CS - 7	CS	University Technology College	400	-400	0	0	0	0	0	0	0	0	0	0	400	-400	0
CS - 8	CS	Alternative Secondary Provision (Free School)	3,000	-3,000	0	0	0	0	0	0	0	0	0	0	3,000	-3,000	0
PO - 1	People & Organisation	Channel Shift / Customer First	300	0	300	300	0	300	0	0	0	0	0	0	600	0	600
R - 1	Resources	Replacement of ex Incuba car park and upgrade of Watling House Accommodation Plan	100	0	100	0	0	0	0	0	0	0	0	0	100	0	100
R - 2	Resources	Public Services Network (PSN)	100	0	100	0	0	0	0	0	0	0	0	0	100	0	100
R - 3	Resources	Beeches Car Park Redevelopment	150	0	150	0	0	0	0	0	0	0	0	0	150	0	150
R - 4	Resources	Priory House - (Originally shown in the Corporate Property Block) including Car Parking at Priory House	340	0	340	0	0	0	0	0	0	0	0	0	340	0	340
R - 5	Resources	CBC Corporate Property Rolling Programme Fees	50	0	50	0	0	0	0	0	0	0	0	0	50	0	50
R - 6	Resources	Enterprise Content Management (KEY ECM) Implementation	180	0	180	0	0	0	0	0	0	0	0	0	180	0	180
R - 7	Resources	Integrated Asset Management System	233	0	233	14	0	14	0	0	0	0	0	0	247	0	247
R - 8	Resources	Capital Re-modelling to Facilitate Moves (MTAP) from Technology house.	165	0	165	0	0	0	0	0	0	0	0	0	165	0	165

Central Bedfordshire Council Capital Programme 2013/14 - 2016/17

Scheme Number	Directorate	Scheme Title	2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17		
			Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
R - 9	Resources	Data Centre Migration - extension of SAN capacity	125	0	125	0	0	0	0	0	0	0	0	0	125	0	125
R - 10	Resources	Consolidation of Applications	138	0	138	50	0	50	0	0	0	0	0	0	188	0	188
R - 11	Resources	ICT Infrastructure - Software (From Rolling Programme)	90	0	90	90	0	90	90	0	90	90	0	90	360	0	360
R - 12	Resources	ICT Infrastructure - Hardware (from Rolling programme)	250	0	250	250	0	250	250	0	250	250	0	250	1,000	0	1,000
R - 13	Resources	ICT Infrastructure - Professional Services (From Rolling Programme)	160	0	160	160	0	160	160	0	160	160	0	160	640	0	640
R - 14	Resources	Energy Efficiency Measures / Carbon Reduction Improvements	300	0	300	300	0	300	300	0	300	300	0	300	1,200	0	1,200
R - 15	Resources	Medium Term Accommodation Plan ICT Infrastructure	300	0	300	0	0	0	0	0	0	0	0	0	300	0	300
R - 16	Resources	Ivel Medical Centre (Biggleswade)	900	0	900	0	0	0	0	0	0	0	0	0	900	0	900
R - 17	Resources	LDF related costs for land in Arlesey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade.	750	0	750	0	0	0	0	0	0	0	0	0	750	0	750
R - 18	Resources	Asbestos / Health & Safety	400	0	400	400	0	400	400	0	400	400	0	400	1,600	0	1,600
R - 19	Resources	A1 South Roundabout (Biggleswade)	3,700	-1,500	2,200	2,000	-1,500	500	0	-1,000	-1,000	0	0	0	5,700	-4,000	1,700
R - 20	Resources	CBC Corporate Property Rolling Programme	3,430	0	3,430	1,500	0	1,500	1,500	0	1,500	1,500	0	1,500	7,930	0	7,930
R - 21	Resources	South of High Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	1,000	0	1,000	0	0	0	0	0	0	0	0	0	1,000	0	1,000
SCH -1	SCH & H	Disabled Facilities Grants Scheme	3,000	-588	2,412	3,000	-588	2,412	3,000	-588	2,412	3,000	-588	2,412	12,000	-2,352	9,648
SCH -2	SCH & H	Empty Homes	270	0	270	160	0	160	160	0	160	160	0	160	750	0	750
SCH -3	SCH & H	Renewal Assistance	150	-50	100	150	-50	100	150	-50	100	150	-50	100	600	-200	400
SCH -4	SCH & H	Review of Accommodation/Day Support, "New Approaches to Outcome"	347	-347	0	742	-742	0	941	-941	0	0	0	0	2,030	-2,030	0
SCH -5	SCH & H	NHS Campus Closure	3,674	-3,674	0	0	0	0	0	0	0	0	0	0	3,674	-3,674	0
SCH -6	SCH & H	Timberlands and Chiltern View Gypsy and Traveller Sites	911	-532	379	0	0	0	0	0	0	0	0	0	911	-532	379

Central Bedfordshire Council Capital Programme 2013/14 - 2016/17

Scheme Number	Directorate	Scheme Title	2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17		
			Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
SC - 1	Suss Comms	Highways Structural Maintenance Block	4,004	-4,004	0	3,571	-3,571	0	3,500	-3,500	0	3,500	-3,500	0	14,575	-14,575	0
SC - 2	Suss Comms	Additional Local Highways Maintenance Funding	724	-724	0	367	-367	0	0	0	0	0	0	0	1,091	-1,091	0
SC - 3	Suss Comms	Highways Integrated Schemes	1,338	-1,338	0	1,882	-1,882	0	1,882	-1,882	0	1,882	-1,882	0	6,984	-6,984	0
SC - 4	Suss Comms	Highways Structural Maintenance Additional Expenditure	3,050	0	3,050	3,075	0	3,075	3,100	0	3,100	3,125	0	3,125	12,350	0	12,350
SC - 5	Suss Comms	Co-ordinated non-emergency repairs whilst undertaking emergency repairs on roads	800	0	800	775	0	775	750	0	750	725	0	725	3,050	0	3,050
SC - 6	Suss Comms	Co-ordinated replacement of street furniture as a result of vehicle damage	150	0	150	150	0	150	150	0	150	150	0	150	600	0	600
SC - 7	Suss Comms	Highways Fixed Cost Services (Lump Sums)	1,790	0	1,790	1,790	0	1,790	1,790	0	1,790	1,790	0	1,790	7,160	0	7,160
SC - 8	Suss Comms	Highways Planned Maintenance	870	0	870	870	0	870	870	0	870	870	0	870	3,480	0	3,480
SC - 9	Suss Comms	Highways Street Lighting (Efficiency)	850	0	850	850	0	850	850	0	850	850	0	850	3,400	0	3,400
SC - 10	Suss Comms	Highways Street Lighting Maintenance Backlog	750	0	750	750	0	750	750	0	750	750	0	750	3,000	0	3,000
SC - 11	Suss Comms	Highways Holistic Infrastructure Projects	315	0	315	0	0	0	0	0	0	0	0	0	315	0	315
SC - 12	Suss Comms	Highways Bridge Assessment and Maintenance	950	0	950	950	0	950	750	0	750	510	0	510	3,160	0	3,160
SC - 13	Suss Comms	Highways Flooding & Drainage	374	0	374	340	0	340	340	0	340	340	0	340	1,394	0	1,394
SC - 14	Suss Comms	Stratton Street Railway Bridge	0	0	0	210	0	210	2,290	0	2,290	0	0	0	2,500	0	2,500
SC - 15	Suss Comms	West street Car park Leighton Buzzard	0	0	0	140	0	140	1,360	0	1,360	0	0	0	1,500	0	1,500
SC - 16	Suss Comms	Fleet replacement programme	300	0	300	200	0	200	100	0	100	0	0	0	600	0	600
SC - 17	Suss Comms	Car Park Improvements & Ticket Machines	100	0	100	0	0	0	0	0	0	0	0	0	100	0	100
SC - 18	Suss Comms	Highways Improving Walking Routes to Schools	480	0	480	0	0	0	0	0	0	0	0	0	480	0	480
SC - 19	Suss Comms	Integrated Transport Unit ICT System	30	0	30	0	0	0	0	0	0	0	0	0	30	0	30
SC - 20	Suss Comms	Dunstable A5/M1 Link Road Strategic Infrastructure	1,020	-1,000	20	20	0	20	20	0	20	20	0	20	1,080	-1,000	80
SC - 21	Suss Comms	Luton Dunstable Busway	30	0	30	2,000	0	2,000	2,000	0	2,000	2,000	0	2,000	6,030	0	6,030
SC - 22	Suss Comms	Land Drainage Work (Non Highways)	60	0	60	60	0	60	60	0	60	60	0	60	240	0	240
SC - 23	Suss Comms	Local Flood Defence Scheme	333	0	333	333	0	333	334	0	334	334	0	334	1,334	0	1,334

Central Bedfordshire Council Capital Programme 2013/14 - 2016/17

Scheme Number	Directorate	Scheme Title	2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17		
			Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
SC - 24	Suss Comms	Section 278 Schemes	1,000	-1,000	0	1,000	-1,000	0	1,000	-1,000	0	1,000	-1,000	0	4,000	-4,000	0
SC - 25	Suss Comms	Woodside Link	750	0	750	8,000	0	8,000	16,000	0	16,000	12,000	-8,000	4,000	36,750	-8,000	28,750
SC - 26	Suss Comms	Outdoor Access and Greenspace Improvement Projects	416	-200	216	250	-100	150	250	-100	150	250	-100	150	1,166	-500	666
SC - 27	Suss Comms	Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works	200	0	200	200	0	200	200	0	200	200	0	200	800	0	800
SC - 28	Suss Comms	Poppyhills Lakes Bridge Langford (Bridleway Number 5) in the parish of Henlow.	120	-10	110	0	0	0	0	0	0	0	0	0	120	-10	110
SC - 29	Suss Comms	Houghton Hall Urban Country Park	250	0	250	0	0	0	0	0	0	0	0	250	0	250	
SC - 30	Suss Comms	Swiss Garden Heritage Lottery Fund Project	100	0	100	100	0	100	58	0	58	58	0	58	316	0	316
SC - 31	Suss Comms	Historic Building Grant Aid Scheme	25	0	25	0	0	0	0	0	0	0	0	0	25	0	25
SC - 32	Suss Comms	Local Sustainable Transport Fund (LSTF)	1,015	-1,015	0	395	-395	0	0	0	0	0	0	0	1,410	-1,410	0
SC - 33	Suss Comms	Leisure Strategy Implementation Invest to Save Project	830	0	830	300	0	300	2,600	0	2,600	300	0	300	4,030	0	4,030
SC - 34	Suss Comms	Essential capital investment - Tiddenfoot and Saxon Pool & Leisure Centre Extension	1,113	-600	513	0	0	0	0	0	0	0	0	0	1,113	-600	513
SC - 35	Suss Comms	Invest to Save - Tiddenfoot and Saxon Pool and Leisure Centre Extension	933	0	933	0	0	0	0	0	0	0	0	0	933	0	933
SC - 36	Suss Comms	Leisure Strategy Implementation Flitwick Leisure centre Phase 1 - Football pitches	500	0	500	1,000	-300	700	0	0	0	0	0	0	1,500	-300	1,200
SC - 37	Suss Comms	Leisure Centre Stock Condition/Asset Management Plan	310	0	310	500	0	500	500	0	500	500	0	500	1,810	0	1,810
SC - 38	Suss Comms	Astral Park Leighton Buzzard	1,025	-1,025	0	0	0	0	0	0	0	0	0	0	1,025	-1,025	0
SC - 39	Suss Comms	Cemeteries Grant to Town & Parish Councils	50	0	50	0	0	0	0	0	0	0	0	0	50	0	50

Central Bedfordshire Council Capital Programme 2013/14 - 2016/17

Scheme Number	Directorate	Scheme Title	2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17		
			Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000
SC - 40	Suss Comms	Waste & Recycling Containers - Provision of Replacement bins & containers.	250	-15	235	263	-15	248	276	-15	261	290	-15	275	1,079	-60	1,019
SC - 41	Suss Comms	Sundon / Bluewater Landfill Sites	387	-230	157	500	-234	266	300	-240	60	300	-240	60	1,487	-944	543
SC - 42	Suss Comms	BEaR Project	4,000	0	4,000	6,000	0	6,000	25,000	0	25,000	0	0	0	35,000	0	35,000
SC - 43	Suss Comms	Waste Infrastructure Grant	100	-100	0	457	-457	0	0	0	0	0	0	0	557	-557	0
SC - 44	Suss Comms	Libraries Remodelling	250	0	250	0	0	0	0	0	0	0	0	0	250	0	250
SC - 45	Suss Comms	CCTV	100	0	100	0	0	0	0	0	0	0	0	0	100	0	100
SC - 46	Suss Comms	Leighton Buzzard South Redevelopment	285	0	285	0	0	0	0	0	0	0	0	0	285	0	285
SC - 47	Suss Comms	Local Broadband Infrastructure	2,620	-2,120	500	2,620	-2,120	500	0	0	0	0	0	0	5,240	-4,240	1,000
SC - 48	Suss Comms	Dunstable Town Centre Regeneration Phase 2	1,096	0	1,096	0	0	0	0	0	0	0	0	0	1,096	0	1,096

CS	26,613	-25,913	700	6,518	-5,818	700	6,518	-5,818	700	6,518	-5,818	700	46,167	-43,367	2,800
Resources	12,861	-1,500	11,361	4,764	-1,500	3,264	2,700	-1,000	1,700	2,700	0	2,700	23,025	-4,000	19,025
People & Organisation	300	0	300	300	0	300	0	0	0	0	0	0	600	0	600
SCH & H	8,352	-5,191	3,161	4,052	-1,380	2,672	4,251	-1,579	2,672	3,310	-638	2,672	19,965	-8,788	11,177
Suss Comms	36,043	-13,381	22,662	39,918	-10,441	29,477	67,080	-6,737	60,343	31,804	-14,737	17,067	174,845	-45,296	129,549
Total Capital Programme	84,169	-45,985	38,184	55,552	-19,139	36,413	80,549	-15,134	65,415	44,332	-21,193	23,139	264,602	-101,451	163,151

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Reserve List

Additional Expenditure		Proposed Programme															
		2013/14 Capital Budget			2014/15 Capital Budget			2015/16 Capital Budget			2016/17 Capital Budget			Total Budget 2013/14 - 2016/17			
		Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	Gross Expenditure £'000	External Funding £'000	Net Expenditure £'000	
Directorate	Scheme Title																
People & Organization	SAP Optimisation Phase 3		1,250	0	1,250	1,250	0	1,250	0	0	0	0	0	0	2,500	0	2,500
People & Organization	Channel Shift / Customer First		1,067	0	1,067	0	0	0	0	0	0	0	0	0	1,067	0	1,067
Suss Comms	Leisure Strategy Implementation Invest to Save Project		0	0	0	200	0	200	200	0	200	200	0	200	600	0	600
Suss Comms	Flitwick Leisure Centre - Phase 2		250	0	250	7,750	0	7,750	2,000		2,000		-2,500	-2,500	10,000	-2,500	7,500
Suss Comms	Houghton Hall Urban Country Park		0	0	0	742	-666	76	744	-667	77	744	-667	77	2,230	-2,000	230
Total			2,567	0	2,567	9,942	-666	9,276	2,944	-667	2,277	944	-3,167	-2,223	16,397	-4,500	11,897

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Appendix C – Revised Prudential Indicators 2013/14 – 2015/16

1. Background:

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA’s Prudential Code for Capital Finance in Local Authorities (the “CIPFA Prudential Code”) when setting and reviewing their Prudential Indicators.

2. Gross Debt and the Capital Financing Requirement:

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

If in any of these years there is a reduction in the capital financing requirement, this reduction is ignored in estimating the cumulative increase in the capital financing requirement which is used for comparison with **gross** external debt.

The Chief Finance Officer reports that the Authority had no difficulty meeting this requirement in 2012/13, nor are any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

3. Estimates of Capital Expenditure:

3.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, housing rent levels.

Capital Expenditure	2013/14 Estimate £M’s	2014/15 Estimate £M’s	2015/16 Estimate £M’s
Non-HRA	80.2	60.5	76.5
HRA	11.0	14.8	10.9
Total	91.2	75.3	87.5

3.2 Capital expenditure will be financed or funded as follows:

Capital Financing	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£M's	£M's	£M's
Capital receipts	1.7	6.5	12.1
Government Grants	43.8	24.1	16.9
Major Repairs Allowance			
Use of Negative CFR			
Revenue contributions	10.8	14.6	10.7
Total Financing	56.2	45.2	39.7
Supported borrowing			
Unsupported borrowing	35.0	30.1	47.7
Total Financing and Funding	91.2	75.3	87.5

The table shows that the capital expenditure plans of the Authority cannot be funded entirely from sources other than borrowing. Where possible this will be done by internal borrowing

4. Ratio of Financing Costs to Net Revenue Stream:

4.1 This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The definition of financing costs is set out in the Prudential Code.

4.2 The ratio is based on costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	%	%	%
Non-HRA	7.14	8.50	10.48
HRA	14.4	13.9	13.3
Total	8.1	9.3	10.9

5. Capital Financing Requirement:

5.1 The Capital Financing Requirement (CFR) measures the Authority's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and financing.

Capital Financing Requirement	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
	£M's	£M's	£M's
Non-HRA	261.2	283.8	323.2
HRA*	165.0	165.0	165.0
Total CFR	426.2	448.8	488.2

7. Incremental Impact of Capital Investment Decisions:

7.1 As an indicator of affordability, the table below shows the notional impact of capital investment decisions on Council Tax and Housing Rent levels and represent the impact on these if the financing of the capital programme were to be funded by taxes and rents. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £
Increase in Band D Council Tax	23.14	31.29	32.49
Increase in Average Weekly Housing Rents	0.34	0.51	0.51

8. Authorised Limit and Operational Boundary for External Debt:

- 8.1 The Authority has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Authority and not just those arising from capital spending reflected in the CFR.
- 8.2 The **Authorised Limit** sets the maximum level of external debt on a gross basis (i.e. excluding investments) for the Authority. It is measured on a daily basis against all external debt items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Authority's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.
- 8.3 The Authorised Limit is the statutory limit for borrowing determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).
- 8.4 The Operational Boundary has been set on the estimate of the most likely, i.e. prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.
- 8.5 The Operational Boundary links directly to the Authority's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

	2013/14	2014/15	2015/16
	Estimate £M's	Estimate £M's	Estimate £M's
Authorised Limit for Borrowing	446.0	462.5	502.8
Authorised Limit for Other Long-term Liabilities	24.6	23.8	23.2
Authorised Limit for External Debt	470.6	486.3	526.1
Operational Boundary for Borrowing	436.0	452.5	492.8
Operational Boundary for Other Long-term Liabilities	22.1	21.3	20.7
Operational Boundary for External Debt	458.1	473.8	513.6

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Meeting: Executive
Date: 5 February 2013
Subject: Budget Report for the Housing Revenue Account (Landlord Service) Business Plan
Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources; and Cllr Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The report sets out the financial position of the Housing Revenue Account (HRA) during the first year of the Self Financing regime and presents the proposed 30 year Landlord Service Business Plan. The report also looks at the budget setting process for 2013/14, and the assumptions that have been made in arriving at the projections in the Plan, to create the financial framework for the Landlord Service to operate within. There is a further proposal concerning the average increase to tenants' rents.

Within this report, recommendations are made concerning debt repayment over the Medium Term Financial Plan (MTFP), together with proposals that will effectively make resources available, to enable the Council to achieve the ambitions proposed in the developing Housing Asset Management Strategy (HAMS).

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing and Charles Warboys, Chief Finance Officer
Contact Officer: Tony Keaveney, Assistant Director Housing
Public/Exempt: Public
Wards Affected: Those in which Council houses are situated, entirely in the south of Central Bedfordshire.
Function of: Council
Key Decision Yes
Reason for urgency/ exemption from call-in Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The report relates directly to the Council's priority to manage Growth effectively, to balance regeneration aims with Growth, through investment to promote economic benefit, employment and renewal.

Financial:

1. The Self-financing regime introduced on 1 April 2012, has given the Council greater control of the finances relating to its housing stock. This new regime has required the Council to take on a debt of £165m but preferential rates of interest were secured, along with the balanced portfolio of debt.

The Business Plan shows rental income will exceed the anticipated costs of managing the stock over the 30 year period which will provide annual surpluses that could support regeneration aims, specifically to invest in the existing stock as well as to develop new build provision, for example Extra Care Housing. This provision could result in efficiency savings to the General Fund, as a result of reduced adult social care expenditure.

The HRA has embarked on an efficiency programme which is forecast to deliver £0.400m of savings in the current year, 2012/13, which could be used to deliver additional investment in the stock.

Legal:

2. The Local Government Act 2003 (as amended) emphasises the importance of sound and effective financial management.

The HRA revenue and capital programme forms part of the Council's budget as defined in the Constitution. The budget report sets out the resources that are required to enable the authority to discharge its statutory obligations.

Risk Management:

3. In considering the budget proposals, it is necessary to take account of the associated risks and in particular the assumptions contained within paragraph 53 below. Any changes to these could impact on the financial position of the HRA Business Plan.

The Welfare Reform Act 2012 introduced a universal credit, which will simplify the benefits system by amalgamating a number of separate benefit payments, including Housing Benefit, into a single payment. This credit will now be made directly to clients, giving them the choice over how to spend this income. This is a significant change from the current system where Housing Benefit for Council tenants is an internal transfer that takes place within the Council, from the Revenues and Benefits Service to the Housing Service.

Therefore there is a risk that some tenants may not prioritise payment of rent and the level of arrears may increase. The Housing Service is taking action on this matter by informing tenants of these changes and allocating further staff resources to monitoring arrears and supporting tenants with this change.

The universal credit is planned to be introduced for working age customers making a brand new claim from October 2013, and it will be phased in for existing customers over four years.

The draft Universal Credit Regulations and Housing Benefit (Benefit Cap) Regulations 2012 are to come into force from April 2013. It is proposed to introduce an accommodation size regulation for social tenants of working age, allowing for one bedroom for each person or couple living as part of the household. An under-occupation deduction is made at 14% for a bedroom entitlement one fewer than in the property occupied, or 25% for a bedroom entitlement that is two or more fewer than in the property occupied.

The other main risks are in relation to the HRA Treasury Management Strategy. The variable rate loans, representing 27% of the debt portfolio, are secured at very low interest rates. Any increases in these rates would present additional cost and therefore close monitoring of financial market conditions is essential to mitigate the impact.

The fixed rates loans will begin to mature in 2024. At this point any new loans taken to replace the current portfolio could be at higher rates of interest and therefore would also have the potential for increased liabilities. As with the variable rate loans, close monitoring of financial market conditions is required to secure the best investment options for the HRA.

Staffing (including Trades Unions):

4. Consultation with staff is underway, in relation to proposals for a restructure of the Housing Service, so as to be better positioned in the future to take advantage of the benefits and opportunities which Self Financing offers. Whilst there are no direct staffing implications related to the budget, the proposals for change are intended to deliver improved Value for Money; better outcomes and improved customer focus.

Equalities/Human Rights:

5. There are no Human rights or equality implications arising directly from this report, although the re-provision and re-modelling of sheltered housing, which this report could make possible through increased investment, would be subject to Equalities Assessment in taking any specific proposals forward.

Community Safety:

6. The Council has a statutory duty to do all that it can to prevent crime and disorder as part of its statutory duties under the 1998 Crime and Disorder Act. The ambitions set out in the developing Housing Asset Management Strategy include options to increase the investment in housing estates and in so doing ensure that it considers carefully how that investment will make a positive contribution to community safety and crime reduction.

Housing is a key element of supporting both victims and perpetrators of crime and disorder, be that through supporting victims of domestic abuse or the Integrated Offender Management programme, where the lack of available accommodation is often a key stumbling block to moving away from offending, or working with the vulnerable in sheltered housing.

Addressing financial hardship issues and debt is a way to change behaviours that can often break cycles of offending and low level crime. The options set out in the report provide valuable opportunities to work with community safety partners to ensure the best outcomes for Central Bedfordshire.

Sustainability:

7. If approved the new provision of Extra Care Housing will not only address the additional accommodation needs for older people but will also contribute to the regeneration of our town centres and provide wider economic benefits and employment.

Other sustainability issues, such as climate change, represent opportunities for the Council to make buildings more efficient thus delivering savings by decreasing energy use and the total spend on energy. Failure to take action leaves the Council vulnerable to the impact of increasing energy prices.

Procurement:

8. Not applicable.

Overview and Scrutiny:

9. The revenue and capital budgets set out in this budget report were presented to the Corporate Resources and Social Care, Health and Housing Overview and Scrutiny Committees in the January cycle of meetings.

The Corporate Resources Overview and Scrutiny Committee recommended that the Draft HRA budget be endorsed as set out.

The Social Care, Health and Housing Overview and Scrutiny Committee meeting was postponed until 29 January 2013, so it has not been possible to include feedback from that Committee in this report. Comments from this Committee will be provided at the Executive meeting.

RECOMMENDATIONS:

That the Executive approves the HRA budget proposals for 2013/14 as set out below:

- (a) note the HRA's debt portfolio and interest payments due in 2012/13;**
- (b) approve the proposal for no principal debt repayments in the current financial year or during the period of the Medium Term Financial Plan (MTFP), namely 2012/13-2016/17;**
- (c) approve the creation of a new reserve, to be called the Strategic Reserve.**
- (d) approve funding of the HRA's 2012/13 Capital programme from the negative HRA Capital Financing Requirement, thereby releasing additional funds for the Sheltered Housing Re-Provision Reserve (SHRR) and Strategic Reserve (SR);**

- (e) **approve the HRA Revenue Budget for 2013/14 and the Landlord Service Business Plan summary at Appendix A;**
- (f) **approve the 2013/14 to 2016/17 HRA Capital Programme at Appendix B;**
- (g) **approve the average rent increase of 4.67% for 2013/14 in line with the national rental increase as per the Government's Rent Convergence Policy; and**
- (h) **approve the proposed allocation of £0.2m to support financial advice, money management and debt problems for customers.**

Reason for Recommendation: To facilitate effective financial management and planning for the HRA under self-financing.

Executive Summary

10. The Localism Act of 2011 brought about fundamental reform to council housing finance. The anachronistic housing subsidy system was abolished on 1 April 2012, in favour of self-financing, which allows Councils greater autonomy and influence over the financial management of their housing assets.
11. These changes are a key element of the Government's Localism agenda, serving to devolve power to local authorities. These changes also support the Council's broader objectives for economic regeneration; offer the potential for new build council housing for rent or shared ownership and enable the Council to promote social mobility, as part of a change agenda that includes the Council's first Tenancy Strategy, which proposes to move to new fixed term tenancies from 1 April 2013.
12. On 28 March 2012, the Council took on a debt of £165m; this amount being a proportionate share of the national housing debt, that was re-distributed between all stock holding local authorities, as a once and for all settlement, to enable the anachronistic housing subsidy system to be abolished. Fortunately this occurred during a period when interest rates are at a historic low. The overall effect on the HRA business plan shows rental income will exceed the anticipated costs of managing the stock over the 30 year period. The predicted annual surpluses can either be used for debt repayment; or to invest in local regeneration projects that support employment and deliver economic benefit within the Central Bedfordshire area as well as making the housing estates better places to live.
13. An extensive independent survey of the Council's housing stock indicates that the stock is in good condition overall, and that the current level of capital investment will maintain the stock in that condition, in the medium term. This is in line with the Council performance in maintaining the stock at the Decent Homes standards over recent years. However, a number of sheltered schemes are in need of improvement to bring them up to modern standards, and there are other parts of the stock that would benefit from remodelling, as part of a strategic regeneration plan, that is set out within the developing Housing Asset Management Strategy.

14. This report proposes that the Council defer debt principal repayment, until at least 2017/18, to enable resources to be invested, to achieve strategic impact through increased investment in the local economy and wider regeneration aims. In addition an adjustment to the Capital Financing Requirement is proposed, that will effectively increase the level of Reserves that are available as at the end of the financial year, to fund new investment projects.
15. The budget proposes to increase tenants' rents by an average of 4.67%, in line with the Government's rent restructuring policy.

Introduction

16. The Landlord Service Business Plan is intended to set out a sustainable and affordable plan that addresses a range of Council priorities in relation to its housing stock and to provide a housing management service to tenants and leaseholders over a 30 year period.
17. Under the self-financing regime, the Council must balance asset management objectives for the existing stock with the opportunities for new investment, including new build housing, broader regeneration aims and more targeted objectives that are set out within the developing Housing Asset Management strategy, against the need to manage debt effectively and to make debt repayments in line with the Council's Treasury Management Strategy.
18. A Sheltered Housing Re-Provision Reserve (SHRR) has been set up as a source of funding for investment in new build Extra Care accommodation and improvements to the existing sheltered accommodation.
19. A further reserve, to be called the Strategic Reserve (SR), is proposed. This Reserve could be used to finance specific projects or to finance the building of general needs housing.
20. The Business Plan has been devised to maintain a prudent level for HRA Balances for contingencies.
21. The Business Plan includes annual proposed budgets for the HRA Capital programme, split between the existing programme required to maintain stock in its current condition and an allocation for Sheltered Housing Re-Provision. The financing of the programme is comprised of capital receipts retained after housing pooling, revenue contributions and Reserves. The revenue implications of the proposed programme are reflected in the Expenditure section of the Business Plan.

Implementation of Self Financing

22. Central Bedfordshire Council was required to make a settlement payment of £164.995m on 28 March 2012, as part of the self-financing arrangements that was legislated for, in the Localism Act 2011.

23. Due to the discretionary rates of interest made available by the Government, as part of the national debt settlement and as a one time only offer to local authorities, the entire loan portfolio was arranged via the Public Works Loan Board, with the constituent loans presented in the table below:

Loan Type	Amount £m	Maturity Date	Rate %	Annual interest payment £m
Fixed	20.000	2024	2.70	0.540
Fixed	20.000	2026	2.92	0.584
Fixed	20.000	2028	3.08	0.616
Fixed	20.000	2030	3.21	0.642
Fixed	20.000	2032	3.30	0.660
Fixed	20.000	2034	3.37	0.674
Variable	44.995	2022	0.58 (variable)	0.261
TOTAL	164.995		2.41 (average)	3.977

24. The Council decided upon a mixed portfolio of debt, comprising variable rate and fixed rate debt. The variable rate debt is redeemable, as and when required, with no early redemption penalties and therefore affords an element of flexibility.
25. Due to the prevailing low level of interest rates the Council has saved a significant sum in the current financial year by taking out 27% of its debt portfolio on a variable basis, as that rate has been confirmed at an average of 0.58% for the year. Whilst interest rates could rise in the future the current expectation in financial markets is for rates to remain low in the short to medium term.
26. All loans have been taken on a maturity (interest only) basis. This approach enables money to be released, for investment purposes, in the early years of the Plan. At the same time surpluses generated over a 30 year period should still enable the Council to repay the entire HRA debt by 2039. The assumption within the Business Plan is that the total debt of £165m will be repaid and the projection of overall surplus generated within the Plan period are sufficient to achieve this aim. Indeed, the aim can still be achieved on the basis that no repayments of principal debt are made in the period up to 2016/17.
27. The debt taken to finance the settlement has resulted in approximately a doubling of the Council's existing debt portfolio. The existing portfolio was entirely General Fund (GF) debt, with the HRA being debt free prior to self financing.
28. Following consultation with the Council's auditors the HRA's self-financing debt has been allocated to a separate "pool" from the GF debt. This means that there will not be an average interest rate across all the Council's loans, so the HRA only will be charged the annual average interest rate on the loans it took out for self-financing. The principle of a ring fence between the General Fund and HRA was retained as part of the Self Financing settlement.

The Benefits of Self-Financing

29. Whilst the Council took out loans for £164.995m, the HRA's Capital Financing Requirement (CFR) currently stands at £157.256m, the difference being comprised of £7.739m of negative CFR (over funding).
30. Under self financing the authority's debt cap is set at £164.995m. This enables the Council to increase borrowing (the CFR) fully up to this level.
31. It is proposed to make a one off adjustment and use the majority of the negative CFR (£6.352m) to fund the HRA's capital programme for 2012/13, thereby releasing an equivalent amount from the HRA's revenue budget to transfer to Reserves, in readiness for future investment. This will leave a residual negative CFR balance of £1.387m.
32. After interest payments for 2012/13, the HRA is forecast to make a surplus of £5.396m due to budgeted contributions to reserves, additional rental income, and monies set aside. If the proposals above relating to the CFR are adopted this creates a total potential surplus of £11.748m, which could be allocated to Reserves, to invest in new build or to achieve regeneration aims.
33. Freed from the constraints of the Subsidy system, the HRA is forecast to generate surpluses after interest repayments of approximately £5m each year for the next 4 financial years. This compares favourably to the Subsidy system, where approximately £10m a year was paid to Central Government, to be re-distributed to other local authorities. The Council has therefore benefitted from the new Self Financing regime.

The Case for Investment in Regeneration and Extra Care

34. One of the key social and economic drivers of change within Central Bedfordshire is demographic growth, particularly amongst older people. Overall the population of Central Bedfordshire is expected to increase by 18% over the next 30 years. This growth is distorted by the increased life expectancy of people aged over 75 years, as this group of people are expected to increase in number, by 193% between 2009 and 2030.
35. There is a need for additional accommodation for older people, to replace existing sheltered provision and to meet the support and care needs of frail older people. The demographic growth referred to above is likely to place increasing demand on the care system in general, and on Adult Social Care budgets within the General Fund. There is also increasing demand to adapt the homes of older people, to enable them to remain safe and independent.

36. The Council is taking a strategic approach to meeting the care, support and housing needs of older people; specifically to develop new provision of extra care housing across Central Bedfordshire in the period up to 2020. The expansion of extra care housing is likely to be delivered by the Council and partners working to a common aim. The Landlord Service can take a leading and significant role in the expansion of extra care housing, in part to provide an alternative to, or to replace the existing provision of sheltered housing, some of which is outmoded and potentially costly to re-model. The Landlord service is investigating potential development opportunities for extra care housing in the Central Bedfordshire area.
37. This analysis of potential development opportunities, on a site specific basis, has taken into account surpluses/deficits occurring over a 45 year period, break even points and net present value, whilst also giving consideration to location, size of scheme, and the potential for economic benefit as well as wider regeneration aims.
38. A proposal is emerging, for the Landlord Service to develop an extra care housing scheme in Dunstable town centre during 2014, as part of a larger development, which incorporates nursing care provision and also residential development. This proposal will achieve strategic impact in terms of town centre regeneration.
39. The anticipated total cost for this scheme is £12.300m, spread over the financial years 2013/14 and 2014/15. Whilst partial funding will be sought from the Homes and Communities Agency there is the possibility that the complete cost will fall to the HRA. A detailed report will be presented to the Executive early in 2013, to consider this investment opportunity.
40. In addition to the cost of the Extra Care scheme, there are a number of sheltered housing schemes that are in need of improvement to bring them up to modern standards. The Council's Sheltered Tenants Action Group (STAG) is working closely with the Landlord Service to evaluate individual schemes, in terms of investment need and preferred outcome, on a scheme by scheme basis.
41. There are also other investments projects that have been identified through work undertaken to develop a draft Housing Asset Management Strategy for consultation. Work is underway to determine the best options in each situation, as these projects are challenging mainly because they require consideration as to the best use of the asset, which could be an alternative use; or disposal; or re-development; or investment and re-modelling. In many cases an input of financial resources will be required, to enable a preferred option to be achieved.
42. The Landlord Service Business Plan, as summarised in Appendix A, indicates that more significant surpluses will materialise after the first 10 years of the 30 year plan, allowing for greater repayment of debt in the longer term. In the first ten years of the plan a net operating income of £130m is forecast, compared to a figure of £472m in the next 20 years.

43. This pattern indicates that repayment of debt in the early years of the Business Plan will constrain investment capability to a far greater extent than will debt repayment that occurs further on into the Business Plan period. Essentially, there is greater scope to repay debt in the medium to longer term.
44. The Business Plan allows the Council to have flexibility as to whether it repays debt in the early years of the plan or chooses to invest its surpluses to meet a range of objectives that include sheltered housing re-provision; targeted investment projects; new build provision and broader regeneration aims.
45. In order to avoid early redemption penalties, any debt repayments that occur in the period of the Medium Term Financial Plan (MTFP) would be made from the variable rate proportion of the debt (which totals £44.995m). It is worth noting that currently the average interest charge on this debt is only 0.58% per annum, and the interest cost for the year is just £0.261m.
46. If the Council does choose to redeem debt it is very unlikely that it would be able to borrow in the future at these low rates of interest.
47. Given the current low cost of financing for its variable debt, together with the benefits to tenants of potential new investment, it is proposed to defer any repayments of debt principal, for the period of the MTFP. That is, not to repay debt until 2017/18 at the earliest. This position would be kept under review during this period; and any new investment proposals would be subject to approval by the Executive on a case by case basis. This would afford the Executive an opportunity to consider whether the benefits of investment in this period continue to outweigh the risks and financial consequences of an approach where debt is not repaid in the relatively short term, to 2017.
48. In the meantime it is proposed that the interest rate on variable debt should be carefully monitored. Since this rate only changes every 6 months there would be an opportunity to react if rates were to increase. However this is not predicted to occur.
49. If the above measures are implemented, the surplus of £11.748m referred to above could be allocated to the Sheltered Housing Re-provision Reserve (SHRR) and the Strategic Reserve (SR). It is proposed that the greater majority of this sum - £8.653m - is transferred to the SHRR to allow funding for the development of an Extra Care scheme, with £3.095m transferred to the SR.
50. Over the last 5 years the HRA Balances have been maintained at or around £4.000m (current balance £3.905m). This was a sensible contingency during the era of the Subsidy system, when strategic planning was constrained by the requirement to pay negative subsidy of about £10m per year to Central Government.

51. Given the changes brought about by the Self Financing regime, an updated risk assessment has been carried out and it is proposed to reduce this balance to a still prudent level of £2.000m, as a more suitable contingency. The residual £1.905m will be used to enhance the SR so the balance of the SR reserve carried forward as at 31 March 2012 is £5.000m. Having reviewed the Landlord Service Business Plan, together with the investment plans identified within this report, the Responsible Finance Officer, (S151 officer) has assessed the proposed allocation of HRA Balances as being appropriate to provide a buffer against unexpected financial developments. In the context of the Self Financing regime it is important to hold some balances for this purpose, whilst optimising the resources available for the development of the service.

Budget Objectives

52. The principle objectives of the 2013/14 Budget have been:
- i. produce a sustainable plan which enables the Landlord Service to achieve the objectives within its Asset Management Strategy, by maintaining investment in the existing stock, consistent with the level of investment that was achieved in the period 2002-2012 and in accordance with the Stock Condition Survey, to maintain the asset in good condition;
 - ii. maintain a realistic level of expenditure on supervision and management;
 - iii. provide for debt related interest costs based on a prudent estimation of interest rate charges;
 - iv. maintain HRA Balances at £2.000m;
 - v. allocate sufficient resources to the SHRR to enable the commencement of works at the Council's first new build Extra Care scheme and the capability to undertake other projects to enhance the Council's existing Sheltered Accommodation;
 - vi. allocate resources to the SR to support the business plan, for example to fund other regeneration projects; and
 - vii. a continuing commitment to efficiency as a means of reducing unit costs; increasing income and maximising business efficiency.

53. **Assumptions**

The budget is based upon, and includes, the following key assumptions:

Economic

- i. For 2013/14, inflation of 1% on pay, 2% on supplies and services and 4% on rental income (2% on service charge income);
- ii. Inflation of 2% on pay, supplies and services and capital programme expenditure up until 2016/17, with 3.5% in the following years;
- iii. Inflation of 4% on income for years 2013/14 – 2015/16 to allow for the increases in rent required to achieve rent convergence in April 2015, and 3.5% in the years that follow; and
- iv. 3% average interest rate on debt in 2013/14, increasing to 3.5% for 2014/15 and 2015/16, 4% up to 2022/23, and 5% for the remainder of the plan. This reflects the potential for variable interest rates to rise in the medium term and for interest rates to be higher when the Council comes to refinance its longer term fixed interest debts.

Financial

- i. HRA Balances to remain at approximately £2.000m until such time as the debt is repaid, thereby reducing debt related costs rather than building up unnecessary levels of reserves;
- ii. Surpluses that remain after revenue expenditure, capital expenditure, and debt interest costs are to be allocated to the earmarked reserve for Sheltered Housing Re-provision (SHR) and the Strategic Reserve (SR). The SR is then available to support the business plan, e.g. for further investment;
- iii. 2% allowance for voids in calculation of rental income over plan period. Voids performance is improving which has enabled the Landlord Service to achieve an efficiency saving during 2012/13;
- iv. A Value for Money (VFM) strategy relating specifically to the Efficiency Programme that is set out within the Landlord Service Business Plan Summary, which identifies a saving of £0.190m against the cost of the landlord service in 2013/14, and projects year on year savings over the life of the plan; and
- v. A prudent approach to treasury management with a debt profile balanced between an element of variable rate loans and fixed rate loans in accordance with the Council's Treasury Management Strategy.

Operational

- i. The plans for stock investment are in line with the stock condition survey data over a 30 year period;
- ii. The delivery of the priorities set out in the Housing Asset Management Strategy; and
- iii. A continuing improvement in the Council's offer to tenants and leaseholders, as well as delivery of estate improvements and wider regeneration aims.

External – Changes to Right to Buy

- i. Potential loss of income arising from an increased number of Right to Buy (RtB) sales will not adversely affect the Landlord Service Business Plan.
- ii. New RTB discounts and proposals for re-investing the capital receipts came into effect from April 2012, which increase the maximum discount available to tenants from £0.034m to £0.075m.
- iii. Central Government are keen to incentivise tenants to exercise their RtB, as it is the intention to replace each property sold in this way with a new build property.
- iv. The self-financing settlement was based on the average amount of RtB sales in the 4 preceding financial years, and therefore did not take into account the changes to discounts.
- v. Government have altered the Housing Pooling regulations to compensate Local Authorities for this change, so that the proportion of debt attributable to those properties sold by RtB is deducted from the sale receipt prior to the calculation of the amount to be transferred (or "pooled").
- vi. The calculation of pooling takes into account the receipts for the Council and Government as modelled into the self-financing calculations. The residual (or "surplus") receipt is retained by the Council, under the strict condition that the Council facilitates new build on a one for one basis for each property sold.
- vii. For the additional properties sold as a result of increased discounts there is a resultant loss of rental income, which affects the 30 year cash flows in the Business Plan. However there will also be a reduction in expenditure on each of these properties, which will vary depending upon the archetype and condition of each property.

- viii. In the majority of cases, each property will add a financial value to the Business Plan so there is a loss experienced as a result of the extra RtB sales. The surplus receipt will mitigate this loss.
- ix. Careful monitoring of RtB sales will be required. Current projections suggest that these will not have a material impact on the Business Plan, particularly if the number of new build properties exceeds the properties sold. However if annual RtB sales were to make up a significant percentage of the Housing Stock, such that it diminished by 10% or more over the period to 31 March 2017, then this would pose a threat to the surpluses predicted both in the medium to longer term.
- x. If a high rate of sales continued into the medium term the viability of the Council's HRA could be called into question as unit costs would be likely to increase.

Other

- i. Future governments will not re-open the debt settlement and increase the amount payable.

2013/14 Budget

- 54. Following the base budget build exercise undertaken for the 2012/13 budget cycle, a similar approach has been adopted for 2013/14. The starting point for the budget build has been the forecast outturn position for 2012/13 taking account of the budget management information as at 31 July 2012.
- 55. This base budget position was adjusted for inflation and efficiencies secured and has now been used to populate the Landlord Services Business Plan.
- 56. The budget predicts total income for the year of £27.378m with expenditure of £17.665m, delivering a net operating income before debt costs of £9.713m. If proposals on debt repayment are approved this would result in a net surplus of £4.805m (after interest costs of £4.908m).

Engagement with Overview & Scrutiny Committees and Tenants

- 57. The draft HRA budget report was presented to the Social Care, Health and Housing and Corporate Resources Overview and Scrutiny Committees in January.
- 58. In addition a presentation on the draft budget and potential Extra Care Scheme developments were given to the Way Forward Panel and Sheltered Tenants Action Group (STAG) on 15 January 2013.

59. Tenants had discussions about the opportunities provided by Self-Financing contained within the HRA Business Plan. This included the risks and rewards of the Treasury Management Strategy and but were very supportive of the approach, recognising that the overall HRA business plan presented a real development opportunity for the Council.
60. Council tenants and leaseholders will still have the opportunity to be involved in any consultation on any specific initiatives regarding opportunities for investment.

Landlord Service Business Plan

61. There has been a legislative requirement for stock retaining authorities to keep and maintain a Financial Plan since the 1989 Local Government and Housing Act.
62. Generally Landlord Service Business Plans are presented over a 30 year basis. This is due to the requirement to plan ahead for significant capital investment over the longer term. The housing stock is comprised of a variety of property archetypes constructed at different times. Careful analysis is needed to prepare for peaks in expenditure related to repairs and maintenance over this period.
63. A stock condition survey of the entire stock was completed during 2012/13. The information gathered in this survey has been used to inform the development of a 30 year Housing Asset Management Strategy, which forecasts repairs, maintenance and capital costs. These are reflected in the Landlord Service Business Plan summary, attached at Appendix A.
64. Income from rents and service charges form the main funding for the HRA. The model assumes that rents will rise in line with inflation, as measured by the Retail Prices Index. This is consistent with the policy of rent restructuring, which was introduced by Central Government in April 2002 in line with the Rent Convergence policy.
65. The national Rent Convergence policy is distorted to some extent by the introduction of the new Affordable Rent regime, at rents of up to 80% of market rents. At this time, Council rents are typically in the range of 50% to 55% of market rents in Central Bedfordshire. Looking to the future, and on the basis of current national Policy, it is likely that council rents will remain within this range, relative to market rents, in the medium to long term.
66. Table 1 below shows a summary of the plan for the period of the Council's Medium Term Landlord Service Business Plan (MTFP).

Table 1

£M	2013/14	2014/15	2015/16	2016/17
Income	(27.4)	(28.5)	(29.5)	(30.5)
Spending on Revenue	11.4	11.3	11.5	11.8
Direct Revenue Financing*	6.5	6.2	6.3	6.4
Debt costs (interest)	4.9	5.7	5.7	6.5
Efficiency Savings	(0.2)	(0.1)	(0.1)	(0.1)
Contribution to SHRR**	3.9	4.2	5.5	5.0
Contribution to SR***	0.9	1.2	0.6	0.9
Net Balance	0.0	0.0	0.0	0.0

* Financing of Capital programme by Revenue

** Sheltered Housing Re-provision Reserve

*** Strategic Reserve

Value for Money (VfM)

67. VfM benchmarking analysis, undertaken on an annual basis, has provided activity-based comparisons with other providers on cost, quality and performance. This exercise has produced options for efficiency savings across the service.
68. The analysis provided by benchmarking has assisted the Council in identifying the areas where HRA budgets are higher relative to other stock retained authorities. This has enabled efficiencies in staffing, reduced void periods, increased rental income and reduced repairs costs to be identified.
69. The 2012/13 HRA efficiency programme is on target to deliver £0.400m of savings. A further efficiency programme has been designed, incorporating £0.530m of savings over 4 years.
70. The VfM Strategy will drive improvements in Performance, on the basis that the Council should aim to be “high performing at low cost”.

Rent Increase

71. The Government’s Rent Convergence Policy aims to ensure that the rents for similar properties in the same area are the same, whether managed by a Council or Housing Association landlord. The Policy essentially uses a formula to determine rent levels, which includes three main factors: property size; market value and local earnings to determine what rents should be in an area. Council rents, and also the rents of Aragon Housing Association, (AHA) (as mainly the stock of the former Mid Beds District Council) are typically below the level of rent which the formula determines as the prescribed rent level in Central Bedfordshire.

72. Over recent years, Council rents and also the rents of AHA have been increasing at a rate that is above inflation, in line with the formula, so as to converge by 2015/16 with the prescribed level of rents that is set by the formula itself. Currently, Council rents are in the range of 50-55% of current market rents, which is affordable and within limits that are eligible for Housing Benefits.
73. The formula prescribes and also limits the rate of increase. The proposed rent increase for 2013/14 is based on an increase in rent of RPI + 0.5% + a contribution to close the gap between average local authority rents and Housing Association Rents. The contribution element is reliant upon the convergence timeframe, which has been set by Government at 3 years.
74. It is proposed that rents are set in line with the Government's recommended guideline rent increase (i.e. the formula), which is an increase of 4.67% on average for Central Bedfordshire Council tenants. This will result in an average increase per week of £4.58 from the 2012/13 average weekly rent of £97.78 to £102.36. In a limited number of cases the weekly increase is higher, up to 6.41%.
75. It is recognised that some customers are experiencing financial hardship and in particular, are experiencing problems related to money management and debt. The Housing Management team is focussed on financial inclusion and assisting people to be able to budget, to ensure they are able to pay their rent as well as meet other financial obligations and ordinary living costs.
76. It is proposed that a £0.200m provision is made within the budget, specifically to be able to support financial advice; and tackle money management and debt problems for customers. Further work will be undertaken to develop the proposal, which could include innovative ideas to relieve hardship, for example, the possibility of nominal zero interest hardship loans to customers, in specific circumstances. The resource will be used to promote financial inclusion, at a time of economic hardship for some customers.
77. The Council is developing its first Tenancy Strategy 2013-18, which proposes to introduce fixed term tenancies, for a period of five years, from 1 April 2013. The impact of the proposed change, from 2018/19 onwards is difficult to predict but there is a potential for increased rent income loss and also increased voids costs, when a property is re-let. This may be offset by Government proposals, which include 'Pay to Stay', which could result in increased income to the Business Plan. The risk to income is not immediate or predictably significant in terms of value. Therefore, no adjustment has been made at this time, in the forecast either of void cost or rental income over the 30 year business plan.

HRA Capital Programme

78. The draft 2013/14 – 2016/17 Housing Revenue Account (HRA) detailed Capital programme is attached at Appendix B.
79. The capital programme is financed by capital receipts from RtB and land sales, contributions from retained rentals (revenue contributions), and contributions from Reserves.

80. A breakdown of this financing is shown at the bottom of Appendix A.

Conclusion

81. Central Bedfordshire Council is ideally positioned to take advantage of the opportunities provided by the self-financing regime, to benefit the local economy and to support wider aims including regeneration and to manage effectively what is a valuable asset. The Landlord service is well placed to invest in new build housing for rent and shared ownership as well as Extra Care housing to meet the needs of older people and to replace outdated sheltered provision.
82. As the first year of self-financing draws to a close, Central Bedfordshire Council is already benefiting from the ability to be more strategic in planning how best to manage the asset, to benefit tenants and residents, as well as to achieve wider council objectives.
83. For the first time in over 30 years the Council has the potential to build new homes and by focussing on the needs of an older population, there is scope to also achieve General Fund efficiency savings, through provision of Extra Care housing.
84. Self-financing also transforms the Housing Offer to existing tenants by delivering the potential for estate improvement and re-modelling of sheltered and general needs stock.
85. The debt portfolio selected for the self-financing settlement has delivered lower than anticipated interest rate costs, to make available additional resources to fund the Housing Asset Management Strategy.
86. As a result of the flexible debt strategy, the Council has an opportunity to increase the resources available to deliver its district wide objectives by deferring debt repayments. It is proposed to defer debt repayments during the course of the MTFP, whilst monitoring closely fluctuations in interest rate costs.
87. It is also recommended that the HRA's Capital programme for 2012/13 is financed by the negative CFR, thus releasing further resources for investment over the MTFP.
88. If these proposals are approved it is forecast that the HRA will have a total of £15.653m in its Reserves as at 31 March 2013, comprised of £8.653m in the Sheltered Housing Re-provision Reserve, £5.000m in the Strategic Reserve, and £2.000m in HRA Balances.

Appendices:

Appendix A 30 year forecast of Landlord Service capital and revenue expenditure; and also income, which is the summary of the Landlord Service Business Plan model

Appendix B 2013/14 – 2016/17 Housing Revenue Account (HRA) detailed Capital programme

Background/Briefing Papers

None

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LANDLORD SERVICE BUSINESS PLAN

Revenue Account	2012/13 £'000s	2013/14 £'000s	2014/15 £'000s	2015/16 £'000s	2016/17 £'000s	2017/18 £'000s	2018/19 £'000s	2019/20 £'000s	2020/21 £'000s	2021/22 £'000s	2022/23 £'000s	2023-24 £'000s	TOTAL £'000s
Income	-27,378	-28,463	-29,555	-30,604	-31,688	-32,784	-33,921	-35,096	-36,314	-37,573	-1,101,940	-1,425,315	
Expenditure													
Housing Management	4,152	4,140	4,158	4,176	4,282	4,390	4,501	4,614	4,730	4,848	4,848	125,720	
Financial Inclusion	200	204	208	212	220	227	235	244	252	261	261	7,636	
Asset Management	965	984	1,004	1,024	1,060	1,097	1,136	1,175	1,216	1,259	1,259	36,849	
Corporate Services	1,320	1,347	1,373	1,401	1,450	1,501	1,553	1,608	1,664	1,722	1,722	50,405	
Maintenance	4,528	4,555	4,678	4,893	4,973	5,147	5,327	5,513	5,799	5,906	5,906	172,260	
Debt Related Costs	119	121	126	130	134	139	144	149	154	160	160	4,674	
Direct Revenue Financing	6,570	6,180	6,309	6,440	6,672	6,913	7,162	7,420	7,686	7,962	7,962	234,906	
Landlord Service Efficiency Programme	-190	-130	-130	-80	-83	-86	-89	-92	-95	-98	-98	-2,878	
Total Expenditure	17,665	17,401	17,725	18,196	18,708	19,329	19,969	20,631	21,407	22,019	22,019	629,572	822,622
Net Operating Expenditure	-9,713	-11,062	-11,830	-12,408	-12,979	-13,456	-13,951	-14,465	-14,907	-15,554	-15,554	-472,368	-602,693
Interest payments	4,908	5,726	5,726	6,544	6,544	6,431	6,299	6,147	5,974	5,782	5,782	60,335	120,417
Debt Repayment	0	0	0	0	2,835	3,299	3,796	4,326	4,802	5,496	5,496	139,054	163,608
Net surplus	-4,805	-5,336	-6,104	-5,864	-3,600	-3,726	-3,856	-3,991	-4,131	-4,276	-4,276	-272,979	-318,668
Memorandum													
Debt Repayment Profile													
Capital Financing Requirement (CFR) b/fwd	157,256	163,608	163,608	163,608	163,608	160,773	157,474	153,678	149,352	144,550	144,550	139,054	
Increase in CFR (in/next borrowing)	6,352	0	0	0	0	0	0	0	0	0	0	0	
Reduction in CFR (principal repayment)	0	0	0	0	-2,835	-3,299	-3,796	-4,326	-4,802	-5,496	-5,496	-139,054	
CFR c/fwd	163,608	163,608	163,608	163,608	163,608	160,773	157,474	153,678	149,352	144,550	139,054	0	
Sheltered Housing Re-provision Reserve													
Balance Brought Forward	-8,653	-8,439	-4,371	-5,716	-6,541	-5,891	-5,891	-5,367	-4,723	-4,215	-3,596	-3,121	
Contribution to Reserve (from Net Surplus)	-3,912	-4,182	-4,470	-4,950	-3,600	-3,726	-3,856	-3,991	-4,131	-4,276	-4,276	-125,147	-167,240
Contribution from Reserve (to fund expenditure)	4,125	4,250	4,125	4,125	4,250	4,250	4,500	4,500	4,750	4,750	4,750	122,500	
Balance Carried Forward	-8,439	-4,371	-5,716	-6,541	-5,891	-5,367	-4,723	-4,215	-3,596	-3,121	-2,605	-2,130	
Strategic Reserve													
Balance Brought Forward	-5,000	-5,893	-7,047	-7,681	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	
Contribution to Reserve (from Net Surplus)	-893	-1,154	-634	-914	0	0	0	0	0	0	0	0	-3,595
Contribution from Reserve (to fund expenditure)	0	0	0	0	0	0	0	0	0	0	0	0	
Balance Carried Forward	-5,893	-7,047	-7,681	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	-8,595	
HRA Balances													
Balance Brought Forward	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	
Contribution (to)/from Reserve	0	0	0	0	0	0	0	0	0	0	0	0	-147,833
Balanced Carried Forward	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-149,833	
Capital Programme													
Existing HRA Programme	6,770	6,380	6,509	6,640	6,872	7,113	7,362	7,620	7,886	8,162	8,162	238,906	310,220
Sheltered Housing Re-provision	4,125	8,250	4,125	4,125	4,250	4,250	4,500	4,500	4,750	4,750	4,750	122,500	170,125
Total Capital programme	10,895	14,630	10,634	10,765	11,122	11,363	11,862	12,120	12,636	12,912	12,912	361,406	480,345
Financed by:													
Capital Receipts	200	200	200	200	200	200	200	200	200	200	200	4,000	6,000
Revenue Contributions	6,570	6,180	6,309	6,440	6,672	6,913	7,162	7,420	7,686	7,962	7,962	234,906	304,220
Reserves	4,125	8,250	4,125	4,125	4,250	4,250	4,500	4,500	4,750	4,750	4,750	122,500	170,125
Total Capital programme	10,895	14,630	10,634	10,765	11,122	11,363	11,862	12,120	12,636	12,912	12,912	361,406	480,345

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CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME
HOUSING REVENUE ACCOUNT

Title and Description of the Scheme	Revised Draft Capital Programme for 2013/14				Revised Draft Capital Programme for 2014/15				Revised Draft Capital Programme for 2015/16				Revised Draft Capital Programme for 2016/17			
	Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
General Enhancements (formerly Minor Works)	255	0	255	260	260	265	0	265	271	0	271	271	0	271	0	271
Various one-off projects required on an ad hoc basis and not identified in a specific capital project, eg defective damp-proof.																
Garage Refurbishment	51	0	51	52	52	53	0	53	54	0	54	54	0	54	0	54
To ensure our garage block sites are in a safe and secure condition.																
Paths & Fences.siteworks	61	0	61	62	62	64	0	64	65	0	65	65	0	65	0	65
Identification of defects and design, plan and install improvements.																
Estate Improvements	255	0	255	260	260	265	0	265	271	0	271	271	0	271	0	271
Improvement to the amenities and appearance of our neighbourhood.																
Energy Conservation	255	0	255	260	260	265	0	265	271	0	271	271	0	271	0	271
Improve the energy efficiency of the housing stock.																
Roof Replacement	248	0	248	253	253	258	0	258	263	0	263	263	0	263	0	263
A programme of replacement where the roof covering is inadequate.																
Central Heating Installation	1,071	0	1,071	1,092	1,092	1,114	0	1,114	1,137	0	1,137	1,137	0	1,137	0	1,137
Delivery of affordable warmth and improvement to thermal comfort while reducing harmful emissions.																
Rewiring	347	0	347	354	354	361	0	361	368	0	368	368	0	368	0	368
Improvement to wiring for efficiency and safety reasons.																
Kitchens and Bathrooms	1,122	0	1,122	1,144	1,144	1,167	0	1,167	1,191	0	1,191	1,191	0	1,191	0	1,191
Identify properties that will fail the Decent Home Standard and institute remedial action.																
Central Heating communal	180	0	180	183	183	187	0	187	191	0	191	191	0	191	0	191
To deliver affordable warmth and improve thermal comfort while reducing harmful emissions.																
Secure door entry	357	0	357	364	364	371	0	371	379	0	379	379	0	379	0	379
Replacement of front and rear doors with quality composite doors.																
Structural Repairs	153	0	153	156	156	159	0	159	162	0	162	162	0	162	0	162
Correction of structural defects arising from subsidence.																
Aids and adaptations	887	0	887	905	905	923	0	923	942	0	942	942	0	942	0	942
Where it is not possible to relocate to adapted properties the resource enables us to adapt the clients current property.																
Capitalised Salaries	350	0	350	357	357	364	0	364	371	0	371	371	0	371	0	371
Capitalise salary costs within Asset Management for time spent on the capital programme.																
Asbestos management	131	0	131	133	133	136	0	136	139	0	139	139	0	139	0	139
Identify, monitor, and dispose of asbestos correctly.																

CENTRAL BEDFORDSHIRE CAPITAL PROGRAMME
HOUSING REVENUE ACCOUNT

Title and Description of the Scheme	Revised Draft Capital Programme for 2013/14				Revised Draft Capital Programme for 2014/15				Revised Draft Capital Programme for 2015/16				Revised Draft Capital Programme for 2016/17				
	Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure		Gross Expenditure		Net Expenditure		
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Stock Remodelling Various projects that have been identified to enhance the stock: eg. improve insulation, convert bedsits to flats, convert flat to pitch roofs, construct lift shafts, etc.	458	0	458	0	470	0	470	0	479	0	479	0	479	0	485	0	485
Drainage & Water Supply A programme of improvements to water supplies and water mains systems where these systems have deteriorated due to age.	181	0	181	0	75	0	75	0	78	0	78	0	78	0	80	0	80
Plasticisation Changing wooden fascia and soffit boards for plastic ones.	408	0	408	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sheltered Housing Reprovision Renewal of Sheltered Accommodation with focus on Extra care provision.	4,125	0	4,125	0	8,250	0	8,250	0	4,125	0	4,125	0	4,125	0	4,125	0	4,125
Total	10,895	0	10,895	0	14,630	0	14,630	0	10,634	0	10,634	0	10,634	0	10,765	0	10,765

Meeting: Executive

Date: 5 February 2013

Subject: Proposals to Develop Affordable Extra Care Housing in Dunstable

Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The purpose of this report is to request Executive approval for the development of approximately 80 Extra Care housing apartments on the redundant Dukeminster site in Dunstable.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing

Contact Officer: Tony Keaveney, Assistant Director Housing

Public/Exempt: Public

Wards Affected: Dunstable Central Ward

Function of: Executive

Key Decision Yes

**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

Through the provision of high quality, cost effective accommodation with 24 hour, seven day a week care on site, this proposal supports the following Council priorities:

- Promote health and well-being and protecting the vulnerable.
- Value for money.

Financial:

1. The financial implications are set out below in paragraphs 25 to 29.

Legal:

2. The Council has a statutory duty under the National Health Service and community care Act 1990 to assess the needs of people in its area who may need community care services. Where appropriate this may necessitate the provision of suitable accommodation to meet those needs. The proposals contained in this report will help the Council to comply with this duty.

Risk Management:

3. The following risks have been identified:

- failure to deliver the Council's priorities, Medium Term Plan, the Housing Strategy 2011-15, and programmes including Residential Futures;
- failure to make adequate provision for the accommodation needs of older people in Central Bedfordshire, both in the short term and also by addressing future needs;
- failure to promote town centre regeneration;
- failure to manage the allocation/letting process to ensure that the scheme addresses the residents that are in need; and
- failure to discharge statutory responsibilities.

In addition, there are a number of financial risks, including:

- slippage in timeframes;
- failure to secure Home and Communities Agency (HCA) funding;
- failure to realise shared ownership sales and rent income due to lack of demand/need for accommodation provided;
- failure to deliver the General Fund savings required in 2014/15; and
- uncertainty over construction costs and actual rent income.

These identified risks will be managed throughout the project, and appropriate mitigating action taken.

Staffing (including Trades Unions):

4. Not applicable.

Equalities/Human Rights:

5. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. National and local research indicates that there is a shortage of appropriate and affordable housing for older people. The approval of this proposal will play an important role in helping to improve outcomes for vulnerable older people.

Public Health:

6. Extra Care housing has a positive impact on public health. Studies have shown that where access to extra care is available, over 80 year olds with care needs are half as likely to move into an institutional care home in the future. Extra Care housing residents are less likely to be admitted into a hospital for an overnight stay compared to someone of a matched demographic living in the Community.

Community Safety:

7. The provision of well designed accommodation with 24 hours, seven day a week care will enhance the safety and security of older people. In addition, the communal facilities provided will be open to all members of the community and so should promote intergenerational understanding and support.

Sustainability:

8. The location of the Dukeminster site provides the opportunity to regenerate and enhance the centre of Dunstable and bring people back into living in the town.

Procurement:

9. A detailed procurement exercise will be undertaken to ensure value for money in the construction of the building and associated services.

Overview and Scrutiny:

10. This matter was considered by the Social Care, Health and Housing Overview and Scrutiny Committee on the 29 January 2013. Recommendations from this meeting will be table at the Executive meeting.

RECOMMENDATIONS:

The Executive is asked to:

1. **approve the proposal to construct an Extra Care Housing scheme at the Dukeminster site in Dunstable; and**
2. **delegate to the Director of Social Care, Health and Housing, in consultation with the Chief Finance Officer, the Deputy Leader and Executive Member for Corporate Resources and the Executive Member for Social Care, Health and Housing, authority to take such steps as are necessary to progress the scheme, including site acquisition and the award of a contract to construct the scheme in accordance with the Council's Code of Procurement Governance.**

<i>Reason for Recommendations:</i>	<i>To allow work to progress on the development of approximately 80 units of mixed tenure Extra Care housing on the Dukeminster site in Dunstable.</i>
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Executive Summary

11. Extra Care housing combines high quality, self contained, accommodation and communal facilities with the availability of care and support 24 hours a day, seven days a week. Apartments will be available at affordable rents and for purchase on shared ownership basis.

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| 12. The Dukeminster site is likely to be the first in a programme of Extra Care housing development across Central Bedfordshire and is a considerable investment in both the accommodation for and care of older people in the area. |
|--|

Introduction

13. The Office of National Statistics, 2011 census figures, estimated that 39,900 (15.7%) of the Central Bedfordshire population were aged 65+. This figure is predicted to increase to 54,200 (19.1% of CB population) by 2021 – an increase of 35.8%. The number of very old people, those 85 years or older, is estimated to increase from 4,700 to 7,100 an increase of 51.1% in the same period.
14. Changes in life expectancy, while very welcome, present considerable challenges in the efficient provision of accommodation and high quality care for older people. The right type of accommodation can promote independence and self-reliance and reduce social isolation. The importance of well designed accommodation and services has been recognised in the Central Bedfordshire Housing Strategy 2011- 2015, Key Strategic Priority 3 *Meeting the Accommodation Needs of Older and Vulnerable People* and in the Medium Term Plan target, *Provide 50 extra care flats by 2014*.
15. The development of Extra Care housing is part of the wider strategic response of the Council to increasing numbers of older people in its population. A number of projects dealing with the accommodation and care needs of older people have been brought together in the Meeting the Accommodation Needs of Older People Programme (MANOP). These include the review of Council owned Sheltered housing, the establishment of a dementia quality accreditation scheme with increased fee levels, the establishment of a Framework Agreement for engaging with providers of care homes in the move away from block contract arrangements and the development of a robust evidence base to inform future decision making. The aim of the programme is to provide a coordinated approach to tackling the challenges posed by demographic changes.

Extra Care Housing

16. Extra Care housing, sometimes called “very sheltered” housing or “assisted living”, is a relatively new concept in the provision of housing and care services. Extra Care seeks to provide good quality housing, in a supportive environment, coupled with the availability of round-the-clock care. Local authorities across the country are developing schemes similar to the one proposed for Dunstable and a number of commercial developers have seen an opportunity to develop assisted living units in Central Bedfordshire for the private market.
17. The focus of Extra Care is to promote and foster independence and self-reliance in a supportive environment. Extra Care schemes generally consist of a number of self-contained apartments or bungalows grouped together with communal facilities such as cafés, hobby rooms, beauty suites and multi-purpose meeting rooms. The use of the facilities by members of the public is encouraged to ensure that the scheme is integrated into the life of the community.

- 18 Care and support services are provided on-site, usually 24 hours a day, seven days a week. The provision of care in a purpose built and well-designed setting can enhance well-being and support independence. One of the main benefits of Extra Care is its ability to combat debilitating loneliness and social isolation which can occur when frail older people remain in their own home in the wider community. Extra Care schemes provide a wide range of opportunities to interact with neighbours and the wider community at a level which the individual can control and feels comfortable with. However, residents retain the privacy of their own, self contained, apartment.
- 19 The development of Extra Care can benefit the younger population as well as older residents. Evidence from other parts of the country shows that, when offered well designed accommodation in an attractive environment, many older people are content to transfer from larger former families. This move frees two and three bedroom houses with gardens to be offered to families requiring that size of accommodation.
20. As part of MANOP, the Council will need to consider the provision of at least 420 units of Extra Care housing over the next seven years. The proposed scheme at Dukeminster, Dunstable, is the first of these developments to come forward. Early thinking is that some of these schemes will be developed and managed directly by the Council's Housing Services, while others will be delivered by partner organisations with Council support. The work done to bring forward Dukeminster has triggered the interest of a number of Registered Providers of accommodation in developing schemes in the area and Dukeminster is seen as a template for further developments of this type.

Dukeminster Dunstable

21. The site at the redundant Dukeminster industrial estate has outline planning permission for a predominantly residential development with some commercial elements. The proposed Extra Care scheme will occupy a prominent corner position on the site and will be highly visible when entering the town from Luton, a situation of particular importance given the route of the Guided Busway.
22. It is proposed that approximately 80 apartments will be provided. These will be divided equally between 40 one bedroom apartments suitable for two people and 40 two bedroom apartments designed to accommodate three people. The apartments will be fully self-contained, with their own front door and all facilities. The draft plans show them to be generously sized to ensure there is sufficient space for wheelchair access, personal possessions, storage and assistive technology. All one bed apartments are sufficiently large to convert to two bed should future needs require this.
23. It is likely that, 50 of the apartments will be available to rent at "formula rents", consistent with Council and Housing Association (social) rents, while 30 will be for sale for owner occupation on a shared-ownership basis. Owner occupiers will be able to purchase either 50% or 75% of the value of the apartments. No rent will be due on the remaining share if 75% is purchased. Work is currently ongoing to ensure that rents and service charges will be reasonable and within the budget of retired people on low incomes.

24. In addition to the self-contained accommodation, a range of other facilities will be provided on site. The exact nature of these is to be determined in consultation with older peoples representative groups but is likely to include a café open to public use, a lounge, a health and beauty suite, a reading room, hobby rooms, guest rooms, a therapy suite, bathing spas for assisted bathing and multi-purpose meeting rooms. It is envisaged that the majority of these facilities will be open to the general public. In addition, the care element of the scheme will be designed in consultation with Bedfordshire Clinical Commissioning Group.
25. As part of the development it is proposed that 270m² of retail space will be provided to be leased to a commercial operator.
26. Dukeminster represents an exciting opportunity to improve the accommodation and care services offered to our older residents and to provide cost effective, value for money services. The scheme will be a major investment, not only in the services Central Bedfordshire Council offers to older people, but also in the physical regeneration of Dunstable town centre. The prominent position of the site, on the route of the Guided Bus, provides the opportunity to improve the built environment of Dunstable, and the facilities provided will benefit not only residents, but the community as a whole.

Financial Considerations

27. As well as providing better outcomes for residents needing care and support, Extra Care is also more cost effective than other forms of residential care, such as that provided in care homes. The expansion of Extra Care facilities in the area will allow for the efficient use of Council resources in the provision of care for elderly residents. It is envisaged that residents will have a range of care needs including mild to moderate dementia and the focus will be on allowing them to remain in their own apartment for as long as possible.
28. The Localism Act of 2011 brought about fundamental reform to council housing finance, which is detailed more fully in the draft Housing Revenue Account budget report, considered by Executive on the 8 January 2013. The Self-financing regime introduced on 1 April 2012, has given the Council greater autonomy and influence over the financial management of their housing assets. The Landlord Service Business Plan shows rental income will exceed the anticipated costs of managing the stock over the 30 year period; indeed, freed from the constraints of the Subsidy system, the HRA is forecast to generate surpluses after interest repayments of approximately £5m each year for the next 4 financial years. This compares favourably to the Subsidy system, where approximately £10m a year was paid to Central Government, to be re-distributed to other local authorities.

29. The Council has therefore benefitted from the new Self Financing regime. The draft HRA Budget report explains that a Sheltered Housing Re-Provision Reserve (SHRR) has been set up as a source of funding for investment in new build Extra Care accommodation and improvements to the existing sheltered accommodation. If the HRA budget report is approved by the Executive, it is forecast that the SHRR Reserve, as at 31 March 2013, will amount to £8.653m. This Reserve is funded from the annual surplus' in rental income over management and maintenance costs that is being achieved. This Reserve will increase in value during 2014 and 2015.
30. It is proposed that the SHRP is used to fund the development of the extra care housing scheme at Dukeminster, as the primary source of funding. However, the financing of this proposed scheme will draw from various sources, which shall include –
1. A bid seeking grant funding from the Homes and Communities Agency, was made on the 18 January 2013.
 2. There will be the sales receipts from (approximately) 30 shared ownership sales.
 3. Right to Buy sales receipts will be invested, which is envisaged by the Government as a means to deliver new build affordable housing. In August 2012, the Council signed up to an agreement with Government to retain receipts to deliver new build affordable housing and is forecast to retain approximately £0.500m for investment in replacement stock. Indeed, the ability to retain this money actually depends on the council re-providing new build stock on a one for one replacement basis.
 4. Money received as s106 payments to the Council, for the purpose of delivering that new build affordable housing could be invested in the Dukeminster scheme.

The resources required are adequate to deliver the scheme and the proposed investment represents value for money. The exact funding mix can be determined at a later date, in terms of best use of the resources available.

31. As the first year of self-financing draws to a close, Central Bedfordshire Council is already benefiting from the ability to be more strategic in planning how best to manage the asset, to benefit tenants and residents, as well as to achieve wider council objectives. The delivery of extra care housing will also result in savings to the General Fund, as a reduction in the cost of residential care for older people. The proposed efficiency savings in 2014-16 amount to 480k, of which Dukeminster will secure a saving, per annum, of approximately 218k.

Development Programme

32. It is proposed that the Dukeminster site be the first in a series of developments across Central Bedfordshire. It is intended that some of the sites will be developed directly by the Council, while others will be developed by partner organisations such as housing associations.

Support for the Proposed Scheme

33. The scheme proposals have been developed with members of the Older Persons Reference Group (OPRG) and also members of STAG, the Council's Sheltered Tenants Action Group. This work has mainly related to design and specification of what makes a successful extra care scheme. This work will continue, with a smaller group to progress the detail of the Dukeminster proposal, initially through the planning application process, but then to include interior design and all matters related to the operational commissioning of the scheme, including arrangements for the scheme to be occupied and to create a vibrant, new community from the first day of residence.
34. The STAG Committee is supportive of the Dukeminster proposal, as being needed in Dunstable; enhancing the quality of provision for older people; and representing a sound investment to deliver new build council housing. The STAG Committee are committed to this project, as well as to future delivery of Extra Care housing, as part of an overall approach which aims to improve, re-model or re-designate existing sheltered housing provision as well as to provide new retirement housing for people typically aged 55 to 75. The STAG Committee supports the strategic approach being taken by the Council to meet the accommodation needs of older people.
35. The STAG Committee consider that the Dukeminster location in Dunstable is as near to being an ideal location for an Extra Care housing scheme, as one could wish for. It is located near to the town centre, close to shops, amenities, and local services, as well as being close to excellent transport links, including the guided bus-way. The scheme will also benefit from the development, on an adjacent site, of a residential/nursing home, so creating a small retirement village in the centre of Dunstable and enabling older people to enjoy the benefits of being able to live in a town centre.

Conclusion and Next Steps

36. The anticipated timetable for the development is given in Table 1 below,

Table 1. Proposals to Develop Affordable Extra Care Housing in Dunstable
Proposed Timetable

Activity	Date
Detailed Planning Permission Applied For	April 2013
Planning Permission Obtained	August 2013
Construction Commences	Winter 2013
Construction Complete	Winter 2014

37. The Dukeminster site, Dunstable is the first in a programme to extend Extra Care housing across Central Bedfordshire. It represents a major investment in improving accommodation and care to the oldest residents in the area. The scheme supports the strategic direction to reduce the use of institutional provision of care, and moves towards a personal approach. It also support the Key Strategic Priority 3 in the Housing Strategy, *Meeting the Accommodation Needs of Older and Vulnerable People* and meets the Medium Term Plan target, *Provide 50 extra care flats by 2014.*

Appendices: None

Background Papers: None

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Meeting: Executive

Date: 5 February 2013

Subject: Local Lettings Policy – Outcome of Rural Exception Sites Consultation Process

Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The report provides Members with details of the outcomes from the consultation for a Local Lettings Policy (LLP) for Rural Exception Sites. The report proposes that the adoption of the Local Lettings Policy for Rural Exception Sites be recommended by the Executive.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing

Contact Officer: Hamid Khan, Head of Housing Needs

Public/Exempt: Public

Wards Affected: All

Function of: Council

Key Decision Yes

**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

This Policy will directly contribute to the Enhancing Central Bedfordshire Priority, by managing growth. Increasing housing supply and meeting local housing need in Rural Exceptions sites will also indirectly contribute to other priorities.

Financial:

1. There are no direct financial implications as a result of this report.

Legal:

2. The Policy complies with the Housing Act 1996, Part VI and the relevant Statutory Instruments. The Policy also reflects the changes in the Localism Act 2011 and Legal Counsels' opinion has been integrated into the formulation of this Policy.

Risk Management:

3. There are no direct risk management issues as a result of this report.

Staffing (including Trades Unions):

4. There are no direct staffing issues as a result of this report.

Equalities/Human Rights:

5. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Research has identified that vulnerability is particularly linked to groups including older people, disabled people, people with low levels of literacy, people from poorer socio economic groups, people experiencing domestic violence, some people from ethnic minority communities including migrant workers and Gypsies and Travellers, and people from lesbian, gay, bisexual and Transgender communities.
6. A full Equality Assessment has been carried out and has identified some areas of concern and how these concerns can be mitigated.
7. The demography of rural villages tends to be made up of a high proportion of white, middle class older people. The LLP should increase the diversity of villages with the increase in young people and young families living in the area and people of lower incomes. However as properties will most likely be allocated to people with family links, non-white British people will have less opportunity to live in affordable housing in a village, which could be deemed indirect discrimination.
8. The LLP should increase the diversity of villages with the increase in young people and young families living in the area and people of lower incomes. The Policy will ensure that affordable housing on certain sites in rural areas is allocated to people with a local housing need. This will have a positive impact on people who are currently being squeezed out of their home village, prohibited from living closer to local family and support networks and missing out on job opportunities. There will also be a positive benefit to the local community as the village will become more sustainable as an increase in young families and working age adults will help maintain or encourage an increase in the local facilities.

9. The Policy will pursue a legitimate aim. The aim of the LLP is to increase the stock of affordable housing in rural communities and promote rural sustainability by allowing small scale development on green belt land. There is statistical and anecdotal evidence that there are insufficient affordable homes in rural areas of Central Bedfordshire causing overcrowding and dispersal of families. This has an adverse impact on generations of families in terms of providing ongoing care and support to one another. By increasing the stock of local affordable homes, the LLP has the potential to address this problem and could have a positive impact on mothers, carers, disabled people and older people.

Public Health:

10. Good quality housing contributes to a healthier community and also contributes to tackling health inequalities.

Community Safety:

11. There are no direct community safety issues as a result of this report.

Sustainability:

12. There are no direct sustainability issues as a result of this report.

Procurement:

13. There are no direct procurement issues as a result of this report

Overview and Scrutiny:

14. The Social Care, Health and Housing Overview and Scrutiny Committee considered the Local Lettings Policy at their meeting on 17 December and recommended to the Executive:
- that the Committee has considered the equalities/human rights implications detailed in the report and did not feel that proposals would lead to indirect discrimination such that the policy should not be approved; and
 - that the Local Lettings Policy for Rural Exception Sites in Central Bedfordshire be adopted.

RECOMMENDATIONS:

The Executive is asked to:

1. **note the contents of this report and the outcomes of the consultation;**
2. **agree to adopt the Local Lettings Policy for Rural Exceptions Sites as an appendix to the Allocations Policy 2012 (agreed by the Executive in November 2011); and**

- 3. To delegate authority to the Director of Social Care, Health and Housing in consultation with the Executive Member for Social Care, Health and Housing to make any minor amendments to the Local Lettings Policy for Rural Exceptions Sites in Central Bedfordshire.**

Reason for Recommendations: So that rural exception sites can be used to develop affordable housing.

Executive Summary

15. Central Bedfordshire Council is proposing a new Local Lettings Policy for allocation (or letting) to new homes on rural exception sites in Central Bedfordshire (a copy of the proposed Policy is attached as **APPENDIX A**). Rural exception sites are areas of land that would not otherwise be available for housing development but are exempt from normal Planning Policy on the basis that they provide small scale affordable housing developments in perpetuity. The draft LLP Policy sets out the qualifying criteria which people applying for social housing in rural exception sites would need to meet and the order of priority for allocating homes on these sites. This policy will be treated as an appendix to the Allocations Policy for Central Bedfordshire and is closely linked with Section 106 planning obligations.
16. If adopted, the new Policy will only apply to new sites that are developed; and will not apply retrospectively to homes that have been built on rural exception sites in recent years. Allocations to all existing sites will be made on the basis of the original Section 106 agreements that were signed, when the sites were developed. The draft Policy has been scrutinised by legal Counsel and undergone a comprehensive Equalities Assessment.
17. This Policy was endorsed by the Social Care, Health and Housing Overview and Scrutiny Committee and their recommendations are set out in paragraph 14 of this report.

Background

18. The LLP for Rural Exceptions Sites allows the Council to further explore the principles of Localism and meeting the housing needs of residents in rural areas. The Policy will also compliment the Housing Offer for Central Bedfordshire as set out in the Housing Green Paper and Tenancy Strategy.
19. The Council has undertaken a broad consultation with all relevant customers and stakeholders to gauge their views on the new proposed Policy. The consultation ran from 13 February 2012 to 9 May 2012. Over 3,000 consultation questionnaires were sent out. All customer access points were sent posters and each Parish Council received a personalised ballot box to capture views directly from parish residents. 176 respondents replied to the Consultation.

20. The consultation asked all residents for their views on the Policy, but specifically the eligibility criteria for households that would qualify for housing in rural exception schemes. The consultation also asked residents about the six priority categories for housing allocation in such schemes.
21. A workshop to discuss the proposed Policy was also convened on 2 April 2012 and was attended by a broad range of stakeholders, including Parish Councillors.

Consultation Responses

22. Central Bedfordshire residents (owner-occupiers) accounted for 39% of responses, 16% were from private tenants and 14% from Town and Parish Councillors. 22% of responses were from residents in some form of social housing. **APPENDIX B** outlines the highlight results of the consultation responses and should be read in conjunction with this report.
23. Overall 86% of responses either agreed strongly or agreed with CBC having a LLP for Rural Exception Sites.
24. The LLP has outlined priorities for housing in Rural Exception Site homes and indeed who should qualify for available homes on such sites. 93% of responses agreed strongly or agreed that persons applying for homes in Rural Exception Sites must have been in need of affordable housing. 79% strongly agreed or agreed that applicants should have a local connection to the specific Parish where homes are available.
25. There were strong positive responses of 78%, 74% and 68% for qualification priorities 1-3 respectively. These outline qualification on the basis of residence, close family connection and employment.
26. The responses for allocation criteria priorities 4-6 were less favourable with 58%, 60% and 55% strongly agreeing or agreeing with these proposals. These criteria relate to qualifying households who do not meet the initial criteria as set out in 1-3.
27. Some issues were highlighted by those who attended the LLP workshop on 2 April 2012. Broadly there was support for the Policy direction and its main principles but the following issues should be noted:
 - people currently residing in Rural Exception Site areas of development should have greater priority than those households with a prior residence of 10 years and that they should be separated;
 - wide range of views on minimum length of residence and how long it takes to establish residence; and
 - that in very small Parishes the view was that under occupation should be allowed, that is, households who do not necessarily require a 3 bedroom home should be allowed to reside in the home if they fulfil the relevant criteria.
28. The Social Care, Health and Housing Overview and Scrutiny Committee did not recommend the Policy be amended to take into account the views set out in paragraph 27.

Conclusion

29. Overall there was real support from the consultation responses for having a LLP for Rural Exception Schemes. There was also broad support for the eligibility criteria and the priority categories, 1-3 for allocation homes on rural exception sites. Criteria 4-6 received a less favourable response, but still an overall positive reaction.

Appendices:

Appendix A – Draft Local Lettings Policy for Rural Exception Sites

Appendix B – Consultation Results

Background Papers: (open to public inspection)

EIA Local Lettings Policy Rural Exception Sites

Central Bedfordshire Allocations Policy 2012

Rm 56, Watling House, High Street North, Dunstable, LU6 1LF



DRAFT FOR CONSULTATION
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HOUSING ALLOCATIONS POLICY

APPENDIX A

Local Lettings Policy for Rural Exception Sites

1. Rural Exception Sites are a valuable source of new properties to help meet the growing demand for affordable housing and to promote rural sustainability. The Council gives such properties special treatment under its planning policy and its Housing Allocation Policy.
2. The Council will apply special criteria when allocating such properties and separate allocation arrangements will be made. The availability of properties on such sites will be advertised through the arrangements described in the Choice Based Lettings Scheme for not less than three bidding cycles (typically 6 weeks) but the advertisement will make it clear that the properties will be let using the special criteria described in this Appendix.
3. The intention is that the properties on such sites will be let to applicants having a Local Connection with the Parish in which the site is situated. Where there are no eligible applicants with such a Local Connection, allocation can be made to eligible applicants with a Local Connection to a neighbouring Parish; and if there is still no such applicants, an allocation can be made to an applicant with a Local Connection to the Central Bedfordshire Council area. All allocations will be made in

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accordance with the priority set out in clause **5** of this appendix.

4. All applicants for properties on such sites must meet the eligibility conditions described in Chapter 6 of the Housing Allocations Policy. The applicant must be in need of affordable housing.

5. A Local Connection is (in order of priority)

5.1 current residence in the parish for a minimum period of two years; or previous residence in the parish, for a period of not less than ten years; then

5.2 a family connection through mother, father, brother or sister, son or daughter, being resident in the parish for a period of not less than two years; and then;

5.3 employment in the Parish, as a main place of work, for a period of not less than two years; and then

5.4 current residence; family connection, or an employment connection, where the time periods conditions referred to at **5.1** to **5.3** above have not been met. Priority will be given in the order set out above.

6. The priority for allocation is clearly set out in paragraph 5.1 to 5.4 above. However, within each of those specific priority groups, the individual bids will be ranked in accordance with the banding criteria

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set out in Chapter 10 of the Housing Allocations Policy and applicants shall be allocated in accordance with the priority given by the Housing Allocation Policy

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Local Letting Policy Consultation - Headline results

APPENDIX B

Total responses - 176
Valid responses are based on responses to the question

Q1.Are you a: (Please tick one)

	Frequency	Percent	Valid Percent
Central Bedfordshire resident	67	38	39
Tenant living in private rented accommodation including almshouses	27	15	16
Town or Parish Councillor	24	14	14
Central Bedfordshire Council or other Housing Association tenant or leaseholder	21	12	12
Applicants seeking social housing in Central Bedfordshire	17	10	10
Landlord, providing private rented accommodation	2	1	1
Landlord, providing social housing. If so, please state name of the Housing Association	2	1	1
Community/ Voluntary group	1	1	1
Other	11	6	6
Total	172	98	100
Missing	4	2	
Total	176	100	

Q1a.Please specify other

Amphill Town Council
 Central Bedfordshire Employee
 currently waiting to get residence within central beds
 home owner in urgent needed to be close to family but cant afford property in kensowrth
 LIVING TEMPORALLY WITH FRIENDS
 living with grandmother who is a cbc tenant
 private council
 Renting a room at friends house.

Q2.How far do you agree or disagree that there should be a Local Letting Policy for Rural Exception Sites in Central Bedfordshire?

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	93	53	54	86
Agree	55	31	32	
Neither agree nor disagree	13	7	8	
Disagree	7	4	4	
Strongly disagree	5	3	3	
Total	173	98	100	
Missing	3	2		
Total	176	100		

Q3. Please indicate how far you agree or disagree that person(s) applying for a home available within a rural exception site scheme must satisfy the following criteria.

Q3a.Person(s) must be in need of affordable housing

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	104	59	61	93
Agree	54	31	32	
Neither agree nor disagree	7	4	4	
Disagree	2	1	1	
Strongly disagree	3	2	2	
Total	170	97	100	
Missing	6	3		
Total	176	100		

Q3b.Person(s) should have a local connection to the specific Parish

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	93	53	58	79
Agree	34	19	21	
Neither agree nor disagree	14	8	9	
Disagree	11	6	7	
Strongly disagree	9	5	6	
Total	161	91	100	
Missing	15	9		
Total	176	100		

Q3c.If there are no qualifying person(s) with a connection to a prescribed Parish, at the time of allocation, person(s) should have a connection to the adjoining Parishes.

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	42	24	26	65
Agree	65	37	40	
Neither agree nor disagree	23	13	14	
Disagree	24	14	15	
Strongly disagree	10	6	6	
Total	164	93	100	
Missing	12	7		
Total	176	100		

Q3d.In the event that no such qualifying person exists in those adjoining Parishes, then the allocation may be made to any person with a housing need, in accordance with the Central Bedfordshire Housing Allocations Policy.

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	43	24	26	65
Agree	64	36	39	
Neither agree nor disagree	23	13	14	
Disagree	15	9	9	
Strongly disagree	19	11	12	
Total	164	93	100	
Missing	12	7		
Total	176	100		

Please indicate how far you agree or disagree with following priorities for housing allocation for rural exception site homes.

Q5.Priority 1

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	94	53	55	78
Agree	39	22	23	
Neither agree nor disagree	21	12	12	
Disagree	12	7	7	
Strongly disagree	5	3	3	
Total	171	97	100	
Missing	5	3		
Total	176	100		

Q6.Priority 2

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	72	41	42	74
Agree	56	32	33	
Neither agree nor disagree	23	13	13	
Disagree	15	9	9	
Strongly disagree	6	3	3	
Total	172	98	100	
Missing	4	2		
Total	176	100		

Q7.Priority 3

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	48	27	29	68
Agree	66	38	39	
Neither agree nor disagree	32	18	19	
Disagree	15	9	9	
Strongly disagree	7	4	4	
Total	168	95	100	
Missing	8	5		
Total	176	100		

Q8.Priority 4

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	41	23	24	

Agree	57	32	34	58
Neither agree nor disagree	35	20	21	
Disagree	26	15	15	
Strongly disagree	11	6	6	
Total	170	97	100	
Missing	6	3		
Total	176	100		

Priority 5

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	37	21	23	60
Agree	60	34	37	
Neither agree nor disagree	40	23	25	
Disagree	19	11	12	
Strongly disagree	6	3	4	
Total	162	92	100	
Missing	14	8		
Total	176	100		

Priority 6

	Frequency	Percent	Valid Percent	% Strongly agree + Agree
Strongly agree	31	18	19	55
Agree	59	34	36	
Neither agree nor disagree	34	19	21	
Disagree	18	10	11	
Strongly disagree	21	12	13	
Total	163	93	100	
Missing	13	7		
Total	176	100		

Q13.Are you male or female?

	Frequency	Percent	Valid Percent
Female	103	59	60
Male	68	39	40
Total	171	97	100
Missing	5	3	
Total	176	100	

Q14.What is your age?

	Frequency	Percent	Valid Percent
16-19 yrs	1	1	1
20-29 yrs	12	7	7
30-44 yrs	28	16	16
45-59 yrs	50	28	29
60-64 yrs	21	12	12
65-74 yrs	36	20	21
75+	21	12	12
Under 16 yrs	1	1	1
Total	170	97	100
Missing	6	3	
Total	176	100	

Q15.Do you consider yourself to be disabled?

	Frequency	Percent	Valid Percent
No	139	79	82
Yes	31	18	18
Total	170	97	100
Missing	6	3	
Total	176	100	

Q16.To which of these groups do you consider you belong?

	Frequency	Percent	Valid Percent
White British	151	86	89
Black or Black British	6	3	4
Asian or Asian British	2	1	1
Other (please specify below)	11	6	6
Total	170	97	100
Missing	6	3	
Total	176	100	

Q16a. Other ethnicity

all above
Anglo indian

black caribbean

English
IRISH
Italian
Scottish
White English

White European

WHITE OTHER

WHITE POLISH

Responses by ward

	Count	Percent	Valid Percent
Caddington	17	10	10
Leighton Buzzard North	11	6	7
Northill	11	6	7
Barton-le-Clay	10	6	6
Eaton Bray	9	5	6
Dunstable Northfields	8	5	5
Leighton Buzzard South	8	5	5
Luton	7	4	4
Dunstable Manshead	6	3	4
Linslade	6	3	4
Dunstable Central	5	3	3
Houghton Hall	4	2	2
Toddington	4	2	2
Dunstable	3	2	2
Dunstable Icknield	3	2	2
Potton	3	2	2
Amphill	2	1	1
Arlesey	2	1	1
Biggleswade	2	1	1
Cranfield	2	1	1
Dunstable Watling	2	1	1
Flitwick	2	1	1
Hitchin	2	1	1
Parkside	2	1	1
Sandy	2	1	1
Shefford	2	1	1
Silsoe and Shillington	2	1	1
Stotfold and Langford	2	1	1
Tithe Farm	2	1	1
Upper Caldecote	2	1	1
Aspley and Woburn	1	1	1
Aylesbury	1	1	1
Biggleswade South	1	1	1
Chesham	1	1	1
Heath and Reach	1	1	1
Houghton Conquest and Haynes	1	1	1
Leighton Buzzard	1	1	1
Plymouth	1	1	1
Rushden	1	1	1
Slip End	1	1	1
Tebworth	1	1	1

Westoning, Flitton and Greenfield	1	1	1
Bedford	1	1	1
Milton Keynes	1	1	1
Wing	1	1	1
Tring	1	1	1
Watford	1	1	1
Basingstoke	1	1	1
Burnley	1	1	1
Yeovil	1	1	1
Total	163	93	100
Missing	13	7	
Grand Total	176	100	

Meeting: Executive
Date: 5 February 2013
Subject: Central Bedfordshire's Policy Principles for Pupil Place Planning in Schools and Annual Refresh of the Council's New School Places Programme 2013/14 – 2017/18

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

Summary: Part 1 of this report informs the Council's Executive of the outcome of the consultation on the proposed Policy Principles for Pupil Place Planning in Schools and seeks their adoption. Part 2 of the report outlines the annual refresh of the Council's rolling five year investment programme in new school places to fulfil the Council's statutory duty regarding sufficiency of school places and to implement the identified need in the previously published school organisation plan.

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: All

Function of: Executive

Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The report supports Central Bedfordshire's Medium Term Plan: *Delivering your priorities – Our Plan for Central Bedfordshire 2012- 2016* and the specific priority of Improved Educational Attainment.

Financial:

1. This programme reflects an estimated total capital investment in new school places commissioned within the period 2011/12 to 2018/19 of £101M. This is funded by developer contributions and Basic Need grant income from the Department for Education (DfE). The programme also reflects a significant capital contribution, on current planning assumptions, that the Council may be required to provide from its own resources of approximately £11.85M in 2015/16, although this may be offset by significant income in following years. Further detail on this forecast will be provided to Executive in March 2013.

2. A further report will be presented to Executive in March 2013, updated following the Department for Education (DfE) announcement of basic need grant, expected to be made in January 2013. The report will also bring forward a number of specific commissioning proposals for approval and it will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.
3. The DfE allocations to the programme based on 2012/13 allocations, could amount to approx £4m per annum although the allocation methodology has been changed for 2013/14 onwards and the announcement was expected at the time of writing this report. A verbal update will therefore be given to Executive. This is in addition to the current S106 planning obligations summarised in the report. It is important that this is drawn together into a single capital pot in order to deliver the requirements of the Council over the next 5 years.

Legal:

4. 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.
5. In terms of new or expanded school or Academy provision, requirements of the decision making process include full public consultation. Details of options, processes and decision makers for commissioning new school places are set out in this report.
6. 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. This legislation relating to new school provision has most recently been amended by the Education Act 2011.

Risk Management:

7. This programme of commissioning new school places and related investment of capital, implements the identified need in the annually refreshed school organisation plan (see appendix A) 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; and
 - non realisation of a reduction in programme costs.

8. Without a formal process of strategic planning in place 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.
9. The commissioning of each scheme identified within the programme 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 agreed projects.

Staffing (including Trades Unions):

10. Staff and Trades Unions will be consulted on any options proposed as a result of this programme where the Council is the decision maker. Where the Council is not the decision maker, Governing Bodies and Academy Trusts will make their own arrangements for consultation. These arrangements will not be subject to quality control by the Council although the Council may offer comment as a consultee.
11. Schools will have the support of the Council's Human Resources team in order to meet the Council's statutory responsibilities as employer where these are implicated throughout any change management process.
12. Both the Church of England and Roman Catholic Diocese have been informed of this programme and are represented by their Education Officers on the Children's Services Overview and Scrutiny Committee.
13. Whilst there are no immediate human resource implications for the Council resulting from this programme, there are issues which need to be considered both within Children's Services and corporately particularly in the Property and Assets Team in terms of the capacity to deliver. This is subject of a separate exercise which is currently considering the most effective procurement of programme management support for the delivery of the programme.

Equalities/Human Rights:

14. The commissioning and decision making processes set out within this report include an evaluation on a project by project basis of any equalities and human rights issues that might arise from proposals to expand existing or to create new schools.

Public Health:

15. Extended Services around School and Early Years settings will be further developed as a result of the growing school population.

16. The range of extended services that may be provided in 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:

17. The Council has a statutory duty to consider community safety implications in undertaking its delivery of core services. The community safety impact and the opportunity to reduce crime and disorder, by working in partnership with schools, will be considered in conjunction with the Council's duty to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children.

Sustainability:

18. 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 individual project within the programme. These measures would contribute to reduced running costs through better energy and resource efficiency, alongside creating a better learning environment for the pupils.

Procurement:

19. The programme of capital investment outlined in this report requires significant engagement with the Council's Procurement Team to ensure that value for money is secured and a range of potential procurement routes are considered, including the use of national frameworks that already exist and have been used on major capital projects in Central Bedfordshire including All Saints Academy, the University Technical College and the current Alternative Provision Free School scheme.

Overview and Scrutiny:

20. The Children's Services Overview and Scrutiny Committee considered this report at its meeting on 15 January 2013 and endorsed the proposed Principles for Pupil Place Planning in Schools as attached at Appendix B to this report, for approval by Executive. The committee was concerned in due course to review the effectiveness of their application as guidance to the process of commissioning of new school places.

RECOMMENDATIONS:

The Executive is asked to:

1. **consider the responses to the consultation of the proposed Policy Principles for Pupil Place Planning in Schools, as attached at Appendix B;**
2. **approve the Policy Principles for Pupil Place Planning in Schools, as attached at Appendix B, as the basis for the future development of commissioning options for New School Places in Central Bedfordshire; and**

3. consider the 2013 refresh of the Council's New School Places Programme and the scale of new places required for implementation in 2014 and 2015.

Reason for Recommendations: So that the Council can meet its statutory obligations for ensuring sufficient school places in Central Bedfordshire and apply a set of clear policy principles to its commissioning processes. Proposals for commissioning new places required for implementation in 2014 and 2015 will be brought to the Council's Executive in March 2013 for approval, and the report will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.

Executive Summary

21. Part 1 of this report provides the outcome of a consultation approved by the Council's Executive in December 2012 of nine key principles that will guide the development of options for commissioning new schools places in Central Bedfordshire. This report also provides a reminder of the Council's statutory obligations to ensure sufficient school places in Central Bedfordshire. It builds on the work undertaken within the previous year's school organisation plan, now updated, which identifies the demographic pressures that have an influence on the local supply of school places and the need for new provision in Central Bedfordshire.
22. The Council's role as commissioner of new school places is explained as are the options for providing new places as expansions to existing schools or by establishing new stand alone provision. The Council's role as decision maker for some of these options is also clarified.
23. The report summarises the processes of pupil place planning and the major influence of housing growth in Central Bedfordshire. The report explains the sources of capital at the Council's disposal for meeting the challenge of new places.
24. In part two of this report the requirement for the Council to produce an annually School Organisation plan is explained and a summary of the latest pupil number forecasts for Central Bedfordshire.
25. While design standards for new provision in Central Bedfordshire will be brought forward to the Council's Executive once the DfE has published long awaited guidance, the responsibility for procurement and for overseeing the delivery, review and refresh of the programme are suggested within this report.
26. A summary of the refreshed indicative programme is provided as Appendix C to the report.

Part 1. Policy Principles for Pupil Place Planning

27. In December 2012 the Council's Executive approved a consultation on nine key principles which it considers are critical in considering school organisation proposals and in achieving the Council's Education Vision and key strategic priorities. Responses received are attached at Appendix B to this report, alongwith the final nine principles that if adopted will be applied through evaluation against all future commissions for new school places and will be reported to the Council's Executive as and when decisions are required.
28. In evaluating options for sponsors of provision on new sites the Council will have regard if approved, to its Policy Principles and its statutory obligations to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

Part 2. Refresh of the New School Places Programme

Commissioners of places and option appraisals

29. Central Bedfordshire is the strategic commissioner of school places, but is not the service provider, a role that fits with the increasing diversification and autonomy within the school system. New school places are provided either by expanding existing provision or by establishing new schools.
30. In many instances new school places are commissioned through expansion of existing catchment schools. This expansion may include additional sites and/or playing field provision, where it is required and can be secured, in addition to changes to the built form of the school.
31. The scale of population growth in Central Bedfordshire requires a significant number of new sites to be provided. Options for configuring provision on new sites can include the establishment of new schools, opportunities to enlarge and relocate existing schools, and can enable the expansion of successful and popular schools across both current and new sites.
32. The potential to expand existing successful and popular schools across two or more sites is not limited to those within the existing phase of the planned new provision and can offer opportunities for 5-13, 13-19 or "all through schools", 3 – 19 if they develop through Trusts or Academies.
33. The Council, as the commissioner of school places, is able to propose, and is the decision maker for expansions to existing community, voluntary controlled, voluntary aided, foundation and trust schools. There are tensions in expanding popular and successful schools where new places are needed in the immediate area but where surplus places may also exist in other schools nearby. Where proposals are made to expand popular and successful schools the statutory guidance for decision makers is clear that there should be a presumption of approval.

34. Where the Council seeks to commission new school places by the expansion of an existing Academy, it will invite the Academy to publish proposals which are ultimately decided upon by the DfE.
35. Where the Council seeks to establish a new school, Section 6A of the Education and Inspections Act, inserted by the Education Act 2011, requires Local Authorities to seek proposals from promoters for the establishment of an Academy or Free School. The Secretary of State is the decision maker for any proposals received and in the absence of any coming forward from sponsors he may require the Council as the Local Authority, to hold a competition to establish providers of a new foundation or voluntary school.
36. However, it also still remains possible to establish voluntary schools outside of the Section 6A restrictions, without seeking Secretary of State's consent. This is possible where a voluntary proposer consults and publishes its proposals to establish a new school in furtherance of its objects. In this circumstance the Council is decision maker and the Secretary of State's approval is not required.
37. 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.
38. In commissioning new school places a report will be provided for approval to the Council's Executive on each of the projects outlined within the programme to provide a recommendation on the chosen option proposed to be taken forward in consultation i.e. expansion of a catchment school or Academy, expansion of an existing school or Academy to include a new site or the establishment of a new school.

A number of proposals will be brought forward to Executive in March 2013 and May 2013 where decisions are now required to progress with projects to commission new school places that require implementation by September 2014 and 2015.

Design standards & procurement

39. The National independent Review of Education Capital, led by Sebastian James (Group Operations Director of Dixons Retail plc), was published by the Department for Education on 8 April 2011. It was asked to review, in the context of the Government's deficit reduction plans and emerging policy the Department's existing capital expenditure and make recommendations on the future delivery models for capital investment.
40. The recommendations arising from the review which were brought forward by the DfE in further consultations included the need to review the regulations and guidance on school premises. New school premises regulations have now been published but the essential guidance is still awaited.
41. When the guidance is published a further report will be provided to the Council's Executive.

42. The vast majority of maintained primary and secondary schools in England are built to the standards established by the non-statutory DfE Building Bulletin briefing standards 99 (BB 99) and Building Bulletin 98 (BB 98) introduced in 2004. In essence the publications give minimum sizes, types and number of spaces that should be provided in maintained schools.
43. In Central Bedfordshire these standards have been adapted to provide specific space and suitability standards for each phase in our three tier education system. They also support negotiations with developers which are currently based on the per pupil cost of new provision, based upon the appropriate Building Bulletin standards, which is the current regulatory guidance.
44. Suitability surveys have been conducted of all of our schools to determine how well the existing premises meet the needs of pupils, teachers and other users. The assessments concentrate mainly on the numbers and characteristics of each type of internal and external space. While there is no specific focus of Central Government grant to address these issues in isolation, where capital investment is planned for the expansion of existing schools the suitability of the current school is a key input to the process of defining a brief for feasibility studies to be undertaken.
45. Likewise where significant new education infrastructure is being planned, opportunities will be considered to join up with other services including leisure and those that provide other benefits to the wider community, where affordable. This will also include early years education and childcare provision where required and where funding is available. The development of new educational infrastructure will be supported by Central Bedfordshire's Design Guide, part of the current Local Development Framework which sets out the principles which contribute to good placemaking and sustainable development, within the context of creating a safe, accessible, attractive and healthy built environment. It also seeks to ensure that new development responds to the challenges, opportunities and character of its site and setting.
46. This need to integrate with local infrastructure planning is enabled through the work of the Place Making Board and supporting local groups and member advisory groups where detail on the planned programme to provide new school places is shared. The Council's Corporate Asset Management procedures also scrutinise investment proposals to ensure that they are technically deliverable, that the procurement routes to construction are appropriate and that opportunities to join up with other Council services have been considered.
47. Children's Services staff are responsible for guiding the early stage of each project with schools and sponsors through initial brief, feasibility and on to design ensuring that the scheme stays within its indicative budget but also remains focussed on providing the additional school places required.
48. The Council's Property and Assets Team support the process and have historically been primarily responsible for the procurement and project management of resulting contracts where the Council holds the responsibility for the build. Options are currently being developed to transfer the responsibility for procurement to schools and Academies where they are supported appropriately and are able to prove the ability and capacity to manage the contract.

Programme and governance

49. Appendix C sets out a summary of the indicative programme of major schemes for new school places that are to be commissioned and constructed in the period 2012/13 to 2018/19. It indicates the location of required new or expanded provision, the scale of new places that each will provide and the current planned implementation date for each. It sets out the indicative budget for each scheme and sources of funding.
50. It is important to note that the programme does not illustrate the separate commissioning and legal processes outlined earlier in this report that are required to enable the expansion of existing schools or the establishment of new provision. Ideally these processes would be complete or at least running in parallel with the early feasibility work and complete by the time that detailed design work is underway.
51. The Council's New School Places programme was initially approved in March 2012 and its annual refresh has included a review of a range of assumptions including:
 - the potential timing of commencement of development on current LDF sites i.e North Houghton Regis, as indicated in the Council's Draft Development Strategy;
 - the rate of housing development in many areas, therefore the required date for the additional or new provision and the trigger points for s106 income;
 - the continued level of Basic Need allocations as income to the Council;
 - the need to integrate new schools with the existing pattern of provision, therefore the reference to new lower, middle, primary or secondary schools; and
 - the project costs, which are based on the additional/new floor areas required for the planned provision, including inflation, fees, furniture and equipment.
52. The costs for each project are based on a typical floor area for the new or enlarged school, but feasibility studies have "fine tuned" these requirements on a number of projects where decisions for required commencement is approaching. The figures in the spreadsheet attached at Appendix C will also be refined through the design development process and fine-tuning of the actual requirements.
53. The costs are also based on stand-alone provision whereas many of the projects are integrating growth with existing and even where new standalone is indicated there would be benefits of scale and sharing of some costs where provision is linked i.e. 5-13, rather than separate lower and middle.
54. A key challenge at this point is the reduction of programme costs to minimise or remove the potential impact on the Council's inevitable requirement to contribute to any shortfall in funding.

55. Capital expenditure within the programme will be subject to the Council's Code of Financial Governance and approval for expenditure to commission early feasibility studies and design work for projects within this rolling programme will be sought from the Executive Member for Children's Services, in consultation with the Deputy Chief Executive/Director of Children's Services as per Sec 4.10.7 of the Council's constitution. Likewise, 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.
56. Opportunities continue to be taken to capitalise salary costs wherever appropriate for those engaged directly in this programme.

The refresh of the Council's School Organisation Plan

57. Section 14 of the Education Act 1996 placed a duty on Local Authorities 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 also gave Councils a strategic role as commissioners but not providers of school places to promote parental choice, diversity, high standards, the fulfillment of every child's educational potential and fair access to educational opportunity.
58. To fulfill these obligations the Council's first School Organisation Plan was published in September 2011, setting out the extent of provision and the challenges of local demographic change in the period 2011-16 arising from changes in birth rates, housing developments and proposals by neighbouring authorities. This Plan has now been updated and is attached in amended form as Appendix A.
59. The latest Official Statistical Release issued in January 2012 by the Department for Education provided national projections for the number of pupils in schools. In summary the findings were:
 - Overall pupil numbers (aged up to and including 15) in state-funded schools began to increase in 2011 and are projected to continue.
 - Numbers in maintained nursery and state-funded primary schools started increasing in 2010 and are expected to continue rising. By 2020 numbers are projected to be 20% higher than in 2011, reaching levels last seen in the late 1970s.
 - By 2015, pupil numbers in maintained nursery and state-funded primary schools are projected to increase by 10%. The number of pupils aged 5 to 6 will increase by 10%. For pupils aged 7 to 10, an 9% increase is projected over the same period.

- State-funded secondary school rolls of pupils aged under 16 have been in decline since 2004 and are expected to decline further until around 2016, when the increases in primary pupil numbers will start to flow through.
 - By 2015, state-funded secondary pupil numbers aged under 16 are expected to be five per cent lower than in 2011.
 - State-funded secondary pupil numbers aged 16 and over have risen every year since the mid 1990s. By 2013 (the latest year for which data is available) they are projected to be around 8000 higher than in 2011.
60. In Central Bedfordshire this national picture in changing birth rate feeding into the education system is mirrored, although the impact of growth in the numbers of households is the predominant factor that will drive the demand for new school places in a number of specific locations and at all phases across the Council's area.
61. An average of 2,100 new homes are expected to be completed each year over the next five years in Central Bedfordshire. Therefore, the forecasts of growth in pupil numbers in Central Bedfordshire show an increase in numbers each year both as a result of the naturally changing demographics with an increase in pre-school numbers and the impact of the housing growth. At post 16, school populations are also increasing as a result of higher student numbers staying on into school based sixth forms.

School Places Planning and Capital funding

62. The School Organisation Plan is subject to annual review and is refreshed with pupil level annual school census data, area health authority statistics on pre-school children, housing occupancy predictions and other influences on the local supply of school places across four planning areas which subdivide Central Bedfordshire. A map of these planning areas is provided in the School Organisation Plan.
63. The School Organisation Plan establishes a clear overview of the forecast change in pupil numbers over the next five years, and provides the basis for the development of a programme of capital investment in major projects which is represented by this report, to provide new school places in the areas of demand where new schools or significant expansions of existing schools are required.
64. The annual refresh and review of area health authority data also enables the assessment of demand in the pre-school population identifying temporary or more sustained increases in pupil numbers forecast to come through to specific schools.
65. Where there is a demand for additional places at any phase the Council utilises its rolling capital programme of temporary accommodation or applies developer contributions where appropriate in a range of minor capital projects typically with a value of less than £100k. This cyclical process of review, assess and invest in minor projects is outside the scope of this report.

66. Ongoing liaison meetings are held throughout the year between schools in each of the four planning areas with Children's Services staff, ensuring that there is an appropriate flow of information and opportunity to influence and develop options for managing growth. This regularly requires focused discussions with individual schools via headteachers on options for local management of increasing pupil numbers. This will often involve families of schools and school Trusts that are actively working in partnership to achieve a common goal. Options can therefore be considered that ensure continuity of education provision 0-19 years.

Planning Obligations

67. The School Organisation Plan is the Council's key evidence base for seeking developer contributions where new permanent school places (and sites) are required as a consequence of new housing developments. The Council has a presumption that developer contributions will be sought towards the cost of the new provision secured through planning agreements or unilateral undertakings under S106 of the Town and Country Planning Act 1990.
68. Over the next five years, based on current predictions of the rate of housing growth, Central Bedfordshire is expected to receive approximately £56M in S106 contributions towards the cost of major projects outlined in this report and commissioned in this period. In addition, the Council is expected to secure new sites or additional land to extend playing field provision in thirteen locations. Where education contributions are sought to expand existing schools the potential to address existing suitability issues and to simultaneously improve the design and layout of existing facilities is substantial.
69. The approach to negotiation and calculation of contribution, based on the expected pupil product from new housing is outlined in the Council's Planning Obligations Supplementary Planning Documents. A pupil yield of *4 children per year group per 100 houses* is assumed as the broad basis for assessing contributions. The resulting pupil product is multiplied by a DfE cost multiplier per pupil place for new build at specific phases, with a weighting for local build costs in our area, to give the total contribution.
70. It should be noted that Section 106 (S106) income cannot be relied upon to cover the full capital cost of new provision. This is for a number of reasons including:
- the DfE cost multipliers used in Central Bedfordshire are based on part primary school and part secondary, there are no specific DfE figures for middle schools;
 - the DfE multipliers are now a couple of years out of date although they are the best we can use as an objective measure;
 - they are also based on average costs and therefore exclude any abnormalities or other extraneous factors;

- the requested S106 is based on the actual numbers that would be expected from a development, which rarely reflects the equivalent of a school in organisational terms i.e 4FE Middle (480 places) reflecting an additional cost over and above the figures derived from the development itself (400 places);
- the S106 when negotiated, is based on "current" figures, although these would be expected to be linked to an appropriate index in order to inflation proof them.

71. Planning obligations are sought for mainstream education, early years education and childcare and Children's Centres where evidence can show additional demand, above current capacity or sufficiency of provision, as a result of new housing. These obligations are established through binding legal agreements between developers and the Council.
72. The Council's robust internal process for monitoring and spending planning obligations is set out in Planning Obligations Guidance, published by the Council. To enable the Council to continue to receive developer contributions for new infrastructure, a Community Infrastructure Levy is to be adopted by the Council in April 2014, supporting the Council's new Development Strategy which is to be adopted in February 2014. The potential for educational infrastructure can be seen in new schools funded in recent years at Fairfield Lower School, now undergoing further enlargement, and the relocated and enlarged Roecroft Lower School.

Government Grant

73. In recent years the DfE has made annual allocations of Basic Need grant to Councils to support the capital requirement for providing new pupil places at any publicly funded schools, including voluntary-aided schools and academies (including at existing or new Free Schools) where they face pressures caused by demographic growth. Announcements have usually been made in the autumn each year although for 2013/14 the announcement will not be made until January 2013 and may cover multiple years.
74. In 2011-12, the allocation to Central Bedfordshire of £9.8M was based entirely on pupil growth as forecast in the 2010 School Capacity collection, an annual return made by the Council to the DfE. £2M of this income was allocated as a contribution towards the project budget to build a new, enlarged Roecroft Lower School in Stotfold, required as a result of local demographic growth, freeing the Council from a previous commitment to fund the contribution from its own resources in 2011/12.
75. In November 2011 a further £730k was allocated to Central Bedfordshire as one of a number of Local Authorities expected to experience the greatest need in managing the shortfall in pupil places.

76. For 2012-13, the allocation to Central Bedfordshire was a reduced sum of £5.8M based on a new methodology including elements of both predicted growth and calculated shortfall against capacity. The DfE are currently further reviewing this allocation methodology for 2013/14 onwards but based on current allocations, and extended across the five year span of this report also beyond the current Spending Review Period, Central Bedfordshire could expect to receive £37M in Basic Need grant. The 2013/14 allocation is expected to be announced by the DfE in January 2013 and the Executive will therefore receive a verbal update at its February 2013 meeting.
77. Aside from Basic Need, Central Government only now provides capital to address priority condition related issues in schools. Schools Capital Maintenance for Community, Voluntary Controlled, Foundation and Trust schools is allocated to the Council on an annual basis with Voluntary Aided schools and Academies funded through separate mechanisms.

Other capital funding sources

78. The allocations by Central Government of devolved formula capital to schools has reduced very considerably, by approximately 80% over the past year, largely removing the potential for schools to invest in additional accommodation where they may previously have chosen to do so. This capital funding will however enable schools to make purchases of ICT equipment and to address priority maintenance and health and safety issues but realistically nothing more.
79. Those Academies which are currently considering options for the investment of considerable revenue funding that they have been allocated under the current Academy funding regime have indicated a willingness to work with the Council to consider options for expenditure, including alignment with the projects that are represented by this report.
80. The Council ultimately holds the statutory obligation to provide sufficient school places and may need to make resources available from its own capital programme if project costs cannot be held within the overall budget as summarised in this report. Potential mitigations are outlined later in this report, as are the range of assumptions built into the summarised indicative programme set out in Appendix C.
81. The day to day running costs of new and expanded provision is met through separate revenue funding which is made available to each school as part of the dedicated schools grant.

Early Years Education and Childcare

82. The Childcare Act 2006 places a duty on Councils to secure sufficient childcare in its area, for parents who need it to access training, study or work, for children 0-14 years old, up to 18 for children with a disability. Fulfilment of this duty is overseen by Children's Services staff through a Sufficiency Assessment undertaken every 3 years, most recently in March 2011. The current entitlement to free nursery and childcare places is to be extended for disadvantaged two year olds, to be introduced from September 2013 and expanded in 2014.

83. In December 2012 the DfE announced a capital grant of £349k for 2012/13 for Central Bedfordshire to assist with the costs of fulfilling this extended entitlement. Central Bedfordshire also requires developer contributions to be made towards new and expanded early years education and day care provision for 3+ year olds where housing development places additional demand in an area without surplus places.
84. The duty to secure sufficient childcare provision places the Council in the role of commissioner of these places. Provision in Central Bedfordshire is operated in a range of private, voluntary, independent and school settings.
85. Early Years Education and Childcare provision is currently outside of the scope of the major investment programme represented by this report but where capital finance is available, and sufficiency assessments support the need for new places, opportunities will be taken to provide early years facilities on school sites. For any project, on any scale of capital investment, officers will first of all consider how new provision will integrate with existing education provision, childcare services and other services for young children and their families.

Post 16

86. Local authorities have a duty under section 41 of the Apprenticeships, Skills, Children and Learning Act 2009 to "secure that enough suitable education and training is provided" to meet the needs of people in their area who are over compulsory school age but under 19. In commissioning these places the Council work with providers in the 14-19 Strategy Group including schools, FE colleges and other providers.
87. The Education Funding Agency (EFA) currently administers capital funding through an annual bidding process to create or expand accommodation for new learners aged 16 to 19 in local areas, arising from increases in the local population or increases in participation due to the engagement of young people who were not in education, employment or training (NEET). Academies, maintained schools and sixth form colleges are eligible for this funding which for 2012/13 provided a national budget of £44M.
88. From the summer of 2013 the Education and Skills Act 2008 places a duty on all young people to participate in education or training until the age of 17, rising to 18 from 2015. The EFA will therefore also consider exceptional cases in which demographic growth has resulted in overcrowding resulting from this pressure. Providers of post 16 accommodation for pupils with learning difficulties and/or disabilities who require local provision including that in further education colleges are also be eligible to bid for capital to support growth in local LLD/D provision.
89. Since 2012-13, the EFA have invited all Councils to identify the numbers of young people aged 16 to 19 in their areas that fit these definitions, and the most appropriate providers to accommodate predicted growth. Academies, sixth form colleges of which Central Bedfordshire does not have provision, and further education colleges are also able to submit independent proposals if they are not supported by local authorities.

90. Opportunities will be taken where they exist, to align required investment in Post 16 provision with investment within the New School Places programme on new or expanding school sites.

Special School Provision

91. The School Organisation Plan sets out the range of Special Schools within Central Bedfordshire and also specific settings within mainstream schools and Academies. The Council monitors demand for special school places in maintained and non-maintained settings in Central Bedfordshire and this process ensures that there continues to be sufficient and appropriate high quality places for all children requiring a special school place or additional support in a mainstreamed setting in Central Bedfordshire. Demographic change clearly also impacts on Special Educational Needs (SEN) provision and the supply and demand for places will continue to be a priority focus within the School Organisation Plan.

Conclusion

92. The planning and provision of new school places is one of the key challenges for the Council in managing growth effectively and providing quality infrastructure for its new and existing communities. This challenge must be managed in partnership with schools, many of which are now independent of the Council and with whom it shares a new relationship.
93. The planning, management and scrutiny arrangements outlined in this report will ensure the timely delivery of the programme, ensuring limited resources are targeted where most needed and allocated to ensure value for money, maximising opportunities to join up with other infrastructure planning where possible.
94. A further report will be made to the Council's Executive in March 2013 and May 2013 which will seek approval for detailed proposals for new places required for implementation in 2014 and 2015 and evaluated against the Policy Principles for Pupil Place Planning in Schools if adopted. The report will also provide clarity on cashflow within the programme and amendments that may be required to the Council's current Capital Programme.

Appendices:

Appendix A – Central Bedfordshire's School Organisation Plan

Appendix B – Responses to the consultation on the proposed Policy Principles for Pupil Place Planning in Schools

Appendix C – Summary indicative programme New School Places 2012 – 2017

**Central
Bedfordshire**

Central Bedfordshire Council

School Organisation Plan

2012 - 2017

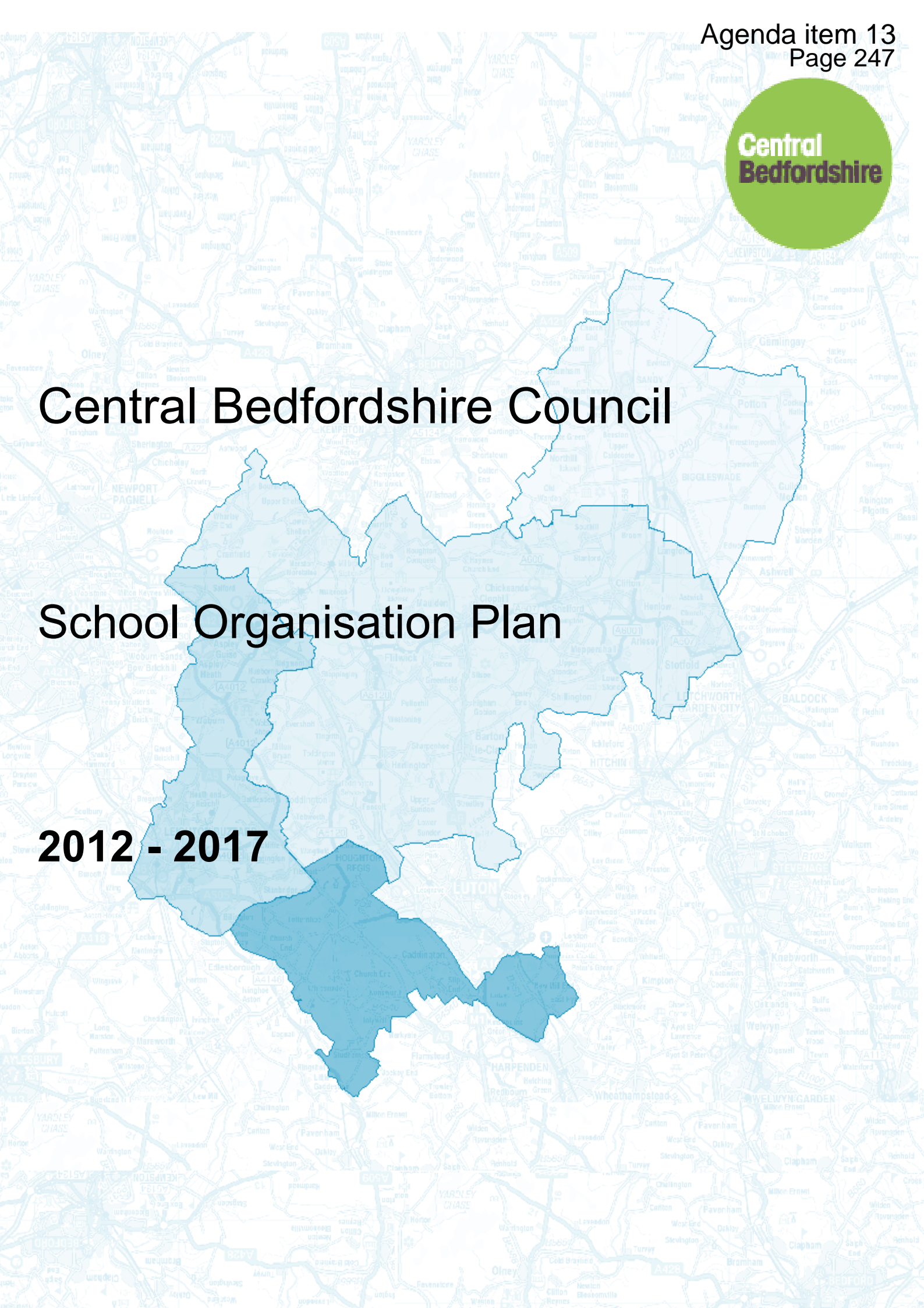


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PART 1: INTRODUCTION

1. The Planning of School Places in Central Bedfordshire

Under Section 14 of the Education Act 1996 each Local Authority is required to ensure the provision of sufficient and suitable places for pupils within its area.

The Plan which follows is Central Bedfordshire Council's second School Organisation Plan (SOP) and covers the period 2012 to 2017. It sets out the current level of mainstream and special school provision across the Council and identifies those areas where change may be necessary over the next five years as a result of changing demography and new housing developments. It also builds on or reflects changes between the first plan and this updated plan. The time-frame covered by the plan is consistent with known pre-school data supplied by the respective health authorities. Whilst there is an approved Local Development Framework (LDF) covering the North of Central Bedfordshire, the Council is currently consulting on a new Core Strategy for the whole of Central Bedfordshire which will then cover the period to 2031 and which the Council aims to be able to formally adopt in early 2014. Consequently, there may be some emerging housing developments towards the end of this SOP period which have not been able to be taken into consideration. It should be noted that the current plan does not include reference to 0-4 year old provision (or nursery schools), which is subject to a separate sufficiency assessment and reporting process, nor Post 16 provision unless this is provided in a school sixth form setting.

No Authority can decide or propose strategic changes over the supply and organisation of school places without establishing a core set of key principles on which to base its actions or consideration of proposals by others. As a new Authority in 2009, the Council worked with its schools to produce its first Education Vision for Central Bedfordshire which was adopted by the Council's Executive in March 2010. This was subsequently reviewed in 2011 and a revised vision adopted by the Council in March 2012. The amended Vision is set out in Part 2 of the Plan.

The original Education Vision also proposed that a series of reviews of provision should take place across the Council commencing with Dunstable and Houghton Regis in 2010, followed by Leighton and Linslade, Biggleswade and Sandy and finally Rural Mid-Bedfordshire. A map of the review areas and the schools concerned is set out at Appendix A of this plan. Whilst the reviews have ceased for the reasons set out in the revised Vision, in order to provide more local granular data and provide a level of consistency with the first SOP and the Council's reporting processes to the department for Education, this school organisation plan is set out in these four Education Areas. Where appropriate, these are further broken down into Planning Areas based on the main Upper school which serves the particular area.

(Note: The development at Wixams is not currently included in the plan since it is assumed that pupils from the development will be catered for within the Bedford Borough group of schools.)

Part 3 of the Plan provides an overview of demographic change in pupil numbers in the Council's area with a commentary on the anticipated levels of extra housing during the period and highlights some of the specific issues expected to arise as a consequence.

PART 2: EDUCATION VISION FOR CENTRAL BEDFORDSHIRE

Summary

The first Education Vision for Central Bedfordshire was developed following extensive consultations with headteachers, chairs of governors, elected members and others. However, since that Education Vision and the four area reviews were agreed with schools, national and local education policies have radically changed following the May 2010 general election and local elections in May 2011. Indeed, on completion of the first of these four area reviews in June 2011, the Council stated its commitment to the new coalition government's education policy by encouraging schools to take advantage of the freedoms now available to them to seek structural changes themselves.

There is now a strong emphasis on autonomous schools taking increased responsibility for the development of local improvement capacity. The addition of Free Schools, University Technical Colleges (UTCs), Studio Schools, and Alternative Provision schools to the existing Academy designation and a dramatic acceleration in the conversion of schools to academy status has become a key national and local CBC policy. While it remains vital that the Council continues to review the impact of population growth on school provision, these changes have created a context where changes in school designation and organisation (and changes in school improvement functions) are swift, dramatic and are occurring simultaneously across Central Bedfordshire.

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

Following an analysis of the current context, amendments to the original key principles were approved. These amendments reflect changes in the role of the Council and of central government and also take account of the increased need for the Central Bedfordshire school system to be one in which all education partners work together to provide excellent learning for all our children and young people.

The revisions to the Education Vision are underpinned by the principle of schools working together in strong governed partnerships to improve outcomes for all young people from 0-19 by developing the best approaches within their community and family of schools. The approach is designed to put in place the conditions so that a good rate of educational progress will be maintained for young people, particularly at transition points between key stages and current phases of schooling.

The principles are:

- *That there is a need to raise standards and to improve outcomes for young people.*
- *That continuity of provision across the 0 to 19 age range creates a 'one phase' approach to learning.*
- *That schools should be based around communities and the needs of their learners.*
- *That what is best for children and families should be at the centre of any change.*
- *That as far as possible services should be commissioned and delivered locally.*
- *That new models of leadership and governance for schools are considered.*
- *That all partners will capture what is working well and publish this in ways that allow others to learn from the success.*

- That stakeholders will use this vision to inform the way they respond to changes in local and national educational policy contexts and set revised priorities.

In particular, the Education vision recommends the identification of local solutions driven by the principle of a one phase approach 0 to 19 with the Council as a commissioner of services. These local solutions will be developed by schools working together in strong partnerships to develop the best arrangements within their community and family of schools. Such partnerships should seek to remove barriers to progress and improvement, particularly at transition points between schools and key stages.

Realising the vision will require significant collaboration between schools to establish effective, partnerships which are driven by the need to improve outcomes and raise achievement for all young people within the community. Many schools have already carried out initial work to evaluate how well they are doing across their community and to identify what needs to improve and how this can be achieved together, including the identification of alternative solutions or forms of organisation.

A full copy of the 2012 Education Vision for Central Bedfordshire can be found at:

http://www.centralbedfordshire.gov.uk/Images/Education%20Vision%20March%202012_tcm6-31059%5B1%5D_tcm6-30347.pdf

In particular in terms of School organisation, the Education Vision acknowledges that;

- There are a number of factors which have influenced the character of schools across the area. In supporting its schools, the Council also needs to take into account changing circumstances and will work in partnership with all schools, the local community, Dioceses and other interested parties when commissioning new provision within an area.
- The Council has confirmed its commitment to a comprehensive system of education as the best means of providing educational opportunities for all its pupils and recognises, supports and encourages the diverse range and ethos of comprehensive schools within the area.
- At present, the majority of schools are based on a three tier system of education
- The Council comprises only co-educational schools
- Schools will be encouraged to support, co-operate and partner with each other to sustain an efficient and effective system of education.

PART 3: DEMOGRAPHIC CHANGE AND SCHOOL PROVISION

This part sets out by education areas, the expected changes in pupil numbers and compares these with school capacities to assess the extent to which surpluses or deficits exist. Where stated, these changes take into account the known or anticipated new housing developments within a given area. These are then assessed to indicate specific issues which are expected to arise over the plan period and action which is expected to need to be taken to ensure the continuing sufficiency of school places. This includes reference to where new schools (and sites) may be required to meet future need.

However, given the nature of the forecasts which are across the whole of the particular Planning area, there may be some cases where there will be a continuing surplus or shortfall in places at some individual schools although this may not be reflected across the wider area.

Where new permanent school places (and sites) are required as a consequence of new housing developments, the Council has a presumption that developer contributions will be sought towards the cost of the new provision secured through planning agreements under S106 of the Town and Country Planning Act 1990.

Thereafter, the Council may need to supplement these contributions from any capital funding it may receive from the Department for Education or make available from its own capital programme. The Plan will be used to prioritise where the funding will be required and this will form the basis of an annual School Places report to the Council. The day to day running costs will be met through separate revenue funding which is made available to each school.

As at January 2012, there were a total of 129 mainstream schools (excluding nurseries) catering for a school population of just under 39,000 pupils aged 4+ to 18+. Nationally, until recently there has been a decline in the primary school aged population which had begun to reflect in a falling secondary aged population as a result of natural changes in birth rates. This is also reflected in Central Bedfordshire where lower school numbers had been falling, but have now begun to rise, again in line with national expectations, as have middle and upper school numbers albeit more slowly.

Between January 2011 and January 2012, total pupil numbers rose overall by approx 1500 pupils (4%) aged 4 + to 18+, with the greatest rise in 4+ to 8+ aged pupils (4.25%) and at Post 16 (6%). However, Central Bedfordshire is also identified as a growth area in terms of housing with an average of 2,100 new homes expected to be completed each year over the next five years. In line with national trends and taking into account known housing allocations or commitments, total pupil numbers are expected to rise over the next five years by approximately 6,000 (15%) additional pupils to just under 45,000 pupils across all ages with the greatest rises in Lower School aged pupils of approximately 3,000 (20%) and Middle School aged pupils of approx 2,000 (21%) with smaller increases of about 5% in the Upper Schools within Central Bedfordshire. Hence, the forecasts in the plan show an increase in numbers each year both as a result of the naturally changing demographics with an increase in pre-school numbers and the impact of the housing growth. There is also reference to the need to plan for longer time frames since many of the proposed developments will span this and future school organisation plan periods.

The Raising Participation age will require all young people to remain in education or training up to the age of 17 from 2013 and to 18 from 2015. To qualify as education or training activity must be accredited and be for a minimum of 20 hours a week and will demand that the 12% of the Central Bedfordshire population of 17 and 18 year olds currently not in education or training are fruitfully and purposefully engaged. This will therefore be a major priority for providers and partners over the coming five years.

Appendix A illustrates the Education Areas mentioned earlier in this report and also records the status of each school.

A new UTC will open in the Dunstable and Houghton Regis area from September 2012. There are also proposals for an Alternative Provision Free school in Stotfold and for a new primary school in Aspley Heath to enter the system from September 2013. If approved, these will be reflected in the next revision of the Plan.

Note: in terms of the status of schools in the main body of the plan, these were correct as at 1st July 2012.

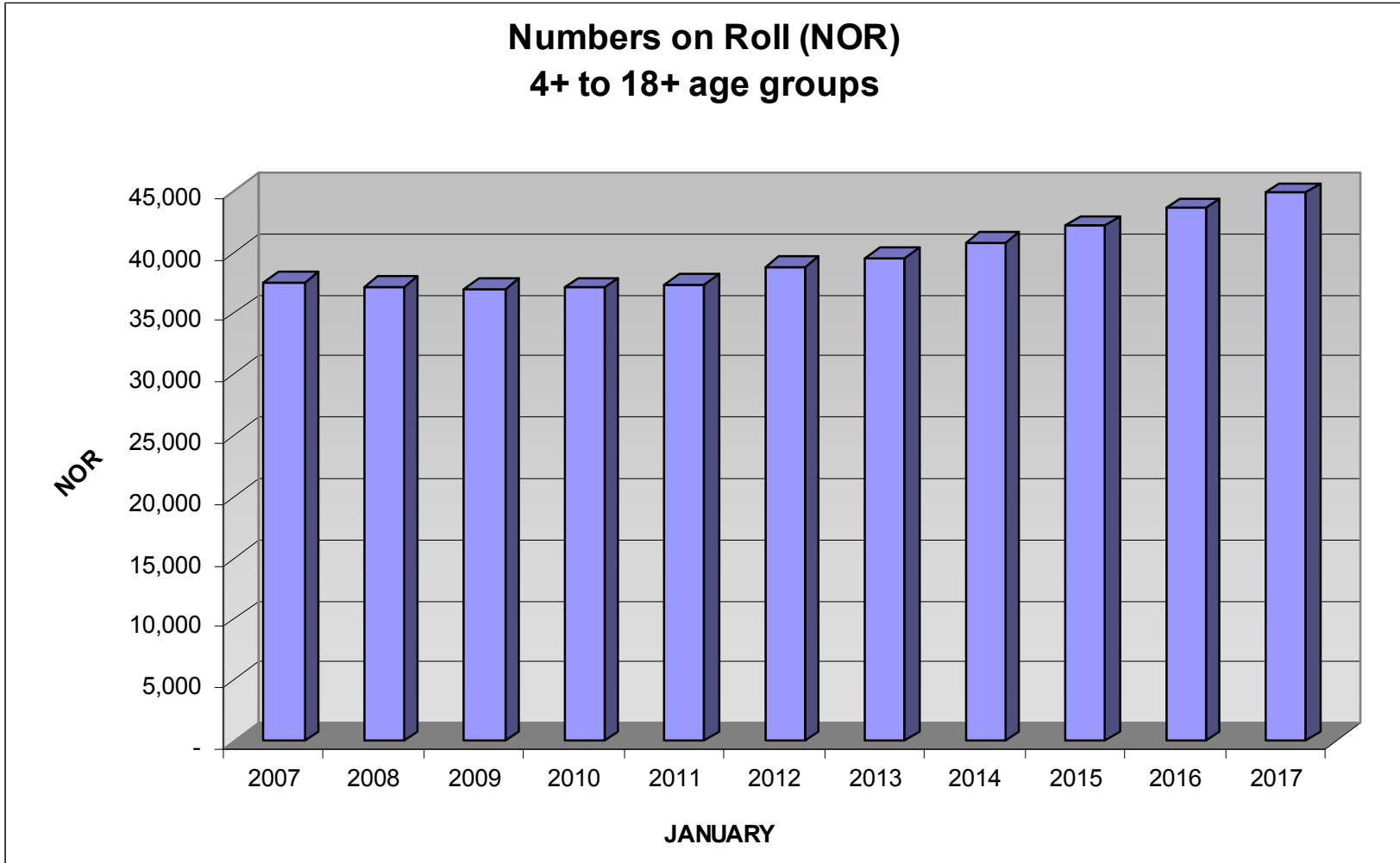
AUGUST 2012

If you have any queries on this plan, please contact:

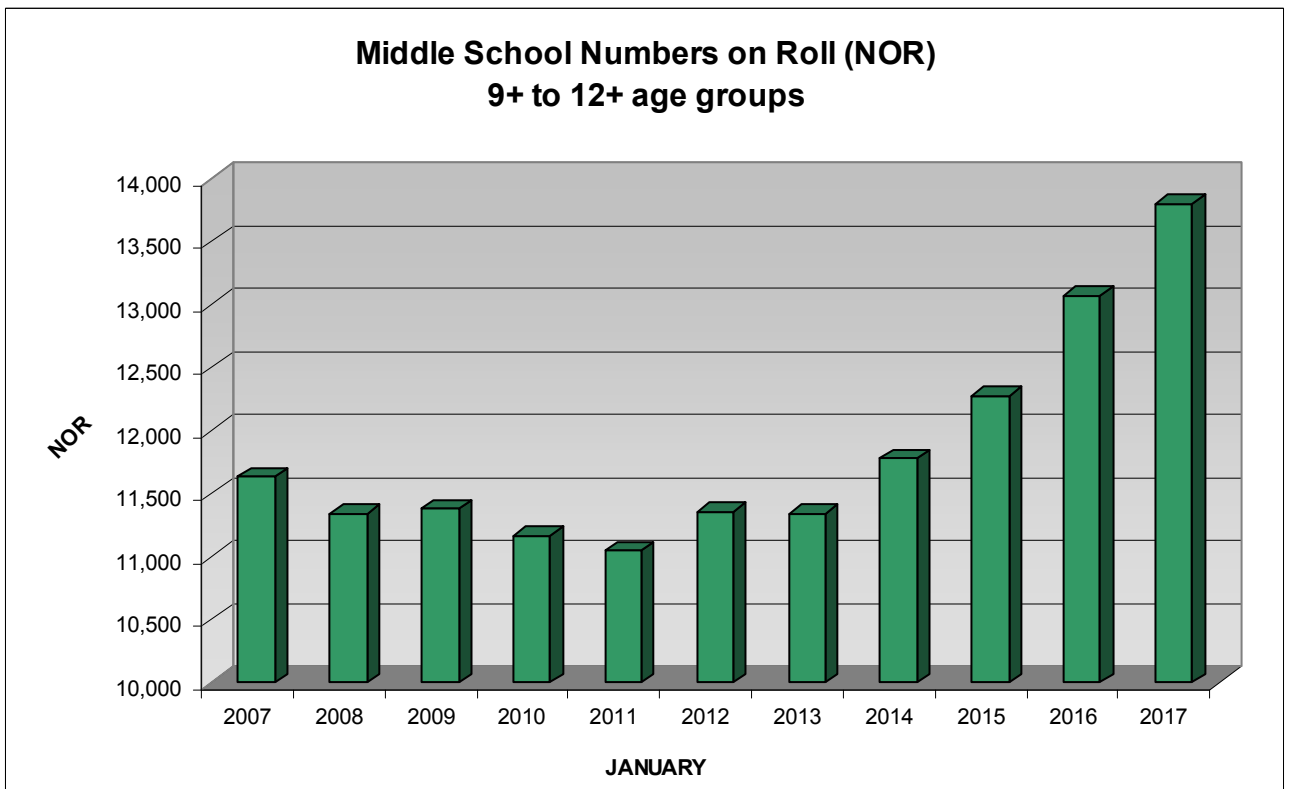
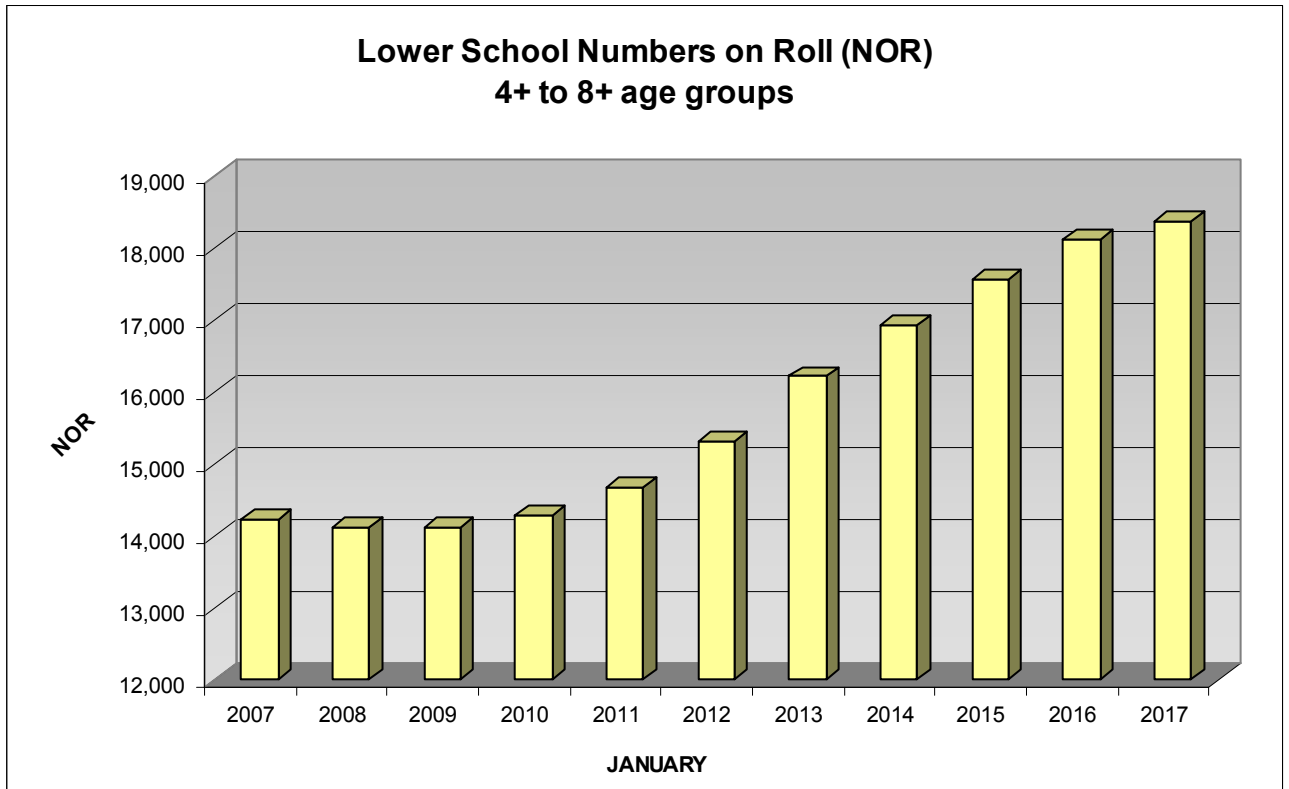
School Organisation, Admissions and Capital Planning
Children's Services
Watling House
Dunstable
LU6 1LF
Tel: 0300 300 5575
E-mail: school.organisation@centralbedfordshire.gov.uk

CENTRAL BEDFORDSHIRE ACTUAL AND ESTIMATED JANUARY SCHOOL POPULATION

4+ TO 18+

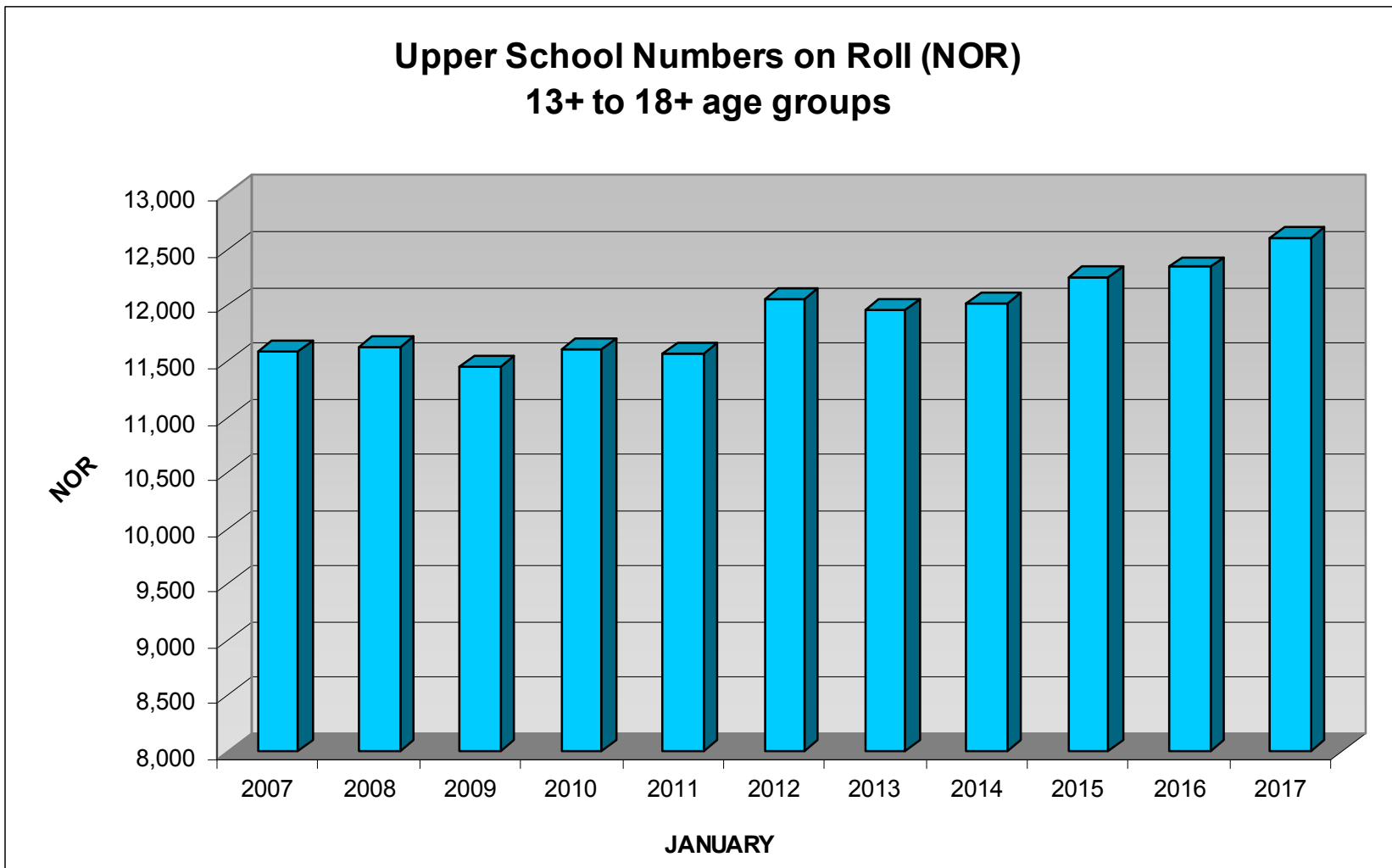


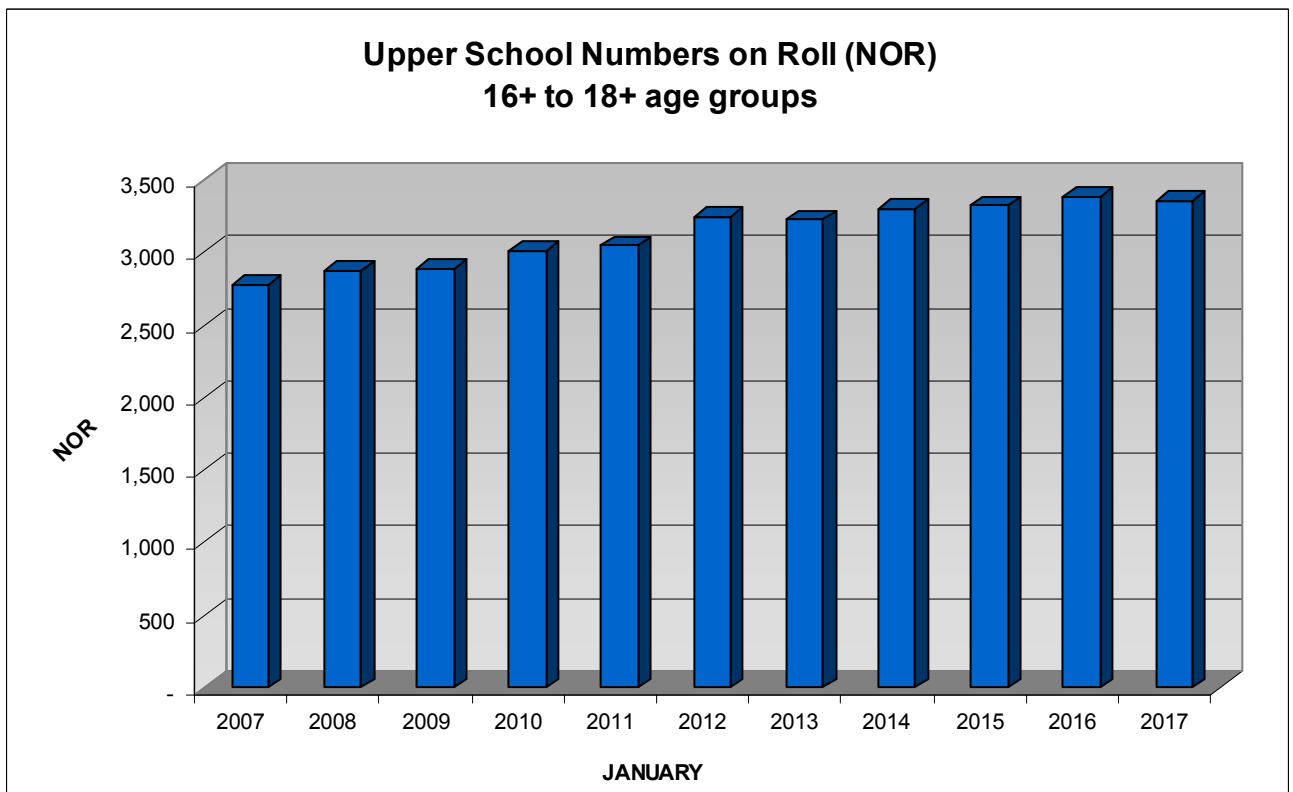
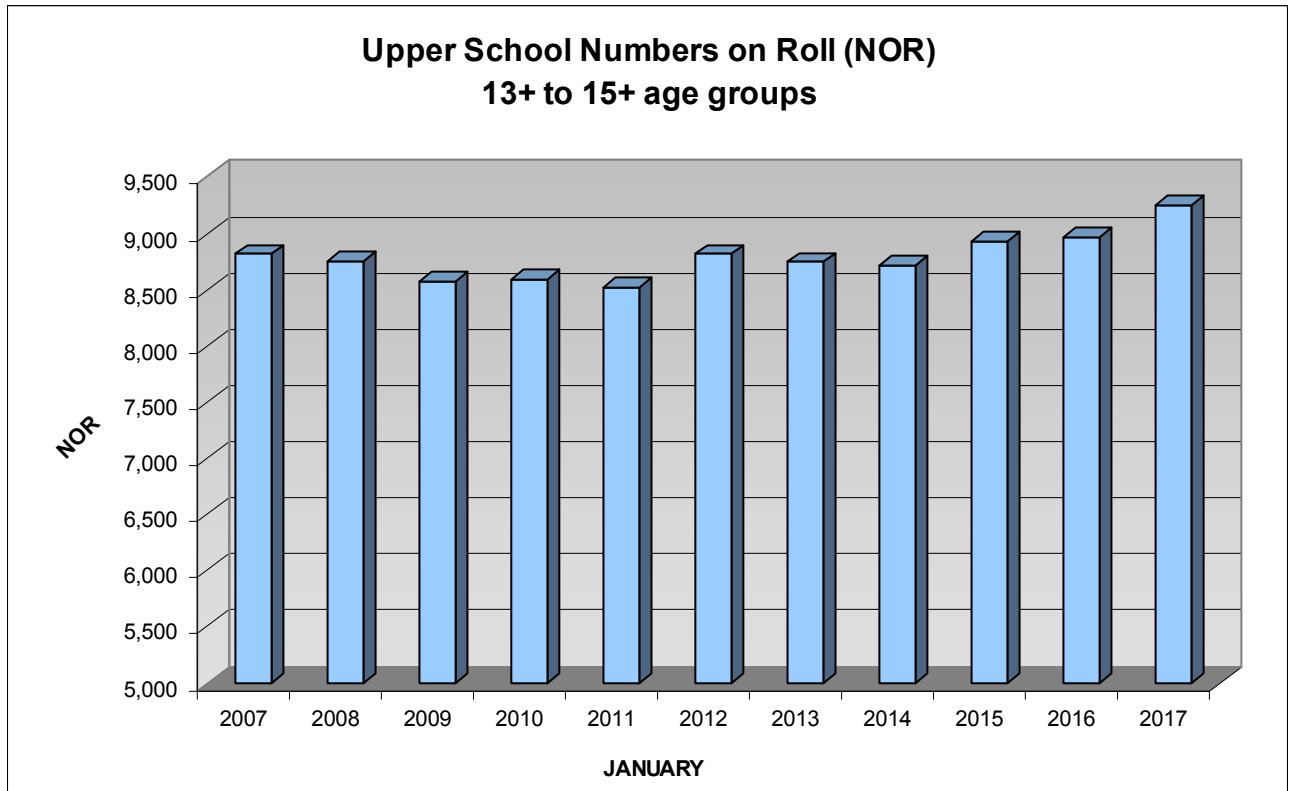
4+ TO 8+ (LOWER) / 9+ TO 12+ (MIDDLE)



CENTRAL BEDFORDSHIRE ACTUAL AND ESTIMATED JANUARY SCHOOL POPULATION

13+ TO 18+





DEMOGRAPHIC INFORMATION FOR MAINSTREAM SCHOOLS – BY PLANNING AREA

EDUCATION REVIEW AREA: DUNSTABLE & HOUGHTON REGIS

PLANNING AREA: DUNSTABLE & HOUGHTON REGIS

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
				4+	5+	6+	7+	8+			Places (NCA)	Places % (NOR)	
Ardley Hill Lower	A		4-9	35	51	43	47	39	215	300	85	28.33%	
Ashton St Peters VA Lower	VA	CE	4-9	29	30	30	33	31	153	150			
Beecroft Lower	C		4-9	55	48	41	48	54	246	300	54	18.00%	
Caddington Village School*	C		4-13	46	46	45	44	59	240	300	60	20.00%	
Downside Lower	C		4-9	15	19	27	19	16	96	150	54	36.00%	
Dunstable Icknield Lower*	C		4-9	54	59	54	49	47	263	300	37	12.33%	
Eaton Bray Academy	A		4-9	27	28	31	19	19	124	120			
Hadrian Academy	A		4-9	60	60	56	57	46	279	260			
Hawthorn Park Lower*	C		4-9	55	48	64	59	41	267	300	33	11.00%	
Houghton Regis Lower*	C		4-9	34	42	38	30	38	182	225	43	19.11%	
Kensworth VC Lower	VC	CE	4-9	8	12	12	13	6	51	75	24	32.00%	
Lancot Lower*	C		4-9	56	61	60	57	52	286	300	14	4.67%	
Lark Rise Academy*	A		4-9	45	45	45	45	40	220	225	5	2.22%	
Slip End Lower	C		4-9	22	15	20	14	11	82	110	28	25.45%	
St Christopher's Lower	A		4-9	45	45	44	38	39	211	225	14	6.22%	
St Mary's RC Lower (Caddington)*	VA	RC	4-9	29	30	28	24	21	132	134	2	1.49%	
St Vincent's RC Lower*	VA	RC	4-11	30	30	30	29	30	149	150	1	0.67%	
Studham VC Lower	VC	CE	4-9	13	8	6	8	8	43	75	32	42.67%	
Thomas Whitehead Lower*	VA	CE	4-9	45	37	41	34	37	194	210	16	7.62%	
Thornhill Lower*	C		4-9	19	34	19	25	32	129	180	51	28.33%	
Tithe Farm Lower*	C		4-9	30	31	32	30	27	150	240	90	37.50%	
Totternhoe Lower	C		4-9	15	8	10	9	15	57	145	88	60.69%	
Watling Lower	C		4-9	35	27	27	31	37	157	225	68	30.22%	
				Totals	802	814	803	762	745	3926	4699	799	17.00%
* Designated Nursery Unit attached to School													
			Lower Forecast Totals	4+	5+	6+	7+	8+	Total		Surplus	Surplus	
											Places (NCA)	Places %	
											NOR)	%	
				2013	882	900	833	826	781	4222		477	10.15%
				2014	955	890	908	841	834	4428		271	5.77%
				2015	974	967	902	920	853	4616		83	1.77%
				2016	972	998	991	926	944	4831			
				2017	988	988	1014	1007	942	4939			

MIDDLE													
DFE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA- Places % NOR)	Surplus Places %
					9+	10+	11+	12+					
5410	Ashton VA Middle	VA	CE	9-13	135	152	140	153	580	620	40	6.45%	
4046	Brewers Hill Middle	C		9-13	45	27	65	53	190	480	290	60.42%	
3353	Caddington Village School	C		4-13	59	63	71	56	249	300	51	17.00%	
4088	Kings Houghton Middle	C		9-13	115	109	109	109	442	480	38	7.92%	
4056	Mill Vale Middle	C		9-13	98	98	110	90	396	563	167	29.66%	
4007	Priority Academy	A		9-13	122	120	109	121	472	492	20	4.07%	
3348	St Vincent's RC Lower	VA	RC	4-11	30	21			51	60	9	15.00%	
4093	Streetfield Middle	C		9-13	85	112	80	107	384	515	131	25.44%	
Totals					689	702	684	689	2764	3510	746	21.25%	
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA- Places % NOR)			
					2013	732	713	704	710	2859	651	18.55%	
					2014	744	740	690	712	2886	624	17.78%	
					2015	800	756	721	702	2979	531	15.13%	
					2016	828	824	751	745	3148	362	10.31%	
					2017	907	844	810	767	3328	182	5.19%	

UPPER														
DFE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA- Places % NOR)	Surplus Places %
					13+	14+	15+	16+	17+	18+				
6905	All Saints Academy Dunstable**	A		13-18	113	157	140	42	31	8	491	800	309	38.63%
5401	Manshead Upper	VA	CE	13-18	260	269	261	156	119	18	1083	1083		
5400	Queensbury Upper	F		13-18	231	253	285	167	116	17	1069	1252	183	14.62%
Totals					604	679	686	365	266	43	2643	3135	492	15.69%
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus Places (NCA- Places % NOR)		
					2013	668	629	708	385	329	2719	416	13.27%	
					2014	645	676	637	382	319	2659	476	15.18%	
					2015	660	657	688	357	316	2678	457	14.58%	
					2016	666	684	681	390	297	2718	417	13.30%	
					2017	690	682	700	384	317	2773	362	11.55%	

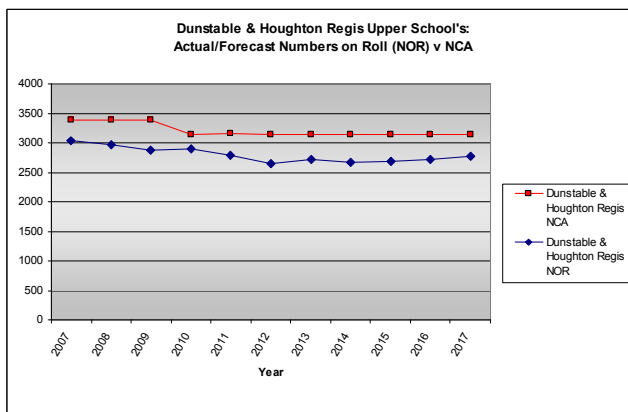
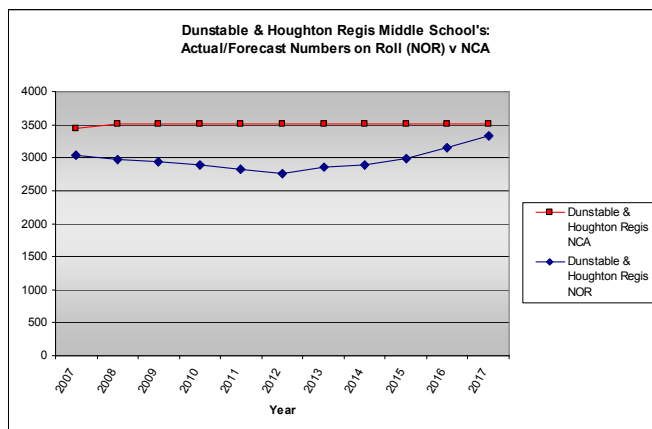
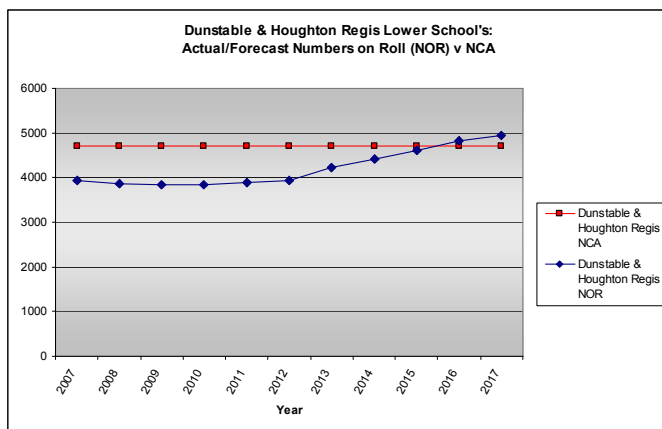
** NCA based on size of School pending completion of proposed alteration works

AREA CONCLUSIONS

EDUCATION REVIEW AREA: DUNSTABLE & HOUGHTON REGIS

PLANNING AREA: DUNSTABLE & HOUGHTON REGIS

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **1,800** new dwellings for the period up to **2017** for the Dunstable & Houghton Regis area. 700 of these dwellings will be provided as part of the North Houghton Regis Urban Extension and a further 1,100 will be provided through existing commitments and allocated sites across the wider Dunstable & Houghton Regis area.

Beyond 2017, an additional 5,230 dwellings will be provided up to the end of the plan period to 2026. 3,150 of these dwellings will be provided by the North Houghton Regis Urban Extension and 1,900 by the proposed North Luton Urban Extension. The remaining 180 will be provided through existing commitments and allocated sites across the wider Dunstable & Houghton Regis area. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

The remaining 1,750 and 1,000 dwellings within the North Houghton Regis, and North Luton Urban Extensions respectively will be built out up to 2031. North Houghton Regis and North Luton Urban Extensions have potential for extra capacity beyond 2031 – 1400 additional dwellings in North Houghton Regis and North of Luton a potential extra 1100 dwellings. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

Changes have been agreed (and further changes proposed) to the pattern of provision at a number of schools across the Dunstable and Houghton Regis area. In particular, 4 of the Houghton Regis Lower schools; Hawthorn Park, Tithe Farm, Thornhill and Thomas Whitehead will become primary schools with effect from September 2013 and Houghton Regis Lower has just commenced consultation on a similar proposal. A further 4 schools; Mill Vale Middle, St Christophers, Hadrian and Eaton Bray Lower schools have recently completed consultation on proposals to become primary schools and a decision on these is awaited from the Secretary of State. All Saints Academy has recently been approved to change its age range from 13-18 to become 11-18 and further proposals are expected to come forward in

2012 from other Upper or Middle schools to effect changes to their age ranges. Separately, a new University Technical College (UTC) will become operational with effect from September 2012 catering for approx 600 students aged 14-19 on the former Kingsland school site in Houghton Regis.

At this stage, the Plan reflects the current age ranges of these schools and the proposed changes will be reflected in the next revision to the plan once final decisions on some of these key changes are known and a full assessment can be undertaken of the impact of these changes.

Currently, the additional need for places generated by the existing commitments and allocated sites (1100 dwellings) will be expected to be met through use of existing capacity supplemented where necessary by the expansion of existing schools.

The North Houghton Regis urban extension will require new school provision to be secured as part of the development. Overall, this will be expected to generate a requirement for an additional 9/10 Forms of entry (270/300 extra pupil places per age group) to meet the demand from the whole 7,000 dwellings over the period to 2031. This is the equivalent of 4 new primary schools, and extensions to proposed secondary schools, although the exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

The proposed North Luton Urban extension will also require new school provision to be secured as part of the development. Overall, in the long term this will be expected to generate a requirement for an additional 5/6 Forms of entry (160/180 extra pupil places per age group) to meet the demand from the whole 4,000 dwellings over the lifetime of the development. The exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development. Additionally, given its location, discussion should take place with neighbouring Authority Luton to consider how best this new provision might be configured.

EDUCATION REVIEW AREA: LEIGHTON BUZZARD & LINSLADE

PLANNING AREA: LEIGHTON BUZZARD & LINSLADE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC). Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA)	Surplus Places % (NOR)	
					4+	5+	6+	7+	8+					
2002	Aspley Guise Lower	C		4-9	26	28	28	28	23	133	135	2	1.48%	
2067	Beaudesert Lower	C		4-9	58	48	46	44	38	234	276	42	15.22%	
2201	Clipstone Brook Lower*	C		4-9	43	39	34	34	28	178	225	47	20.89%	
2189	Doverly Down Lower	C		4-9	30	30	30	30	29	149	150	1	0.67%	
2289	Greenleas Lower*	C		4-9	60	57	57	54	54	282	285	3	1.05%	
2184	Heathwood Lower	C		4-9	31	29	31	28	23	142	150	8	5.33%	
2218	Hockliffe Lower	C		4-9	9	10	15	15	8	57	75	18	24.00%	
2059	Husborne Crawley Lower	C		4-9	8	12	9	12	11	52	60	8	13.33%	
2177	Leedon Lower	C		4-9	60	58	57	57	50	282	300	18	6.00%	
2188	Linslade Lower*	C		4-9	45	45	44	38	44	216	225	9	4.00%	
2176	Mary Bassett Lower	C		4-9	59	47	30	24	20	180	150			
3313	Pulford VA Lower	VA	CE	4-9	31	30	30	28	29	148	150	2	1.33%	
2118	Ridgmont Lower	C		4-9	9	10	5	2	6	32	75	43	57.33%	
2203	Southcott Lower	C		4-9	68	59	60	54	58	299	300	1	0.33%	
2069	St George's Lower	C		4-9	16	11	15	14	9	65	150	85	56.67%	
3310	St Leonard's VA Lower	VA	CE	4-9	22	23	22	16	19	102	110	8	7.27%	
2125	Stanbridge Lower	C		4-9	21	25	13	13	19	91	117	26	22.22%	
2003	Swallowfield Lower	C		4-9	56	59	59	52	58	284	287	3	1.05%	
2143	Woburn Lower	C		4-9	11	12	9	4	8	44	60	16	26.67%	
				Totals	663	632	594	547	534	2970	3280	340	10.37%	
* Designated Nursery Unit attached to School														
				Lower Forecast Totals	4+	5+	6+	7+	8+	Total		Surplus Places (NCA)	Surplus Places % (NOR)	
					2013	636	684	649	611	571	3152		128	3.91%
					2014	642	648	696	661	623	3270		10	0.30%
					2015	761	659	665	713	678	3477			
					2016	719	788	686	692	740	3624			
					2017	737	737	806	704	710	3696			

MIDDLE												
DFE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus	
					9+	10+	11+	12+			Places (NCA- Places % NOR)	Places %
4038	Brooklands School	A		9-13	67	58	64	72	261	600	339	56.50%
4043	Fulbrook Middle	A		9-13	105	102	83	68	358	440	82	18.64%
4073	Gilbert Inglefield Middle	A		9-13	107	126	105	126	464	603	139	23.05%
4120	Leighton Middle	C		9-13	119	117	119	111	466	478	12	2.51%
4077	Linslade School	A		9-13	143	161	154	146	604	600		
				Totals	541	564	525	523	2153	2721	572	21.02%
				Middle Forecast Totals	9+	10+	11+	12+	Total		Surplus	Surplus
											Places (NCA- Places % NOR)	Places %
				2013	596	562	564	546	2269		452	16.63%
				2014	622	608	548	576	2354		367	13.49%
				2015	682	639	599	565	2486		235	8.63%
				2016	748	709	640	626	2722			
				2017	805	766	701	658	2931			

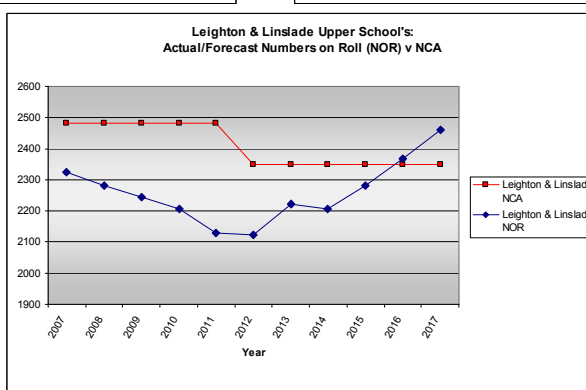
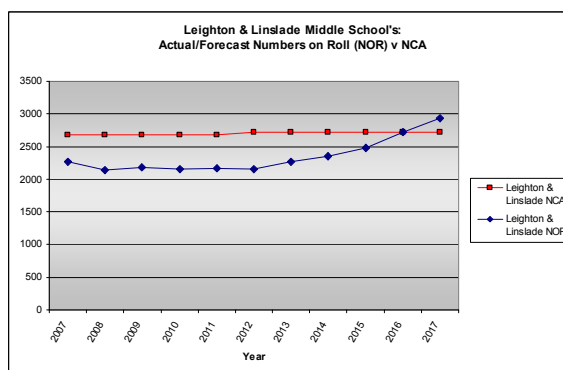
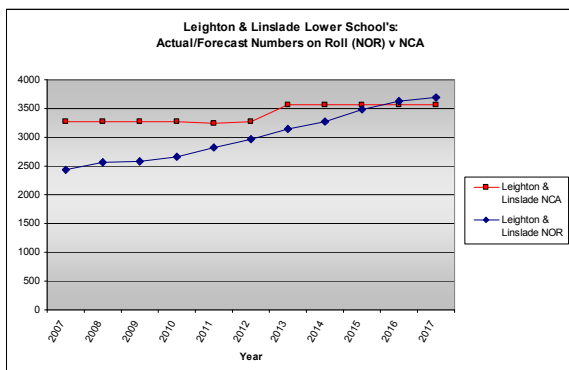
DFE No.	School Name	Sta	Den	Age							Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA- Places % NOR)	Places %
4011	Cedars Upper	A		13-18	244	304	304	168	146	3	1169	1345	176	13.09%
4096	Vandyke Upper	A		13-18	258	206	226	167	91	7	955	1003	48	4.79%
				Totals	502	510	530	335	237	10	2124	2348	224	9.54%
				Upper Forecast Totals	13+	14+	15+	16+	17+	18+	Total		Surplus	Surplus
													Places (NCA- Places % NOR)	Places %
				2013	524	528	540	318	311		2222		126	5.39%
				2014	536	536	540	316	280		2208		140	5.96%
				2015	570	553	553	327	278		2281		67	2.85%
				2016	570	597	580	339	283		2368			
				2017	620	588	615	352	286		2461			

AREA CONCLUSIONS

EDUCATION REVIEW AREA: LEIGHTON BUZZARD & LINSLADE

PLANNING AREA: LEIGHTON BUZZARD & LINSLADE

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **2,190** new dwellings for the period up to **2017** for the Leighton Buzzard & Linslade area. 600 of these dwellings will be provided as part of the East Leighton Linslade Urban Extension and a further 1,590 will be provided through existing commitments and allocated sites across the wider Leighton & Linslade area.

Beyond 2017, an additional 1,958 dwellings will be provided up to the end of the plan period to 2026. 1,900 of these dwellings will be provided by the East Leighton Linslade and the remaining 58 will be provided through existing commitments and allocated sites across the wider Leighton & Linslade area. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The additional need for places generated by the existing commitments and allocated sites (1590 dwellings) will, for the most part, be expected to be met through use of existing capacity at Middle School level supplemented where necessary by the expansion of provision at other schools, including the need for new lower school provision to serve the southern part of Leighton Buzzard for which a site (and contributions) have been secured through previous legal agreements and which has recently been approved to open as a 300 place extension (second site) to the existing Greenleas Lower School with effect from September 3013.

The East Leighton Buzzard extension will require new school provision to be secured as part of the development. Overall, this will be expected to generate a requirement for an additional approx 4 forms of entry (120 extra pupil places per age group) to meet the demand from the whole 2,500 dwellings over the period to 2026. This is the equivalent of 2 new lower schools, 1 new Middle School and the likely expansion of the neighbouring Vandyke Upper School and site, although the exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

Separately, within the period covered by this plan, proposals are expected to come forward for the development of the Strategic Reserve Areas within the South Eastern part of Milton Keynes, adjacent to Woburn Sands and for the further development of the area known as Nampak. Both are located within the boundary of Milton Keynes and it is expected that additional/new primary and secondary school places will be required to serve these areas. This may impact upon the current cross-border arrangements in the area which may in turn impact on Swallowfield Lower, and Fullbrook Middle schools. This will need to be kept under review as will the current proposal for the creation of a new Free School, to convert from an existing independent lower school, in the Woburn Sands/Aspley Heath area from September 2013.

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: BIGGLESWADE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA Places % NOR)	Surplus Places %	
					4+	5+	6+	7+	8+					
3003	Caldecote Lower	VC	CE	4-9	12	22	14	15	12	75	90	15	16.67%	
3006	Dunton VC Lower	VC	CE	4-9	10	12	9	11	11	53	60	7	11.67%	
2153	Lawnside Lower	C		4-9	48	60	60	49	57	274	300	26	8.67%	
3323	Northill VA Lower	VA	CE	4-9	10	15	14	14	15	68	75	7	9.33%	
2210	Southlands Lower	C		4-9	60	58	49	54	52	273	300	27	9.00%	
3001	St Andrew's VC Lower	VC	CE	4-9	81	90	58	70	77	376	450	74	16.44%	
				Totals	221	257	204	213	224	1119	1275	156	12.24%	
				Lower Forecast Totals	4+	5+	6+	7+	8+	Total		Surplus Places (NCA Places % NOR)	Surplus Places %	
					2013	280	258	276	221	233	1268		7	0.55%
					2014	286	287	265	283	228	1349			
					2015	303	294	295	273	291	1456			
					2016	307	312	303	304	282	1508			
					2017	323	323	328	319	320	1613			

MIDDLE													
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus	
					9+	10+	11+	12+	Places (NCA)			Places % (NOR)	
4502	Edward Peake Middle	VC	CE	9-13	77	71	88	109	345	463	118	25.49%	
4006	Holmemead Middle	A		9-13	115	117	126	107	465	560	95	16.96%	
Totals					192	188	214	216	810	1023	213	20.82%	
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus			
										Places (NCA)			
										Places % (NOR)			
					2013	237	212	209	232	890	133	13.00%	
					2014	237	244	219	216	916	107	10.46%	
					2015	232	245	252	227	956	67	6.55%	
					2016	275	241	254	261	1031			
					2017	286	291	257	270	1104			

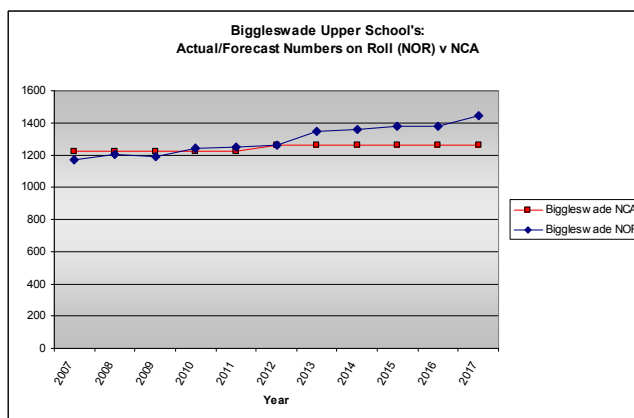
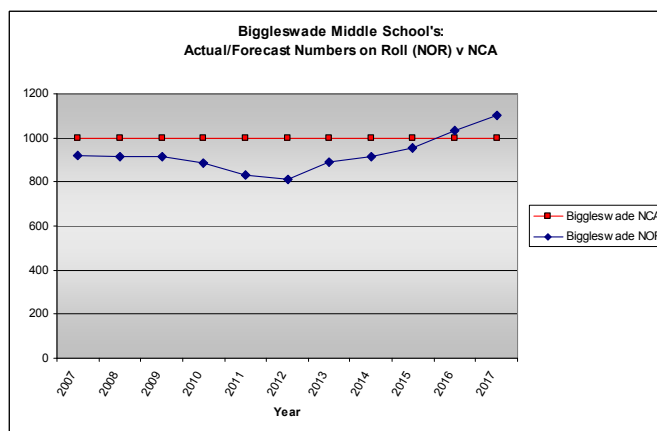
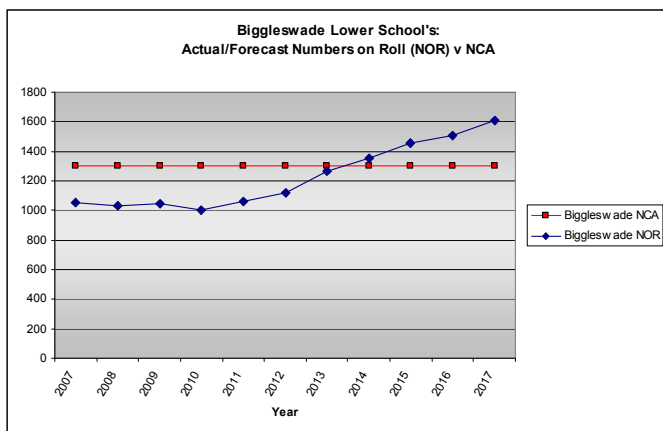
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA)	Places % (NOR)
4005	Stratton Upper	A		13-18	310	303	290	187	158	16	1264	1263		
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus		
												Places (NCA)		
												Places % (NOR)		
					2013	318	326	322	205	178	1349			
					2014	301	325	333	218	180	1357			
					2015	320	309	333	226	189	1377			
					2016	309	329	318	227	195	1378			
					2017	359	325	345	221	196	1446			

AREA CONCLUSIONS

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: BIGGLESWADE

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **1,177** new dwellings for the period up to **2017** for the Biggleswade area. 550 of these dwellings will be provided as part of the Land East of Biggleswade development and a further 627 dwellings will be provided through other existing commitments and allocated sites in the Town.

Beyond 2017, an additional 678 dwellings will be provided by the Land East of Biggleswade development up to the end of the plan period to 2021. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

New allocations of between 250-500 dwellings are proposed for Biggleswade under the newly adopted LDF for North Central Bedfordshire towards the end of the plan period when existing commitments are nearing completion. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The additional need for places generated by the existing commitments and allocated sites will, for the most part, be expected to be met through use of existing capacity, supplemented where necessary by the expansion of existing schools.

The Land East of Biggleswade development extension will require new school provision to be secured as part of the development. In the long term when added to other allocations, this will be expected to generate a requirement for an additional approx 3 Forms of entry (90 extra pupil places per age group) to meet the demand from the whole developments over the period to 2021. In addition to the existing capacity, this will require new Lower School provision for which a site has been secured under an existing legal agreement and the expansion of provision (and site) at Edward Peake Middle and the expansion of Upper School provision. The exact timing and final form of provision will need to be subject to further analysis in order to match the anticipated rate of development.

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: SANDY

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					4+	5+	6+	7+	8+				
2047	Everton Lower	C		4-9	6	6	9	12	8	41	49	8	16.33%
3302	John Donne VA Lower*	VA	CE	4-9	15	18	14	14	17	78	90	12	13.33%
2119	Laburnum Lower*	C		4-9	18	30	30	18	28	124	150	26	17.33%
2001	Maple Tree Lower*	C		4-9	37	35	34	41	34	181	225	44	19.56%
5204	Moggerhanger Lower	F		4-9	9	13	5	11	15	53	75	22	29.33%
2117	Potton Lower	C		4-9	50	58	43	40	44	235	298	63	21.14%
2202	Robert Peel Lower*	C		4-9	52	54	46	56	59	267	300	33	11.00%
3012	St Swithun's VC Lower*	VC	CE	4-9	29	20	30	27	25	131	150	19	12.67%
3331	Sutton VA Lower	VA	CE	4-9	15	12	11	17	13	68	75	7	9.33%
3017	Wrestlingworth Lower	VC	CE	4-9	12	13	12	11	8	56	65	9	13.85%
				Totals	243	259	234	247	251	1234	1477	243	16.45%
	* Designated Nursery Unit attached to School												
				Lower Forecast Totals	4+	5+	6+	7+	8+	Total		Surplus Places (NCA- NOR)	Surplus Places %
					2013	261	263	262	238	254	1278	199	13.47%
					2014	261	264	266	265	241	1297	180	12.19%
					2015	275	263	266	268	267	1339	138	9.34%
					2016	267	275	263	266	268	1339	138	9.34%
					2017	267	267	275	263	266	1338	139	9.41%

MIDDLE												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA)	Surplus Places % (NOR)
					9+	10+	11+	12+				
4092	Burgoyne Middle	C		9-13	51	71	51	66	239	360	121	33.61%
4033	Sandye Place Academy	A		9-13	123	130	111	122	486	600	114	19.00%
Totals					174	201	162	188	725	960	235	24.48%
Middle Forecast Totals					9+	10+	11+	12+	Total		Surplus Places (NCA)	Surplus Places % (NOR)
					2013	210	175	206	168	759	201	20.94%
					2014	206	213	178	209	806	154	16.04%
					2015	196	208	215	180	799	161	16.77%
					2016	233	196	208	215	852	108	11.25%
					2017	223	233	196	208	860	100	10.42%

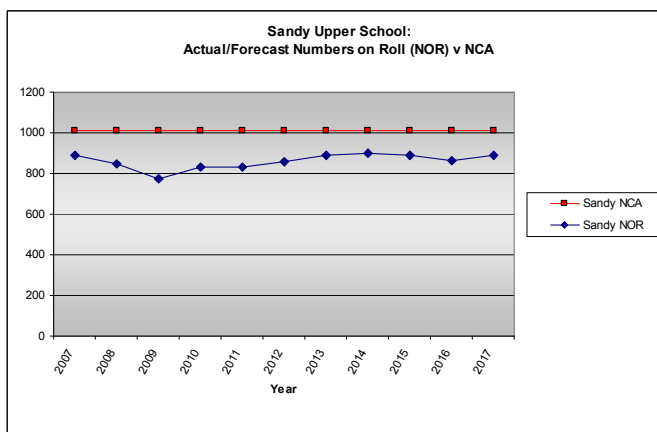
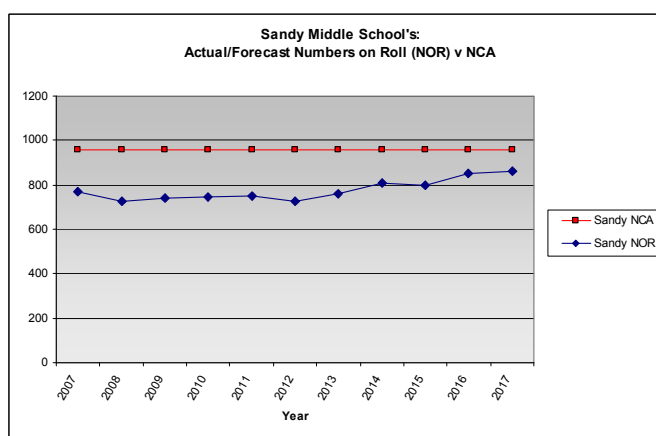
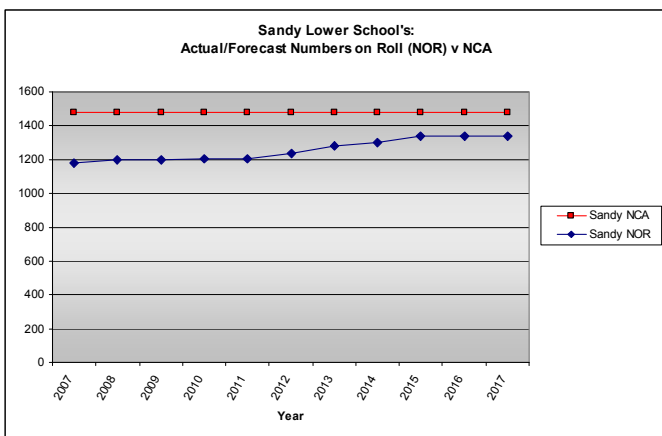
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA)	Surplus Places % (NOR)
					13+	14+	15+	16+	17+	18+				
4078	Sandy Upper	C		13-18	226	240	231	80	81	2	860	1009	149	14.77%
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total		Surplus Places (NCA)	Surplus Places % (NOR)
					2013	233	232	248	115	62	890		119	11.79%
					2014	218	236	235	122	86	897		112	11.10%
					2015	228	220	238	115	91	892		117	11.60%
					2016	213	228	220	116	85	862		147	14.57%
					2017	256	213	228	107	85	889		120	11.89%

AREA CONCLUSIONS

EDUCATION REVIEW AREA: BIGGLESWADE & SANDY

PLANNING AREA: SANDY

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **270** new dwellings for the period up to **2017** for the Sandy area.

Up to an additional 50 dwellings are proposed in Sandy under the adopted LDF for North Central Bedfordshire, with a further 36 in Blunham, and up to 150 in Potton. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

Most of the allocations and current developments will be expected to be provided by the existing schools where there is forecast to be sufficient spare capacity to meet the need generated by the developments. However, there may be a need for extra Lower School places to be provided to meet the need generated by the housing allocation in Potton.

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: HARLINGTON

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER													
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus	
					4+	5+	6+	7+	8+			Places (NCA)	Places % (NOR)
2136	Chalton Lower	C		4-9	11	14	6	14	7	52	75	23	30.67%
2046	Eversholt Lower	A		4-9	6	6	9	12	8	41	75	34	45.33%
3007	Greenfield C of E Lower	A		4-9	21	30	26	26	24	127	125		
2180	Harlington Lower	C		4-9	30	22	24	25	18	119	150	31	20.67%
2154	Pulloxhill Lower	A		4-9	11	13	11	8	11	54	60	6	10.00%
2282	Ramsey Manor Lower	C		4-9	59	42	57	56	64	278	290	12	4.14%
3013	Silsoe VC Lower	VC	CE	4-9	17	23	26	29	27	122	135	13	9.63%
3307	St Mary's VA Lower (Clop)	VA	CE	4-9	19	33	17	28	27	124	135	11	8.15%
5203	Sundon Lower*	F		4-9	14	7	13	13	9	56	75	19	25.33%
3016	Toddington St George VC Lower*	VC	CE	4-9	60	53	59	72	58	302	300		
5201	Westoning Lower	F		4-9	27	26	24	29	25	131	135	4	2.96%
Totals					275	269	272	312	278	1406	1555	153	9.84%
* Designated Nursery Unit attached to School													
Lower Forecast Totals					4+	5+	6+	7+	8+	Total	Surplus		
											Places (NCA)		Surplus
											NOR		Places %
					2013	227	250	251	268	291	1287	268	17.23%
					2014	227	230	253	254	271	1235	320	20.58%
					2015	220	229	232	255	256	1192	363	23.34%
					2016	232	222	231	234	257	1176	379	24.37%
					2017	234	234	224	233	236	1161	394	25.34%

MIDDLE												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus	
					9+	10+	11+	12+			Places (NCA)	Places % (NOR)
4040	Arnold Academy	A		9-13	131	110	131	146	518	601	83	13.81%
4054	Parkfields Middle	F		9-13	110	118	119	119	466	491	25	5.09%
Totals					241	228	250	265	984	1092	108	9.89%
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus		
										Places (NCA)		
										Places % (NOR)		
2013					246	244	231	255	976		116	10.62%
2014					257	249	247	234	987		105	9.62%
2015					275	259	251	249	1034		58	5.31%
2016					271	277	261	253	1062		30	2.75%
2017					288	273	279	263	1103			

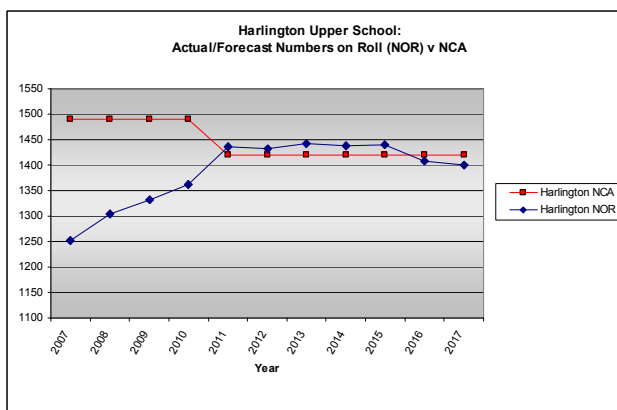
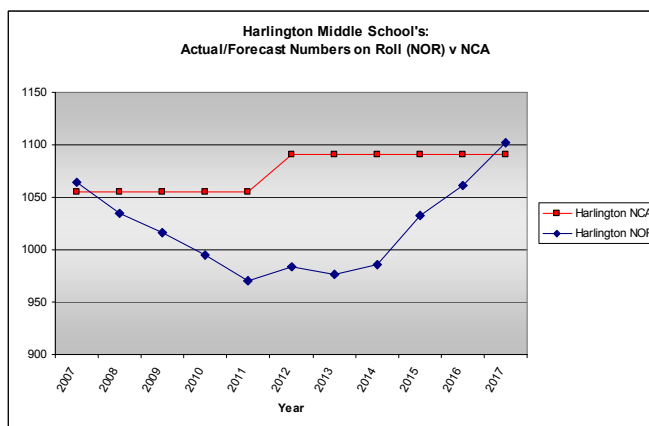
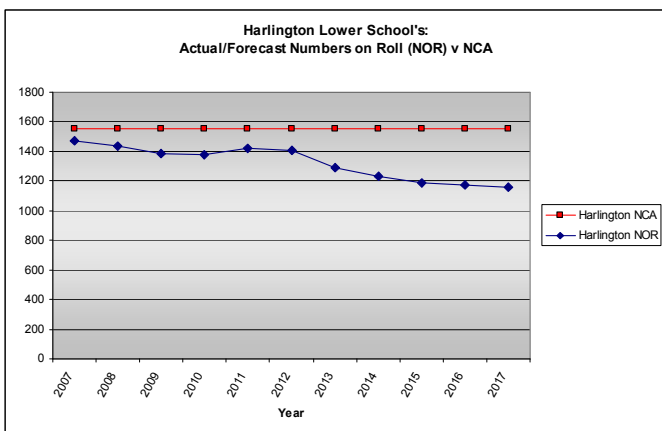
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus	
					13+	14+	15+	16+	17+	18+			Places (NCA)	Places % (NOR)
4083	Harlington Upper	A		13-18	345	354	338	196	199	1	1433	1421		
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus		
												Places (NCA)		
												Places % (NOR)		
2013					345	351	359	218	170		1443			
2014					324	348	354	229	184		1439			
2015					348	326	350	226	192		1442			
2016					319	350	328	223	189		1409		12	1.10%
2017					334	321	352	209	186		1402		19	1.74%

AREA CONCLUSIONS

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: HARLINGTON

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **307** new dwellings for the period up to **2017** for the Harlington area. 230 of these dwellings will be provided on the vacated Cranfield University Campus in the village of Silsoe and a further 47 on other smaller sites in the village. Smaller allocations are made at Clophill and Barton-le-Clay totalling 30 dwellings.

Beyond 2017, an additional 140 dwellings will be provided by the Cranfield University Campus site in Silsoe up to the end of the plan period to 2021. A further 6 dwellings are proposed at Clophill under the adopted LDF for North Central Bedfordshire These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The majority of new housing is proposed to be on the vacated Cranfield University site in Silsoe. This will place pressure on the existing lower school whereby an additional Lower School site has been secured in the new development through a legal agreement and which, subject to further discussion, would also allow the existing school to be relocated.

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: REDBORNE

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
					4+	5+	6+	7+	8+			Places (NCA- Places % NOR)	Places %	
2049	Flitwick Lower	C		4-9	41	54	59	50	39	243	300	57	19.00%	
2174	Kingsmoor Lower	C		4-9	30	26	29	28	31	144	270	126	46.67%	
2112	Maulden Lower	C		4-9	26	29	23	31	33	142	150	8	5.33%	
2146	Russell Lower	C		4-9	36	41	52	36	37	202	270	68	25.19%	
2213	Templefield Lower*	C		4-9	60	60	59	49	51	279	300	21	7.00%	
2195	The Firs Lower	A		4-9	59	60	61	57	54	291	300	9	3.00%	
					Totals	252	270	283	251	245	1301	1590	289	18.18%
					* Designated Nursery Unit attached to School									
					Lower Forecast Totals	4+	5+	6+	7+	8+	Total	Surplus	Surplus	
												Places (NCA- Places % NOR)	Places %	
					2013	281	307	283	296	269	1436		154	9.69%
					2014	294	294	320	296	309	1513		77	4.84%
					2015	288	306	306	332	308	1540		50	3.14%
					2016	311	298	316	316	342	1583		7	0.44%
					2017	315	315	302	320	320	1572		18	1.13%

MIDDLE													
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA-Places % NOR)	Surplus Places %	
					9+	10+	11+	12+					
4099	Alameda Middle	A		9-13	150	149	134	147	580	600	20	3.33%	
4117	Woodland Middle	A		9-13	127	156	134	164	581	720	139	19.31%	
Totals					277	305	268	311	1161	1320	159	12.05%	
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA-Places % NOR)			
2013					311	293	322	281	1207	113 8.56%			
2014					334	324	306	335	1299	21 1.59%			
2015					373	346	336	318	1373				
2016					367	383	356	346	1452				
2017					396	371	387	360	1514				

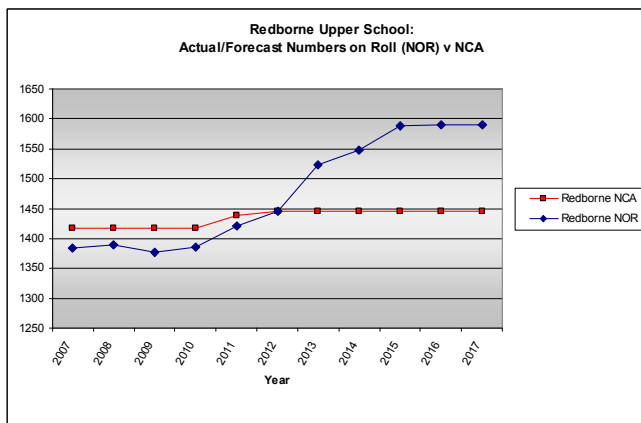
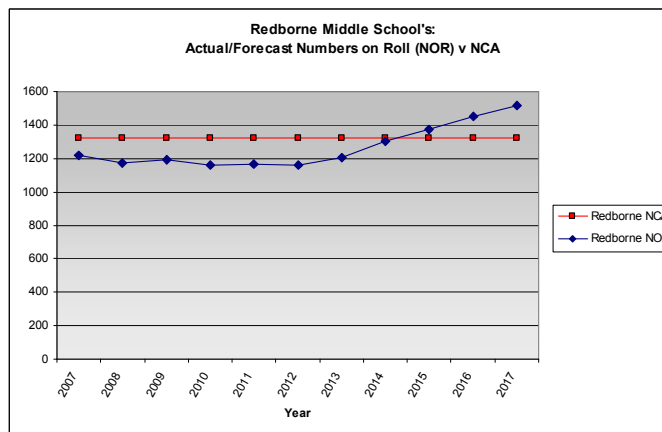
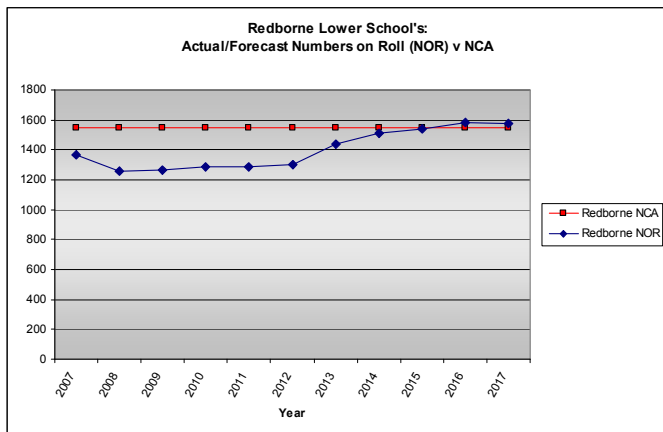
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA-Places % NOR)	Surplus Places %
					13+	14+	15+	16+	17+	18+				
4003	Redborne Upper	A		13-18	340	343	342	234	182	5	1445	1438		
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus Places (NCA-Places % NOR)		
2013					356	356	359	250	204		1525			
2014					341	369	369	259	210		1548			
2015					374	353	381	266	215		1589			
2016					354	384	363	272	216		1589			
2017					371	358	388	255	217		1589			

AREA CONCLUSIONS

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: REDBORNE

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **1166** new dwellings for the period up to **2017** for the Ampthill, Flitwick and Maulden areas. 55 of these dwellings will be provided at the site currently under construction at Land West of Ampthill off Tavistock Avenue; 34 at The Limes, Dunstable Road Ampthill (former Council offices); 38 at Land North of Church Street in Ampthill; and a further 239 approximately at smaller sites across the Redborne area. Under the adopted LDF for North Central Bedfordshire up to **2017**, 350 dwellings at Land West of Abbey Lane, Ampthill and 400 in Flitwick are also proposed.

There are a further 60 additional dwellings will be provided post 2017 on land west of Abbey Lane up to the end of the plan period to 2026 which are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The need generated by the current developments across the area will be expected to be met by the existing schools with expansion where necessary with funding secured under existing legal agreements. The further major allocations of 810 dwellings will also be expected to be met by the existing schools but with new legal agreements required to meet the cost of the additional infrastructure required as a result of the developments. The timing of the new places will need to be carefully considered to ensure that the additional need generated by these houses can be accommodated through the expansion of the existing schools.

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: SAMUEL WHITBREAD

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus Places (NCA NOR)	Surplus Places %	
					4+	5+	6+	7+	8+					
3306	All Saints VA Lower	VA	CE	4-9	30	28	28	30	26	142	150	8	5.33%	
2033	Campton Lower	C		4-9	29	22	23	29	30	133	112			
2056	Derwent Lower	F		4-9	29	25	27	17	16	114	150	36	24.00%	
3351	Fairfield Park Lower*	C		4-9	54	36	36	25	23	174	150			
2000	Gothic Mede Lower	C		4-9	49	54	55	48	51	257	255			
2051	Gravenhurst Lower	C		4-9	3	12	5	5	8	33	45	12	26.67%	
2055	Haynes Lower	C		4-9	21	16	24	21	21	103	112	9	8.04%	
2066	Langford Lower	F		4-9	34	36	32	32	28	162	225	63	28.00%	
3320	Meppershall VA Lower	VA	CE	4-9	18	24	18	14	23	97	135	38	28.15%	
3008	Raynsford VC Lower	VC	CE	4-9	30	30	27	31	29	147	150	3	2.00%	
2129	Roecroft Lower	C		4-9	58	36	41	33	26	194	150			
2121	Shefford Lower*	C		4-9	67	59	87	56	60	329	330	1	0.30%	
2122	Shillington Lower	C		4-9	10	9	12	11	12	54	140	86	61.43%	
2124	Southill Lower	C		4-9	10	9	12	11	12	54	75	21	28.00%	
3014	St Mary's VC Lower (Stotfold)	A	CE	4-9	44	51	52	44	41	232	225			
2072	Stondon Lower	C		4-9	24	17	23	15	14	93	120	27	22.50%	
					Totals	510	464	502	422	420	2318	2524	304	12.04%
					* Designated Nursery Unit attached to School									
					Lower Forecast Totals					Total		Surplus Places (NCA NOR)	Surplus Places %	
					2013	541	620	537	554	488	2740			
					2014	611	555	634	551	568	2919			
					2015	594	624	568	647	564	2997			
					2016	607	604	634	578	657	3080			
					2017	616	616	613	643	587	3075			

MIDDLE												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					9+	10+	11+	12+				
4004	Etonbury Academy	A		9-13	90	111	88	124	413	480	67	13.96%
4503	Henlow VC Middle	A	CE	9-13	121	142	132	130	525	560	35	6.25%
4034	Robert Bloomfield Academy	A		9-13	218	218	201	186	823	759		
Totals					429	471	421	440	1761	1799	102	5.67%
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA- NOR)		
					2013	449	452	489	444	1834		
					2014	472	463	466	503	1904		
					2015	510	485	476	479	1950		
					2016	502	520	495	486	2003		
					2017	565	511	529	504	2109		

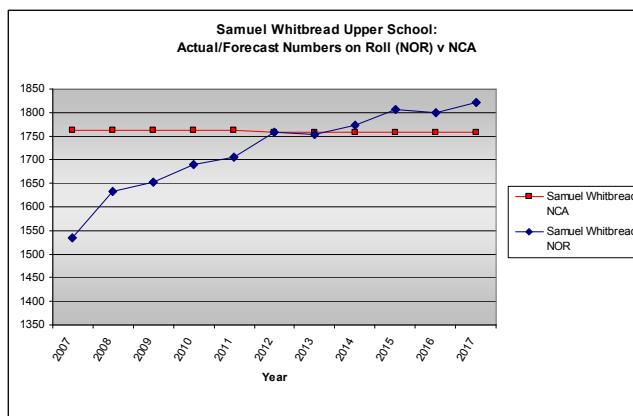
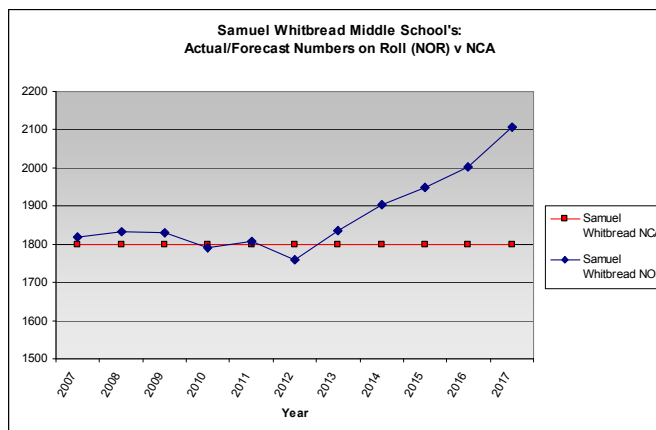
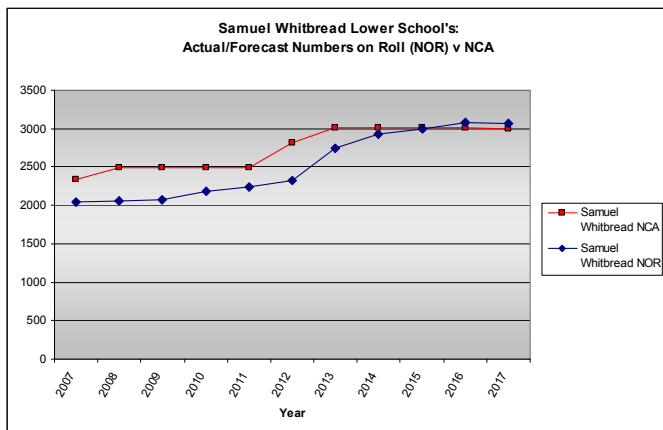
UPPER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012						Total	NCA	Surplus Places (NCA- NOR)	Surplus Places %
					13+	14+	15+	16+	17+	18+				
4079	Samuel Whitbread Academy	A		13-18	398	403	423	231	186	16	1657	1758	101	5.75%
Upper Forecast Totals					13+	14+	15+	16+	17+	18+	Total	Surplus Places (NCA- NOR)		
					2013	439	420	428	265	199	1751			
					2014	407	453	434	261	218	1773			
					2015	445	420	466	265	211	1807			
					2016	419	455	430	283	212	1799			
					2017	444	428	464	262	224	1822	7	0.40%	

AREA CONCLUSIONS

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: SAMUEL WHITBREAD

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **1,506** new dwellings for the period up to **2017** for the Samuel Whitbread area (Shefford, Stotfold, Arlesey and surrounds). This includes the 290 dwellings being provided at the site currently under construction at Land South of Stotfold, 300 dwellings in the North-East of Arlesey, 102 in Clifton, 63 in Stondon, 68 in Meppershall, 24 in Shillington, 231 in the rest of Shefford **and** 310 in Stotfold. The remaining 118 dwellings will be provided at smaller sites across Arlesey, Henlow, Shefford, Stotfold and the surrounding areas.

Beyond 2017, an additional 700 dwellings will be provided by the Land North-East of Arlesey development up to the end of the plan period to 2021. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The additional need for places generated by the existing commitments and allocated sites (1500 dwellings) will be expected to be met through use of existing capacity supplemented where necessary by the expansion of existing schools.

In particular at lower schools:

In Stotfold, a new enlarged Roecroft Lower School has recently been completed to cater for the new housing in Stotfold

At Fairfield Park, proposals have recently been approved to increase the size of Fairfield Park lower school to 300 places from the current 150 places from September 2013 and

At Shefford, proposals have recently been approved to increase the size of Shefford Lower School to cater for 450 places from the current 300 places with effect from September 2013.

In both these cases extra temporary accommodation has been provided in advance.

Proposals are also under development in conjunction with the local schools, for an increase in provision across the area at Middle and Upper schools.

At Arlesey, there will be a need for new Lower School provision (and site) to be secured through legal agreements, and there will also need to be further legal agreements to secure additional provision at the local Middle and Upper schools in the longer term. In the meantime additional temporary accommodation has been provided at Gothic Mead Lower School.

Separately, there are proposals for a new Alternative Secondary school to be provided as a new Free School/Academy to be located at the former Roecroft Lower School site. If approved, this would be expected to open in September 2013.

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: WOOTTON

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

Figures exclude children attending Designated Nursery Units and Designated Special Units attached to School's.

LOWER														
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012					Total	NCA	Surplus		
					4+	5+	6+	7+	8+			Places (NCA)	Places % (NOR)	
2110	Church End Lower	F		4-9	49	60	65	50	51	275	270			
3005	Cranfield C of E Academy	A	CE	4-9	54	58	47	55	51	265	300	35	11.67%	
2057	Houghton Conquest Lower	C		4-9	13	12	9	15	9	58	104	46	44.23%	
2111	Shelton Lower*	F		4-9	19	9	14	6	9	57	75	18	24.00%	
2070	Thomas Johnson Lower*	C		4-9	15	18	16	18	14	81	90	9	10.00%	
				Totals	150	157	151	144	134	736	839	108	12.87%	
	* Designated Nursery Unit attached to School													
				Lower Forecast Totals	4+	5+	6+	7+	8+	Total		Surplus	Surplus	
												Places (NCA)	Places %	
												NOR)		
					2013	161	171	173	172	158	835		4	0.48%
					2014	184	178	188	190	189	929			
					2015	177	196	190	200	202	965			
					2016	197	186	205	199	209	996			
					2017	199	199	188	207	201	994			

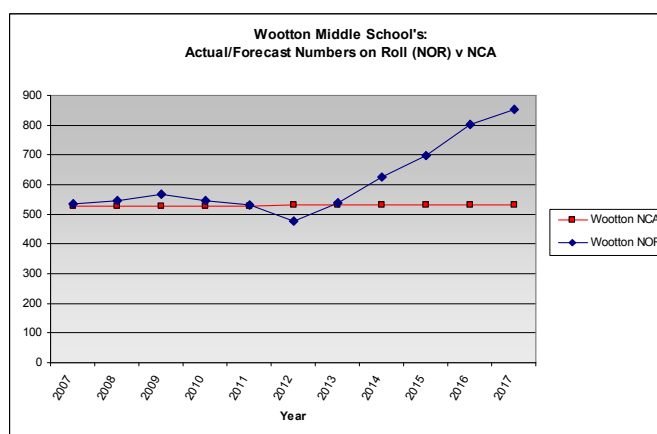
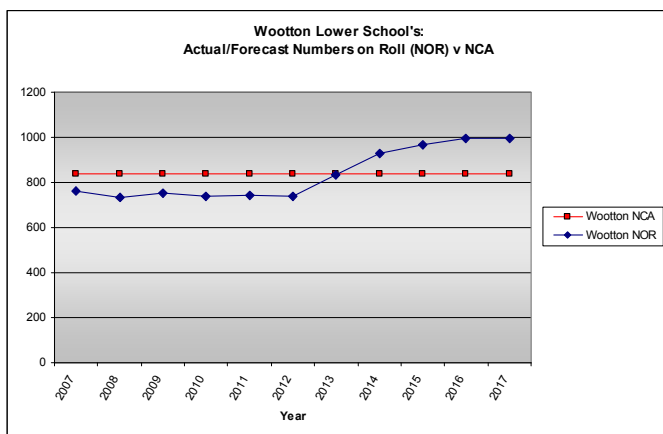
MIDDLE												
DfE No.	School Name	Sta	Den	Age	NOR Jan 2012				Total	NCA	Surplus Places (NCA)	Surplus Places %
					9+	10+	11+	12+				
5408	Holywell Middle	VA	CE	9-13	81	133	121	143	478	528	50	9.47%
Middle Forecast Totals					9+	10+	11+	12+	Total	Surplus Places (NCA) Surplus Places %		
					2013	134	105	156	145	540		
					2014	163	156	127	178	624		
					2015	195	182	175	146	698		
					2016	205	210	197	190	802		
					2017	218	213	218	205	854		

AREA CONCLUSIONS

EDUCATION REVIEW AREA: RURAL MID-BEDFORDSHIRE

PLANNING AREA: WOOTTON

TYPE OF SYSTEM: THREE-TIER



HOUSING:

There is a housing allocation of approximately **1,337** new dwellings for the period up to **2017** for the Central Bedfordshire areas which fall within the catchment area of Wootton Upper School (Cranfield, Houghton Conquest, Marston Moretaine and surrounds). This includes the 459 dwellings being provided on Land East of Bedford Road in Marston Moretaine, (which includes additional Lower School provision to serve the Village) and a further 125 dwellings on Land at Moreteyne Farm. A further 368 dwellings at Home Farm in Cranfield has yet to be built out but is expected to come forward in the near future and 125 dwellings on the Land rear of Central Garage Cranfield (including a site for relocation/expansion of the existing lower school). The remaining 250 dwellings will be provided at smaller sites across Cranfield, Houghton Conquest, Lidlington, Marston Moretaine and Shelton.

Also **included** in the pupil forecast are the middle school aged children generated by the 670 homes being built in Wootton (Bedford Borough) whose catchment school would be Holywell Middle School.

A further 25 dwellings in Cranfield are proposed under the adopted LDF for North Central Bedfordshire. These dwellings are **not** included in the pupil forecasts so will be in addition to growth accounted for by the figures in this planning document.

SPECIFIC ISSUES:

The development of land East of Bedford Road in Marston Moretaine includes land for additional Lower School provision to serve the Village and contributions towards this cost. However, at Middle and Upper School, pupils transfer from Marston to schools within Bedford Borough and contributions have also been secured to support additional provision which may be required at those schools.

The additional 125 dwellings in Marston will similarly be expected to contribute towards the cost of additional places at all schools.

A new playing field site has been secured to enable the expansion of the existing Cranfield Lower School in order to meet the demand from the Home Farm development. However, an additional site on land at rear of Central garage may also be required to serve the other proposed developments within Cranfield. Contributions will also be sought towards the cost of additional Middle School provision at Holywell Middle and at Wootton Upper School (in Bedford).

SPECIAL SCHOOLS

Numbers on Roll (NOR) and Net Capacity Assessments (NCA) correct as at January 2012.

Status of School's (Sta): Community (C); Foundation (F); Voluntary Aided (VA); Voluntary Controlled (VC); Academy (A). Denominations of School's (Den): Church of England (CE); Roman Catholic (RC).

EDUCATION REVIEW AREA:

PLANNING AREA: SPECIAL SCHOOLS

DfE No.	School Name	Sta	SEN	Age	2+	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	14+	15+	16+	17+	18+	Total
7017	Glenwood School	C	A/A	2-11	2	1	7	10	10	14	15	9	13									81
7007	Hillcrest School	C	A/A	11-19										5	9	1	8	12	8	11	6	60
7018	Oak Bank School	C	BESD	11-18							1	6	6	7	8	5	13	10	2			58
7009	Ivel Valley School	C	A/A	2-19		3	2	4	4	5	4	9	8	13	18	10	19	17	9	14	6	145
7006	Weatherfield School	A	BESD	7-16						2	5	13	7	15	14	17	16	14				103
Totals					2	4	9	14	14	21	25	37	34	40	49	33	56	53	19	25	12	447

Central Bedfordshire PRU	PRU		11-19											2		3	13	10				28
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HOUSING:

The total housing allocations for the Authority as a whole for 2012-17 would be expected to require a further 50 pupils with specific needs to be accommodated within our special schools or with the SEN designated provision in our mainstream schools.

SPECIFIC ISSUES:

From September 2012, Glenwood and Hillcrest schools will be amalgamated into a new Area special school catering for pupils across the 2-19 age range, but based on the existing two school sites.

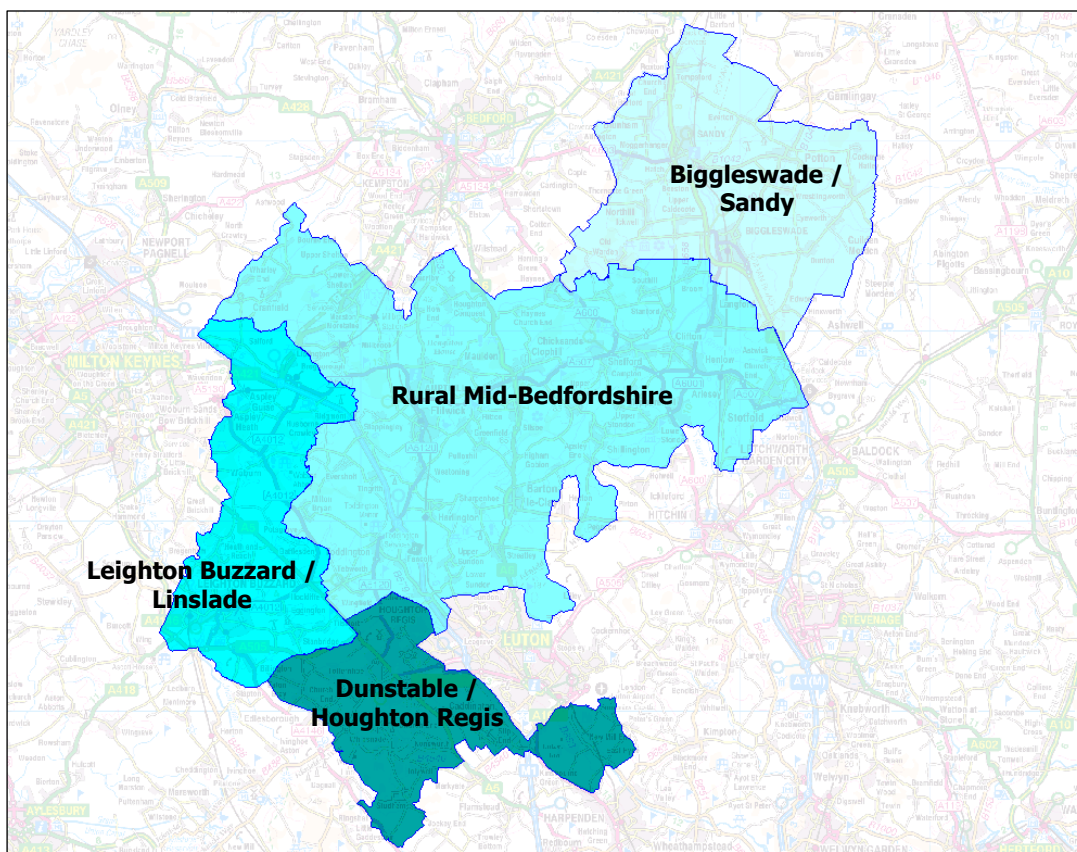
As set out above, there will be a requirement to consider how the anticipated increase in pupils with specific needs can be accommodated, although given the low incidence of need and that this will be across the Council as a whole, it is difficult to predict more precisely where these will occur or the type of need which will have to be accommodated. This will need to be kept under careful review throughout the Plan period.

SEN provision in Main stream schools

SEN classifications Autism /Aspergers (A/A) Behavioural, Emotional and Social Difficulties (BESD) Hearing Impaired (H) Language (L)

DfE No.	School Name	Sta	SEN	Age	Max Capacity
2282	Ram sey Manor Lower	C	A/A	4-9	6
3012	St Swithun's VC Lower	VC	A/A	4-9	8
4006	Holm em ead Middle	A	A/A	9-13	8
4040	Arnold Academy	A	A/A	9-13	6
4093	Streetfield Middle	C	A/A	9-13	6
5401	Manshead Upper	VA	A/A	13-18	8
4079	Samuel Whitbread Academy	A	A/A	13-18	8
2193	Lancot Lower	C	BESD	4-9	6
3013	Sils oe VC Lower	VC	BESD	4-9	6
3016	Toddington St George VC Lower*	VC	H	4-9	8
4054	Parkfields Middle	F	H	9-13	8
4083	Harlington Upper	A	H	13-18	4
2184	Heathwood Lower	C	L	4-9	6
3001	St Andrew's VC Lower	VC	L	4-9	8
Totals					96

Appendix A - Central Bedfordshire Educational Review Areas (July 2012)

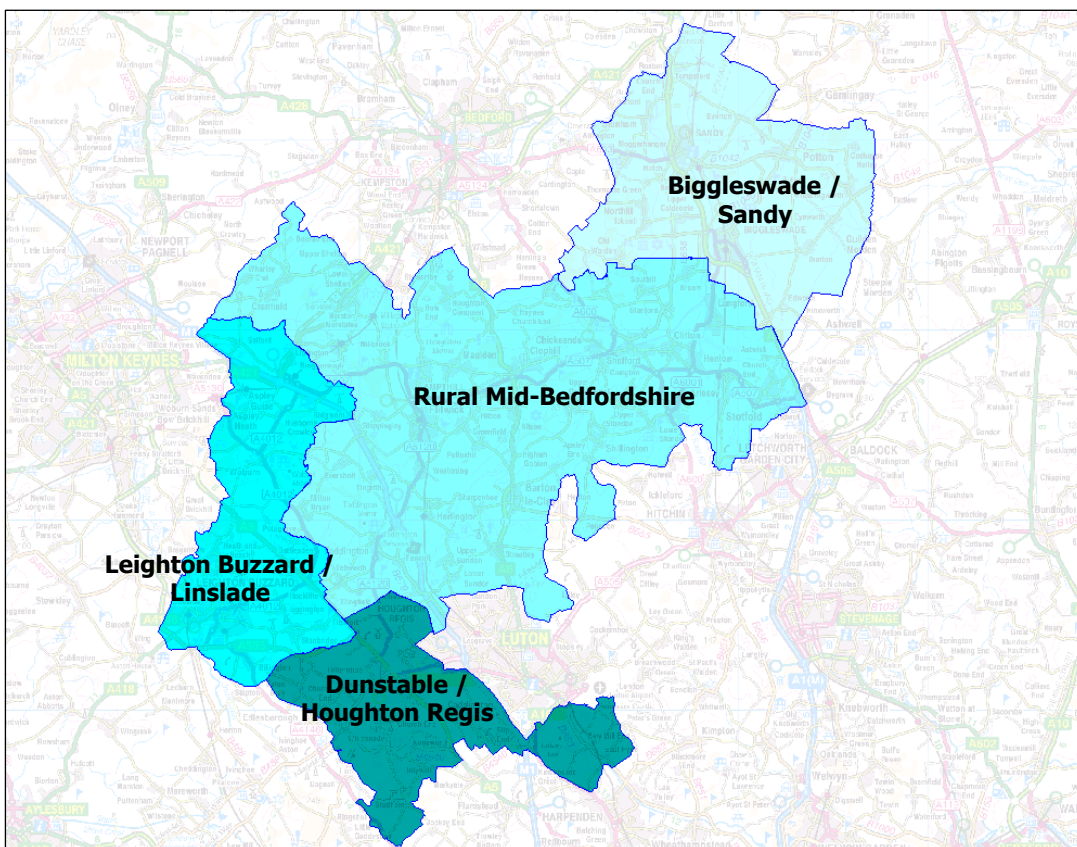


Area 1 – Dunstable and Houghton Regis

Dunstable / Houghton Regis		
Nursery		
Westfield, Willow		
Lower/Primary		
Beecoft (c); Eaton Bray (A); Lancot (c); Totterhoe (c)	Caddington Village (c); Slip End (c)	St Christopher's (A); Hadrian (A)
Hawthorn Park (c); Houghton Regis (c); Tithe Farm (c); Thornhill (c)	Downside (c); Kensworth (CEVC); Studham (CE VC)	Ardley Hill (A); Dunstable Icknield (c); Lark Rise(A); Watling (c)
Voluntary Aided (VA) School's operating outside of standard catchments: Ashton St Peter's (CE VA); St Mary's (Cadd) (RC VA); St Vincent's (RC VA) Thomas Whitehead (CE VA)		
Middle (deemed Secondary)		
Brewers Hill (c)	Streetfield (c)	Mill Vale (c)
Kings Houghton (c)		Priory (A)
Voluntary Aided (VA) School's operating outside of standard catchments: Ashton (CE VA)		
Upper		
All Saints Academy (A)	Manshead (CE VA)	Queensbury (f)
Special		
Glenwood (c); Hillcrest (c); Weatherfield (A)		
Total: Nursery 2, Lower/Primary 23, Middle (deemed Sec) 6, Upper 3, Special 3 - total 37		
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)		

Area 2 – Leighton Buzzard and Linslade

Leighton Buzzard / Linslade	
Lower/Primary	
Mary Bassett (c); Stanbridge (c)	Clipstone Brook (c); Hockliffe (c); Leedon (c)
Greenleas (c); Linslade (c); Southcott (c)	Aspley Guise (c); Husborne Crawley (c); Ridgmont (c); Swallowfield (c); Woburn (c)
Baudesert (c); Doversy Down (c); Heathwood (c); St George's (c)	
Voluntary Aided (VA) School's operating outside of standard catchments: Pulford (CE VA); St Leonard's (CE VA)	
Middle (deemed Secondary)	
Leighton (c)	Brooklands (A)
Linslade (A)	Fulbrook (A)
Gilbert Inglefield (A)	
Upper	
The Cedars (A)	Vandyke (A)
Special	
Oakbank (c)	
Total: Lower/Primary 19, Middle (deemed Sec) 5, Upper 2, Special 1 - total 27	
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)	



Area 3 – Biggleswade and Sandy

Area 4 – Rural Mid-Bedfordshire (Amphill, Flitwick, Cranfield, Stotfold & Shefford)

Biggleswade / Sandy	
Nursery The Lawns	
Lower/Primary	
Everton (c); Potton (c); Wrestlingworth (CE VC)	Caldecote (CE VC); Dunton CE VC; Lawnside (c)
Laburnum (c); Maple Tree (c); Robert Peel (c); St Swithun's (CE VC)	Southlands (c); St Andrew's (CE VC)
Moggerhanger (f)	
Voluntary Aided (VA) School's operating outside of standard catchments: John Donne (CE VA); Northill (CE VA); Sutton (CE VA)	
Middle (deemed Secondary)	
Burgoyne (c)	Edward Peake (CE VC)
Sandye Place (A)	Holmemead (A)
<i>Alban (Beds Borough)</i>	
Upper	
Sandy (c)	Stratton (A)
Special Ivel Valley (c)	
Total: Nursery 1, Lower/Primary 16, Middle (deemed Sec) 4, Upper 2, Special 1 - total 24	
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - trust (A) Academy (non LA maintained)	

Rural Mid-Bedfordshire			
Nursery Arlesey (C)			
Lower/Primary			
Greenfield (CE A); Pulloxhill (A); Ramsey Manor (c); Silsoe (CE VC); Sundon (t); Westoning (t)	Maulden (c); The Firs (A); Russell (c)	Cranfield (CE A)	Farfield Park (c); Gothic Mede (t); Roecroft (c); St Mary's (Stotfold) (CE A)
Chalton (c); Eversholt (A); Harlington (c); Toddington St George (c)	Flitwick (c); Kingsmoor (c); Templefield (c)	Church End (c); Houghton Conquest (c); Shelton (c); Thomas Johnson (c)	Derwent (t); Langford (t); Raynsford (CE VC)
Voluntary Aided (VA) School's operating outside of standard catchments: All Saints (CE VA); Meppershall (CE VA); St Mary's (Clophill) (CE VA)			
Middle (deemed Secondary)			
Arnold (A)	Alameda (A)	<i>Marston Vale (Beds Borough)</i>	Etonbury (A)
Parkfields (t)	Woodland (A)		Henlow (CE A)
Robert Bloomfield (A)			
Voluntary Aided (VA) School's operating outside of standard catchments: Holywell (CE VA)			
Upper			
Harlington (A)	Redborne (A)	<i>Wootton (Beds Borough)</i>	Samuel Whitbread (A)
Total: Nursery 1, Lower/Primary 38, Middle (deemed Sec) 8, Upper 3 - total 50			
(c) Community School; CE/RC VA - Voluntary Aided; CE/RC VC - Voluntary Controlled; f - Foundation; t - Trust (A) Academy (non LA maintained)			

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Meeting: Executive
Date: 5 February 2103
Subject: Outcome of consultation on Policy Principles for Pupil Place Planning in Schools.

RECOMMENDATIONS FROM THE MAIN REPORT:

The Executive is asked to:

1. Consider the responses to the consultation of the proposed Policy Principles for Pupil Place Planning in Schools, as set out in this Appendix, and;
2. Approve the Policy Principles for Pupil Place Planning in Schools, as set out in this Appendix, as the basis for the future development of commissioning options for New School Places in Central Bedfordshire.

<i>Reason for Recommendations:</i>	<i>So that the Council can meet its statutory obligations for ensuring sufficient school places in Central Bedfordshire and apply a set of clear policy principles to its commissioning processes.</i>
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Executive Summary

1. On the 4 December 2012 the Council’s Executive considered a report that set out the legal framework and constraints that Local Authorities as Strategic Commissioners of New School Places must comply with.
2. It also reflected the National policy context in place at the time of writing and outlined nine proposed key principles which it subsequently approved to be the subject of consultation, which it considers are critical in considering school organisation proposals and in achieving the Council’s Education Vision and key strategic priorities. These local policy principles will help to guide the development of commissioning options for new school places.
3. The consultation exercise was undertaken from 4 December 2012 through to the Children’s Services Overview and Scrutiny on 15 January 2013 and a summary of the main issues arising are set out in this report.

The final version of the Policy Principles is set out in this report and these are now recommended to the Council’s Executive for approval. If adopted, they will be applied and will be the basis for evaluation of all future commissions for new school places, each of which will be the subject of subsequent reports to Executive as and when decisions are required.

Consultation

4. Consultation on the proposed policy principles has been undertaken between the 4 December 2012 and the 15 January 2013 with the support of the Executive Member for Childrens Services, with the following:

The Council's Children's Services Overview and Scrutiny Committee
 Church of England and Roman Catholic Dioceses
 Headteachers and Partners Reference Group
 All Headteachers
 Chairs of Governing Bodies
 The Standing Advisory Council on Religious Education
 Neighbouring Councils
 Town and Parish Councils
 Website consultation with other stakeholders

5. The consultation sought respondents views on each principle as set out in the Executive report, and also provided an opportunity to raise any specific issues on each of the proposed principles.
6. The consultation received 36 responses with strong support for most of the Principles but more of a mixed response for Principles 3,5,8 and 9. Fifteen of these responses were received from parents and carers of children, eighteen responses were received from School staff and Governors, one was received from a Town Council and another from an Education Consultant working on behalf of developers in Central Bedfordshire. The Diocese of St Albans also submitted a response.
7. General comments made to the proposed principles included queries of the extent to which they would be used to target proactive strategies for changing the pattern of provision from three to two tier education, or to close small schools. Neither of these are policies of the Council although School and Academy led proposals for organisational change, the impact of school funding reform and demographic change are all factors that have the potential to impact on the pattern of provision in an area and on the viability of some schools.
8. The intended purpose of the Principles was set out in the report to the Council's Executive dated the 4 December 2012 and was clear that if approved, they would form the basis for the development of commissioning options for New School Places in Central Bedfordshire. This assists the commissioning role of the Council in meeting its legal duties to secure sufficient and suitable school places to provide for 5 – 16 year old statutory aged children in its area.
9. The Principles will therefore be applied not only to proposals for new school places required as a result of demographic growth but also to assist in the evaluation of proposals that relate to changes in school organisation where the Council is decision maker, where these proposals also have an impact on the supply of places. Examples could include a proposal by a Council maintained school to change age range and enlarge its capacity, or the need for the Council to consider options for a school with a falling roll that threatens its viability.

10. The main concerns arising from the consultation referred to:

Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools.

Principle 5 – The ambition to achieve a single phase of education 0 -19 and reduce school transfer points

Principle 8 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice

Principle 9 - To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools

11. In relation to Principle 3, respondents were concerned that allowing successful schools to get bigger could also introduce diseconomies of scale and dilution of quality of teaching as a result.

This was reflected in the drafting of Principle 2 which provides guidance on the 'optimum' size of any school and the organisational opportunities for mitigating any adverse impacts associated with larger schools. Principle 3 itself is clear that schools or Academies that are subject of planned expansions would be required to prepare a business case to guarantee the quality of the places being added into the system, based on the school's vision and educational plan.

12. In relation to Principle 5, respondents were concerned to ensure that small local primary schools are retained in order that young children have the opportunity to become established as part of the local community before being transferred to larger education establishments, usually outside their immediate local community.

The intention of this Principle is to promote collaboration between schools and across phases to improve transition and also to design out transfer points in planning new provision. Principle 1 also supports the concept of local provision for local children and small primary or lower schools can be federated or run as part of a wider Trust to improve financial and educational viability.

13. In relation to Principle 8, a number of respondents were concerned with the principle of faith based school provision, although the aim of the principle itself is more broad and aims to promote the diversity of all provision offered in Central Bedfordshire to increase opportunities for parental choice.

This reflects the Council's legal duty as commissioners of school places to promote parental choice, diversity, high standards, the fulfilment of every child's educational potential and fair access to educational opportunity.

Public authorities also 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.

14. In relation to Principle 9, a concern was raised that in planning for new school places required as a result of demographic growth provision for Special Schools/Academies must not be overlooked. Inclusion in mainstream settings for pupils with SEN is not always appropriate for some children.

The draft Principle has been amended to emphasise the Council's continued support for the area special school model and planning for required increases in specialist provision will be reflected in the Council's School Organisation Plan and New School Programmes.

15. The following sections set out the final Policy Principles for Pupil Place Planning in schools in Central Bedfordshire.

Principle 1 - The need to provide local schools for local children, ensuring a sense of community belonging and also promoting sustainable modes of travel.

16. 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. Ensuring the sufficiency of provision local to the areas of demographic demand supports this duty by reducing the need for car journeys and also limits potential growth in the cost of providing school transport on distance criteria to qualifying pupils to meet the Council's statutory responsibilities.
17. Section 38 of the Education and Inspections Act 2006 also places a duty on governing bodies of maintained schools in England to promote community cohesion. Promoting local schools enables children living in the same local community to attend the same school fostering a coherent community identity and enabling community ownership to build around a range of extracurricular activities.

Principle 2 - The need to create schools that are of sufficient size to be financially and educationally viable

18. There are three sources of evidence that it is important to consider when determining the optimum size of a school. These relate to (i) international evidence on the effect of school size on pupil outcome measures, (ii) the minimum size needed to provide a rich curriculum offer and (iii) the effect of school size on leadership.
19. (i) The optimal school roll in terms of pupil outcomes is around 900 in a non deprived area. (This is based on all ages not only secondary or upper, but excludes Post 16 provision). This number can increase in areas of greater affluence and might drop to around 800 in areas of hardship and deprivation (in global terms).

20. (ii) In terms of supporting a broad curriculum offer, six forms of entry would be what most research and professional bodies consider to be the minimum year group size to support the kind of offer to meet the range of needs typical in a Central Bedfordshire context. It is acknowledged that research has taken place on provision that is historic and that there has been a considerable shift in the nature and offer of different types of schools in recent years.
21. (iii) The larger the school the more a governing body can pay a Headteacher according to scales that reflect pupil numbers . This may have an impact on the calibre of leader available to schools. The larger the school the more options an experienced leader has available in shaping an excellent school to meet the needs of students. Research shows that secondary schools tend to reach their peak performance when a headteacher has been leading the school for around 6 or 7 years and furthermore, a headteacher with experience of leading more than one school is generally held to be likely to be successful in a second or third school. Schools therefore need to be big enough to attract and retain experienced Headteachers for these periods if they are to be well placed to perform optimally.
22. Establishing or expanding schools of an appropriate size therefore is likely to contribute towards the likelihood of their success.
23. Comments on school size relate to single schools that occupy a single site. The minimum or maximum size of a school may be outside of the range of capacities implicit in these proposals if it is part of a non traditional governance and leadership structure as is the case in multi site schools, school trusts, federations, academy chains and multi academy trusts where a broad curricular offer, for example, may be achieved as a result of the collaborative arrangements.

Lower and Primary Schools

Minimum Size

24. Small rural schools have nationally shown themselves capable of delivering the National Curriculum and of providing a high standard of education. In determining a minimum school size, it is however not simply issues of quality that need to be considered but also but also organisational, social and community issues.
25. For example, where small numbers are nationally judged to operate against successful school management is where there are too few children to form at least one class for each key stage. Under present funding arrangements, this puts particular pressure on teachers and forthcoming changes to the local funding formula, as a result of national school funding reform, will increase the pressure to operate more efficiently. Therefore schools at or below the minimum size outlined below must consider options for federating, merging or joining an academy chain.
26. As a minimum, it is preferable that there should be one class for each of Key Stage 1 and Key Stage 2, plus discrete part-time provision for children under five. In this way, there are no more than two year groups in each class. In total this equates to 2.5 classes. With a class size of 25-30 this means a minimum school size of 60-75 pupils for a Lower School.

27. For a Primary School also with years 5 and 6 in Key Stage 2 this equates to 3.5 classes. With a class size of 25-30 this means a minimum school size of 85 -105 pupils.
28. If three age groups need to be taught together school organisation becomes much more difficult, however there are some known mitigating factors. There are also organisational difficulties if the headteacher is the only full-time teacher. If the Headteacher is absent or leaves there may be no one left to manage where the other member of staff has no aspirations to lead or is not employed full-time.
29. Problems in delivering and monitoring standards in very small schools can occur. There may also be difficulties in recruiting enough able governors from such a small constituency of parents and supporters of the school. Finally, very small year groups may not provide sufficient peers of the same age for children to mix with although there may be some benefits of vertical grouping where younger children can learn from older peers.

Maximum Size

30. Ideally lower schools should have 2 forms of entry (i.e. two classes per year group), leading to a school size of 300. For Primary Schools this leads to a school size of 420. This gives headteachers a balance of some teaching, as well as time to manage and monitor, with the ability to employ appropriate non-teaching support in the school.
31. Above 3 forms of entry (450 pupils for lowers, 630 pupils for Primary Schools) it becomes increasingly difficult to maintain consistency, coherence and a 'whole school' ethos appropriate to pupils of this school age. The Council acting as the Local Authority consider it preferable to promote the expansion and creation of new lower/primary school provision at or above 3 forms of entry only in exceptional circumstances.
32. The larger the school, the more likely it is that the Headteacher and senior staff will spend most of their time managing resources rather than on education. If this time is spent on key issues known to promote school improvement in driving the ethos of the school towards raising attainment by a focus on pupil level data management, engagement with the teaching and learning process etc. their offer outside that of classroom input can accelerate school improvement and outcomes.

Middle Schools

Minimum Size

33. All middle schools are considered to need to have sufficient staff expertise to cover the curriculum and the teaching of basic skills at both Key Stages 2 and 3. The budget must also be sufficient to support the curriculum and an appropriate management structure.
34. It is proposed that as a minimum, a middle school should have 4 forms of entry (480 pupils in all) in order to deliver the National Curriculum. Below this figure the ability of a middle school to retain sufficient staff with the appropriate range of expertise comes under question.

35. 3 forms of entry (360 pupils) can be manageable in certain circumstances where there is an appropriate range of staff expertise, but below this number the costs of supporting even a minimum staff complement become disproportionate.

Maximum Size

36. Ideally middle schools should have 6 forms of entry (720 pupils). Beyond 7 forms of entry (840 pupils) it can be argued that the school becomes increasingly difficult to manage and to maintain an appropriate middle school ethos, and it may be more impersonal, particularly for the younger children.
37. Large middle schools face similar management challenges to any large school but community and parent views of the provision of a large middle school which pupils attend from age 9 are likely to be less positive than is the case for Upper schools where pupils start school at 13. Schools which were originally designed for a smaller number of pupils may lack specialist accommodation, both teaching and non-teaching, possess inadequate library facilities and study space, and may have social areas that are not capable of meeting staff or student needs and have congestion in corridors.

Upper and Secondary Schools

Minimum Size

38. For an upper or secondary school there need to be enough pupils in each year group to support the full range of the curriculum and generate a viable sixth form. Notwithstanding the potential for governance and leadership models outlined above, this suggests a proposed total minimum school size of around 900+ pupils for a single school. For schools engaged in collaborative and partnership arrangements this figure may be reduced to a minimum of 720 pupils where the schools in the federation or trust can demonstrate that a good, coherent educational offer is provided as a result of their sustainable collaborative arrangements. It should be noted that the Audit Commission takes the view that a sixth form of fewer than 160 students constitutes a small sixth form, with associated questions over viability.

Maximum Size

39. This is difficult to determine on curricular or organisational grounds. Larger schools have economies of scale which make for more flexible curricula and more specialist staffing but encounter organisational difficulties in accommodating large year groups.
40. In schools which were originally designed for a smaller number, there may also be a lack of specialist accommodation, both teaching and non-teaching, inadequate library and study space, social areas incapable of meeting staff and student needs and congestion in corridors.

41. A commonly held historical belief in historical principles nationally for education provision is that once numbers rise above 1500 including sixth form, the disadvantages of size may start to outweigh the benefits of economies of scale, however there are now known to be many larger schools nationally that provide a high quality of education and generally have the benefits of larger sixth forms and have overcome the potential disadvantages of large schools through internal organisation ie schools within schools and the house system. These schools, if successful have been invited to provide the cornerstone of some large Academy chains , particularly in the London area

Principle 3 - The ability to support the expansion of local popular and successful schools or to link expanding schools with popular and successful schools

42. The Council is unlikely to support the expansion of an existing school or Academy unless it is at least rated as good and preferably outstanding by Ofsted or is in a Trust or Multi Academy Trust that includes good and outstanding schools that have the capacity to support the expanded school in terms of standards and quality in order that it can become outstanding itself.
43. The Council is committed to ensure that every parent can choose an excellent school for their child and that new places should therefore be allocated where parents want them. The Council will therefore seek to support the expansion of oversubscribed schools and Academies.
44. In every case the Council will require a business case to be provided by the school or Academy that is subject to the expansion proposal to guarantee the quality of the places being added into the system, based on the school's vision and educational plan. In addition to its Ofsted rating, the business case will also require the school to outline its performance in terms of results and improvement over time in key stage assessments, in terms of value added and in comparison with other schools in similar circumstances. The business case will require the school to establish its improvement targets and will be judged by evaluation criteria.
45. Where the school or Academy that is subject to an expansion proposal is also intended to procure and deliver the capital project with the support of the Council, the business case will require assurances of the capability and capacity of the school to deliver the proposal to time and on budget, based on their expertise and experience.
46. Where new schools are to be established and proposals are received in response to the Council's invitation, an initial assessment will be undertaken of each proposal against the criteria set out above to ensure that proposers with track records in successful and popular provision are also promoted to the DfE. The proposers' abilities to prove value for money in delivering the new provision within the financial envelope available will also be assessed in these circumstances.

Principle 4 - The potential to further promote and support robust partnerships and learning communities

47. The education 'offer' can be significantly enhanced from schools that collaborate effectively when compared with those that do not and the capacity for those schools to self improve and to recruit, train and develop their own staff and leaders is enhanced by well designed school to school support systems.
48. The Council has strongly supported such approaches including its joint work with the Central Bedfordshire Teaching School Partnership (CBTSP) designed to help both the council and the CBTSP discharge their statutory duties in relation to school improvement and in relation to teacher education, qualification, induction and development and to leadership development and succession planning and also in relation to identification and transfer of successful practice. The growing success of this partnership is also evident in the successful joint bid for an alternative provision Free School aimed at eliminating permanent exclusions and increasing the pathways from education to employment.
49. The Council is developing a strategy of school community engagement in order to facilitate parental and school-led system development and as funding reforms are rolled out, so affecting the viability of some school budgets, this policy will continue in order to ensure small school settings serving rural communities can reconfigure the way they are run in order to continue to provide education close to home .

Principle 5 - The ambition to achieve a single phase of education 0 -19 and reduce school transfer points

50. There is evidence that learning can be lost at points of transfer between schools and also transition within schools from one phase or key stage to another. There are two ways in which this can be adressed
51. The first is to design systems that limit the number of points at which a child transfers from one school to another. The second is to promote collaboration amongst schools through which a cohort of children will pass, on such issues as continuity of pedagogy, curriculum, expectations, progress, behaviour and ethos.
52. A federation or trust with close agreement between its constituent schools and with the knowledge of the community it serves could mitigate some of these effects. Reducing transfer and transition or the effects of transfer and transition is therefore suggested that this is a consideration that should be evaluated in the context of school place planning.
53. The Council will continue to develop integrated early years provision in a variety of settings, wrapping childcare around nursery education provision to ensure that all parents that require it have access to an extended and flexible early years offer so that they can access training or work.
54. Where new early years provision is needed as a result of demographic growth or changes in entitlement, and is forecast to be required in a similar timeframe and location as proposed new lower or primary places, the Council will seek to develop both new provisions on the school site and under its leadership.

Principle 6 - The need to support the Raising of the Participation Age (RPA)

55. Coalition Government policy is to ensure that all young people are in either education, training or work related education / training full time up to the age of 18 by September 2015. The Council will therefore need to consider the way in which proposals for new or expanded schools and Academies will support it in meeting this raised participation age and support educational establishments and employers in delivering this.
56. The Council will also support the maintenance of a diverse range of post-16 provision, enabling students to choose between remaining at upper school, transferring to an FE college or taking advantage of vocational routes of study. The Council will continue to support and strengthen the 14-19 strategic partnership subgroup of the Children's Trust so that it can work together to improve outcomes and it will support providers to access post 16 funding from the Education Funding Agency.

Principle 7 – To seek opportunities to create inspirational learning environments for the school and to maximise community use

57. The Council will adopt a high standard of design and community engagement as part of its evaluation of the proposals for major new and expanding school provision in Central Bedfordshire. This will define the basis for calculation of planning obligations that will be required from housing developers where additional infrastructure is required.
58. The briefing of projects to expand existing provision will include an assessment of the suitability of the premises to ensure pre existing deficiencies in provision can be considered in order to provide premises that are fit for purpose for the increased capacity of the school.
59. The Council will support opportunities to pool funding from other sources in any planned expanded or new provision and it will seek guarantees for sustainable, enhanced community use of the school's facilities where capital investment is being committed.

Principle 8 – To promote the diversity of provision offered in Central Bedfordshire to increase opportunities for parental choice

60. Central Bedfordshire has a comprehensive system of education providing educational opportunities for all its pupils and the Council recognises, supports and encourages the need for a diverse range and ethos within the schools in the area to provide opportunities for parental choice.
61. The Central Bedfordshire geographical area comprises only co-educational schools and the majority of schools are based on a three tier system of education although schools are encouraged to consider alternative models of leadership, governance and school organisation to achieve the Council's overarching aim of raising standards.

62. The Council's aim is to create a more diverse school system offering excellence and choice, where each school has a strong ethos and sense of mission and may act as a centre of excellence in particular areas or offer specialist provision in order to meet the aspirations of parents, help raise local standards and narrow attainment gaps.
63. While a good supply of non denominational provision is essential, parents have a right to select a denominational education for their children if they wish. Within Central Bedfordshire, there are Church of England lower, middle and upper schools although Roman Catholic provision is only represented at lower and primary school. No other faiths are currently provided for in Central Bedfordshire.
64. Some faith based provision is below national rates of representation in some phases in Central Bedfordshire. Where there is a need for new school places and there is unmet parental demand for particular faith provision, the Council will consider supporting an increase in such provision where it will bring the area closer to national averages for each individual faith based provision and where other factors such as an evaluation against the potential of the school to raise education standards will not be compromised. As part of the annual appraisal of the impact of the principles there will be an equalities impact assessment to ensure that there are no unintended consequences of promoting faith based provision on those who have minority or no faiths on access to school places.
65. The Council will continue to support the establishment of Trusts, Federations and Multi Academy Trusts who share the ambition of the Council's Education Vision and its principles which are now seen in the context of the enhanced complexity created by increased numbers of academies, academy chain partners and school self-determination.
66. The Council will welcome the parent or other promoter of any free school in Central Bedfordshire and will consider the allocation of financial support where the proposal is approved by the DfE and it meets a demand identified as a result of demographic growth in the area.

Principle 9 – To support vulnerable learners in Area Special Schools and integrate appropriate Special Educational Needs provision within mainstream schools

67. The Council will continue to support close links between mainstream and special school sectors, building better partnerships and improving co-ordination of services. While most children with special educational needs attend their local mainstream schools we will continue to support the model of area special schools.
68. The Council will also continue to maintain and support specialist provisions in some lower, middle and upper schools for children who require a more specialist approach to meeting their special educational needs.
69. The Council will also support the establishment of alternative provision for pupils who are excluded or at risk of exclusion and for whom an alternative curriculum is more appropriate.

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Appendix C

	Target implementation date	Gross Cost	S106 Total	Basic Need	School / Other
<u>Leighton/Linslade Area</u>					
Greenleas (Sandhills) 2 FE (300 place) Lower	September 2013	4,804,463	4,728,512	75,951	
New 2FE (300 place) Lower at Clipstone Park	September 2017	5,002,502	3,391,250	1,611,252	
New 4FE (480 place) Middle at Clipstone Park	September 2018	10,929,541	5,429,760	5,499,781	
Extension to Vandyke Upper (Phase 1)	September 2014	1,656,895	896,915	234,458	525,522
Extension to Vandyke Upper (Phase 2) from 1000 to 1500 places	September 2017	6,329,331	5,687,040	389,619	252,672
<u>Dunstable and Houghton Regis Area</u>					
New 2FE (420 place) Primary School North H.Regis	September 2016	7,063,672	3,893,726	3,169,946	
Extension to Secondary School for North H.Regis	September 2016	14,430,429	9,095,394	5,335,035	
<u>Sandy and Biggleswade Area</u>					
New 2FE (300 place) Lower at Kings Reach, Biggleswade	September 2015	5,002,502	2,637,408	2,365,094	
Extension to Middle School from 480 to 600 places, Biggleswade	September 2016	1,383,405	1,383,405	0	
Extension to Upper School from 1250 to 1650 places, Biggleswade	September 2014	8,400,000	3,800,681	4,599,319	

Harlington Area

New/replacement 270 place Lower, Silsoe September 2016 3,344,688 1,392,879 1,951,809

Redbourne Area

Extension to Lower School from 300 to 450 places, Ampthill September 2015 3,123,799 1,040,889 2,082,910

Extension to Middle School from 600 to 720 places, Ampthill September 2014 1,540,258 1,540,258 0

Extension to Upper School from 1450 to 1650 places (Phase 1) September 2014 2,527,620 1,926,344 601,276

Samuel Whitbread Area

Extension to Shefford Lower School from 300 to 450 places September 2013 2,711,081 189,849 2,521,232

Extension to Fairfield Park Lower School from 150 to 300 places September 2013 3,191,502 947 3,190,555

New 2FE (300 place) Lower at Arlesey September 2016 5,251,161 2,347,454 2,903,707

Extension to Middle School from 480 to 600 places, Arlesey September 2015 2,881,542 2,346,446 535,096

Extension to Middle School from 720 to 840 places, Shefford September 2015 1,427,926 609,126 818,800

Expansion of Upper School age range places from 1750 to 2050 in Bedfordshire East Multi Academy Trust September 2015 4,498,371 1,118,678 3,379,693

Wootton Area

Extension to Lower School from 270 to 420 places, Marston	September 2014	2,191,860	732,240	1,459,620
Extension to Lower School from 300 to 450 places, Cranfield	September 2015	2,253,187	833,218	1,419,969
Extension to Middle School from 480 to 600 places, Cranfield	September 2015	1,383,405	835,288	548,117

New

Extension to Lower School from 225 to 300 places, Stotfold	September 2015	1,219,776	282,374	937,402
Extension to Lower School from 300 to 375 places, Potton	September 2017	1,285,544	0	1,285,544

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Meeting: Executive
Date: 5 February 2013
Subject: Determination of Admission Arrangements 2014/15
Report of: Cllr Mark Versallion, Executive Member for Children's Services
Summary: The report seeks Executive approval to determine the Council's Admission Arrangements for 2014/15, specifically the local authority's co-ordinated admissions scheme and the local authority's admission arrangements for Community and VC Schools.

Advising Officer: Edwina Grant, Director of Children's Services
Contact Officer: Pete Dudley, Assistant Director Children's Services (Learning, Commissioning & Partnerships)
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes

CORPORATE IMPLICATIONS

Council Priorities:

The report supports Central Bedfordshire's Medium Term Plan: *Delivering your priorities – Our Plan for Central Bedfordshire 2012-2016* and the specific priority of Improved Educational Attainment.

Financial:

1. There are no direct financial implications arising from Executive approving the determined admission arrangements.

Legal:

2. Regulations contained within the School Admissions Code sets out the requirement for the Local Authority to have a co-ordinated admissions scheme for the area. If an Admissions Authority proposes to make amendments to their arrangements they must consult between the 1 November and the 1 March the following year for a minimum of 8 weeks. Admission Authorities must determine their admission arrangements by the 15 April each year, for implementation in the academic year succeeding the next.
3. For Community and Voluntary Controlled schools the Admissions Authority is the Local Authority. Academies, Foundation, Trust and Voluntary Aided schools are their own Admission Authority and are therefore responsible for their admission arrangements.

4. The Council has fulfilled its statutory responsibilities by consulting within the timescales set out above and conducting a consultation with the relevant parties on the co-ordinated admissions scheme and the proposed changes to admission arrangements for Community and Voluntary Controlled schools. Thoughts and comments have been invited from all consultees, which have informed the outcome of the process. It is therefore necessary for the Council to determine its arrangements by 15 April 2013 for the academic year of 2014/15.

Risk Management:

5. This report sets out the statutory requirement for the Council to determine the co-ordinated admissions scheme for the area and the admission arrangements for Community and Voluntary Controlled schools. The risk of not doing so would result in:
- Failure to discharge statutory duty by not having a co-ordinated scheme in place for the area which sets out the admissions process.
 - Failure of not having oversubscription criteria for Community and Voluntary controlled schools if more applications were received than places were available.

In determining the co-ordinated admissions scheme and admissions arrangements for Community and Voluntary Controlled schools, objections to the admission arrangements can be referred to the Office of the Schools Adjudicator and must be referred by 30 June in the determination year. There is a risk therefore of the Schools Adjudicator upholding an objection and the Council being required to amend their admission arrangements, known as a variation of admission arrangements.

Staffing (including Trades Unions):

6. Not applicable.

Equalities/Human Rights:

7. The School Admissions Code sets out the duty on Local Authorities and Admission Authorities to produce admission arrangements which are fair, clear and objective, which can be easily understood by parents. Admission arrangements must comply with regulations and legislation including the Equality Act 2010 and the Human Rights Act 1998.
8. 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. As part of the development of the admission arrangements for Community and Voluntary Controlled schools, the Council has carried out an equality impact assessment to check that the proposed changes do not have a disproportionate or negative impact on vulnerable groups.

Public Health

9. Not applicable.

Community Safety:

10. Not applicable.

Sustainability:

11. Not applicable.

Procurement:

12. Not applicable.

Overview and Scrutiny:

13. Children's Services Overview and Scrutiny Committee considered the Consultation on Admission Arrangements 2014/15 report on 11 December 2012. The Committee was generally supportive of the proposed admission arrangements outlined within the report but also acknowledged the need for Members to encourage parents, school governors and head teachers to respond to the consultation before final admission arrangements were determined.

The complexity of some of the issues which had been raised was acknowledged and the possibility of reviewing admission arrangements to reflect particular local circumstances following the consultation exercise considered. It was therefore important to encourage a good response rate to the consultation exercise, which would hopefully capture these issues in more detail.

RECOMMENDATIONS:

The Executive is asked to:

- 1. approve the Council's co-ordinated admissions scheme as attached at Appendix 1 and 2 to this report; and**
- 2. approve the admission arrangements for Community and Voluntary Controlled schools for the academic year 2014/15 as set out in Appendix 3 and Appendix 4 to this report.**

Reason for Recommendations: To enable the Council to meet its statutory obligations to determine its admission arrangements by 15 April 2013 for admissions in the academic year of 2014/15.

Executive Summary

14. The Local Authority has a statutory duty to ensure that admissions are co-ordinated for all admission authorities in their area for all children being admitted into the normal year of entry and that only one offer of a school place is made. The Co-ordinated Admissions Scheme for the academic year 2014/15 fulfils this requirement, setting out the timeframes for processing admission applications.
15. In addition, as the Local Authority is the Admission Authority for Community and Voluntary Controlled schools it is responsible for the admission arrangements, including determination of the admissions criteria in the event of oversubscription to these schools.
16. The consultation on proposed admissions criteria for the academic year of 2014/15 has now closed and responses and comments have been considered. This report sets out the key findings from the consultation and the process which needs to be followed for the Council to determine its admission arrangements. This requires the recommendations for the co-ordinated admissions scheme and the admission arrangements for Community and Voluntary Controlled schools to be approved by the Council's Executive.

Introduction

17. The School Standards and Framework Act 1998 requires the Council to consult on its co-ordinated scheme and to consult on admissions arrangements for Community and Voluntary Controlled schools where changes are proposed. The consultation must be conducted for a period of 8 weeks, commencing no earlier than 1 November and concluding by 1 March the following year. Arrangements must then be determined by 15 April.
18. On the 6 November 2012, the Council's Executive approved a recommendation to commence a consultation on the Council's admission arrangements which included the co-ordinated admissions scheme and the admission arrangements for Community and Voluntary Controlled schools.
19. The consultation commenced on 12 November 2012 and concluded on 21 January 2013 allowing over 8 weeks for all interested parties to respond in order to take into account the end of the Autumn term break.
20. Legislation prescribes that the consultees must include the following:
 - a) Parents of children between the ages of two and eighteen.
 - b) Other persons in the relevant area who in the opinion of the Admissions Authority have an interest in the proposed admissions.
 - c) All other admission authorities within the relevant area.
 - d) The Governing Bodies of Community and Voluntary Controlled schools.
 - e) Adjoining neighbouring local authorities.
 - f) The body or person representing religious denomination schools.

22. The consultation was publicised via the following methods:

A letter was sent to:

- Headteachers and Chairs of Governors of Community and Voluntary Controlled schools in Central Bedfordshire.
- Headteachers/Principals of Academies, Foundation, Trust and Voluntary Aided schools in Central Bedfordshire, with a copy of the letter being sent to the Roman Catholic Diocesan Board and the Church of England Diocesan Board.

Posters to publicise the consultation, detailing the website address to access information were sent to:

- Schools and academies in Central Bedfordshire
- Nurseries and Children's Centre
- Town and Parish Councils
- Citizen's Advice Bureau
- Disability Resource Centre
- Community Centres
- Supermarkets

An email was also sent to neighbouring local authorities and publicised through a press release to the local newspapers.

23. Drop in sessions were also held for all Headteachers/Principals and Governing Bodies at Schools and Academies in Central Bedfordshire. These were held over three separate dates in December in Priory House, Watling House and a school in Leighton Buzzard to provide an opportunity to discuss the proposals and raise queries.

Consultation Responses - Co-ordinated Scheme for Admission

24. No comments were received in relation to the proposed co-ordinated scheme of admissions and approval is therefore recommended for the proposed scheme for Lower, Primary, Middle and for Secondary, Upper and the University Technical College as attached in Appendix 1 and 2 to this report.

Consultation Responses – Admission Criteria for all Community and Voluntary Controlled Schools

25. The admission criteria for all Community and Voluntary Controlled schools in the event of oversubscription for the Academic Year 2014/15 was proposed and consulted on as follows:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Pupils with siblings at the school
- 3) Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

26. 84 responses were received to the consultation. 44% stated support for the proposals and 45% of respondents objected, with 11% neither agreeing or disagreeing.

Key Objections to the Proposals regarded the following:

27.
 - Different systems could be in operation as academies and own admission authority schools can set their own admissions criteria.

This is currently the case and academies and own Admissions Authority schools have admissions criteria which differs from that of the Council's.

28.
 - Catchment areas promote a sense of community and this could be lost. There could also be areas where children fail to gain a place at their local or nearest school.

Respondents in some rural areas identified local issues where some children in the current catchment area would be further away from the school than others on straight line distance and thus would not be able to gain a place at the school if it was oversubscribed. Other respondents raised examples of how children who are currently in the catchment school are nearer to another school on straight line distance which would change their current transitional destination.

Some attendees at the drop in sessions expressed concern that if straight line distance was applied, pupils in rural areas could gain a place at their local lower school on a distance basis, however when transferring to middle or upper school, these pupils would live further away and in the event of oversubscription could therefore find themselves without a place at their nearest middle or upper school due to the fact that they live further away than children from urban areas.

29.
 - School transport arrangements for children.

Concerns were raised regarding school transport. For many children living in rural areas the local lower school is the nearest to them, however the catchment middle or upper school is further away and may not be the nearest school on straight line distance. Some schools were concerned that the continuation of education within an established pyramid of schools could be disrupted if parents opted for the nearest middle or upper school on straight line distance in order to qualify for transport (if eligible, rather than opting for what was the catchment school and being responsible for transport costs as this is further away on a straight line distance basis).

30.
 - The sibling criterion could result in children who live further away from a school gaining a place to the detriment of more local children.

This could be the case where a family has gained admission to a school for an older child and has moved further away. The proposed sibling criterion was intended to keep siblings together and ease the logistical burden for parents.

The current policy gives priority to 'Pupils living in the catchment area with siblings at the school' as criterion two and then prioritises 'Other siblings' after 'Very exceptional' medical grounds' and before 'Any Other children'. The proposed change would give priority to siblings regardless of the distance from the school.

31.
 - Feeder school/nursery criterion.

Comments were received in relation to the removal of this criterion which exists in some of the policies for Community and Voluntary Controlled schools. The criterion aids a pupil's continuation and progression to the school. However this disadvantages those children who are unable to attend the feeder school or nursery, for instance where it is oversubscribed or where parents opt for a non-feeder school in order to fit in with child care arrangements.

Key Comments of those in Support of the Proposals, made the following Remarks:

32.
 - Removing catchment areas would simplify a process which can feel confusing as a result of the variety of age ranges and provision that operate in the Central Bedfordshire school system.
 - Straight line distance would make more sense than the current catchment rules and would assist in situations where the current catchment school is further away and oversubscribed and where a place can be gained at a nearer school.

The two points listed above were the objective of the proposed criteria and the reasons behind this were outlined in the consultation on the admission arrangements.

33.
 - Sibling criterion

Most parents prefer their children to attend the same school where possible as it is more convenient and provides a family with continuity. It was suggested that the sibling rule should be expanded to include other relatives (e.g. cousins) which would be beneficial where grandparents provide childcare to families.

The consultation document detailing the proposed admission arrangements for Community and Voluntary Controlled schools set out the reasons for proposing the sibling criterion which were to ease the logistical burden for parents by having children at the same school. However, priority should not be expanded to include other relatives as this would disadvantage other families.

34.
 - It was suggested that while the policy would be practicable in urban areas such as Leighton Buzzard, Dunstable and Houghton Regis, rural areas would be better served by a catchment area.

Views expressed at the drop in sessions were that while removing catchment areas and moving to an open admissions policy was a good idea, such a policy should be delayed while changes to age ranges for schools and academies were taking place in such areas as Dunstable and Houghton Regis.

Conclusion to Consultation on the Admissions Arrangements

35. Following feedback received during the consultation period it became apparent that although an open admission system would introduce simplicity and freedom of choice to the admissions process for parents, some of the complex local issues need further exploration in order to ensure that children in rural areas are not disadvantaged or that a child's transitional pathway is not changed from what was traditionally regarded as their local school.
36. Although some expressed concern over the removal of the feeder school/nursery criterion, removing this criterion would create greater fairness to the admissions process by not giving children priority for a place based on their attendance at a feeder school/nursery. The removal of the 'very exceptional' medical needs criterion did not generate significant concerns and will be removed.
37. Following the consideration of all of the responses received during the consultation, it is recommended that Executive approve the following admissions criteria for all Community and Voluntary Controlled schools for the academic year of 2014/15.
- 1) All 'looked after' children or children who were previously 'looked after'
 - 2) Children living in the catchment area with siblings at the school
 - 3) Children living in the catchment area
 - 4) Other children with siblings at the school
 - 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The above criteria will apply to all Community and Voluntary Controlled lower and middle schools except Greenleas Lower School (Sandhills site) in Leighton Buzzard, where the following will apply:

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children with siblings at the school
- 3) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The reason why Greenleas Lower School is treated differently is that the admissions criteria for Greenleas Lower School (Sandhills site) was approved by Executive on 6 November 2012. The school is an expansion to the existing Greenleas Lower School on a separate site and will not serve a defined catchment area, but will provide school places to children living primarily on the new Sandhills development.

Admissions Arrangements for Specific Community and Voluntary Controlled Schools

38. The admission arrangements for Community and Voluntary Controlled schools comprise of the admissions criteria and the published admission numbers (PAN) for each school. The published admission number (PAN) for each school is the maximum number of pupils that can be admitted to the relevant year group.
39. In the proposed admission arrangements the admission number for Watling Lower School was consulted on as 30, however a PAN of 45 will be determined instead, which is the school's current PAN. This amendment does not require further consultation, as regulations only require admissions authorities to consult on a published admission number where a decrease is proposed.
40. Two Community and Voluntary Controlled schools expressed a wish to increase their published number from September 2014, as follows:
 - Russell Lower School: increase of PAN from 54 to 60.
 - Slip End Lower School: increase of PAN from 22 to 24.

Method of Determination

41. Central Bedfordshire Council, acting as the local authority is required to determine the co-ordinated admissions scheme and admissions arrangements for Community and Voluntary controlled schools by 15 April. The appropriate bodies must therefore be notified upon determination which are:
 - a) Parents of children between the ages of two and eighteen
 - b) Other persons in the relevant area who in the opinion of the Admissions Authority have an interest in the proposed admissions
 - c) All other admission authorities within the relevant area
 - d) The Governing Bodies of Community and Voluntary Controlled schools
 - e) Adjoining neighbouring local authorities
 - f) The body or person representing religious denomination schools.

42. A copy of the determined arrangements for Community and Voluntary controlled schools must be published on the Council's website. The Council also has a duty to publish details of admission arrangements for Academies and own Admission Authority schools by 1 May in the determination year.

Conclusion and Next Steps

43. As the Council, acting as the Local Authority, has conducted a consultation on the co-ordinated scheme for admission and the admission arrangements for Community and Voluntary Controlled school according to regulations and has sought and considered responses from all consultees it is recommended that these are approved so the Council can determine the admission arrangements by 15 April 2013 as required by legislation.

Appendices:

Appendix 1 – Lower, Primary and Middle 2014/15 co-ordinated admissions scheme

Appendix 2 – Secondary, Upper and UTC 2014/15 co-ordinated admissions scheme

Appendix 3 – Community and Voluntary Controlled schools admissions policy 2014/15.

Appendix 4 - Community and Voluntary Controlled schools admission numbers 2014/15.

Background Papers:

Equality Impact Assessment

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
LOWER, PRIMARY AND MIDDLE SCHOOLS AND ACADEMIES**

ACADEMIC YEAR 2014/2015

1. Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all lower, primary and middle schools and academies admissions in the Central Bedfordshire Council area from September 2014.
- 1.5. Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school available for another pupil.

2. The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Lower Schools and Academies
 - b) Primary Schools and Academies
 - c) Middle Schools and Academies
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Lower or Primary school/academy (Year R), or
 - Middle school/academy (Year 5).
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice
- 2.6. **Admissions for the normal year of entry into a Lower or Primary School (Year R):**
 - 2.6.1 Parents of all children born between **01/09/09 and 31/08/10** and living in Central Bedfordshire will be able to apply for a school or academy place online or by using the CAF. The CAF will be available from any local lower

or primary school or academy, from the School Admissions Team or it can be downloaded from the Local Authority website.

2.6.2 Parents of children living in Central Bedfordshire who wish to apply for a primary or lower school or academy place in another Local Authority must apply online or use the CAF.

2.6.3 Parents of children who do not live in Central Bedfordshire but who wish to apply for a place at a Central Bedfordshire school or academy must make their application to their home Local Authority.

2.6.4 Deferred Entry: Parents of children offered a place for admission in September may defer the admission until January or April, provided the child is not of statutory school age. Parents cannot defer admission beyond statutory school age nor beyond the academic year for which the place was offered.

2.7. Admission into the normal year of entry into a Middle School (Year 5)

2.7.1. Parents of all children living in Central Bedfordshire and attending a lower school or academy in the Local Authority area will receive the details about the transfer process and how to apply.

2.7.2. Parents of children attending a lower school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.

2.7.3. Parents of children living in Central Bedfordshire but not attending a lower school or academy, in the Local Authority area and who wish to apply for a middle school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Lower, Primary and Middle schools

Lower/Primary:

3.1. In **September 2013**, the Local Authority admissions booklet and the CAF will be available to parents of children living in Central Bedfordshire. Parents of children who do not live in Central Bedfordshire must apply to their home Local Authority.

3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **15 January 2014**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Middle transfer:

3.3. In **September 2013** information is sent to parents of all children attending a lower school or academy in the Local Authority area. Parents of children

who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.

- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **15 January 2014**. If the child is attending a lower school in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Lower, Primary and Middle admissions

- 3.5. By **17 February 2014** All preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.6. By **14 March 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 3.7. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
 - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 3.8. Between **19 March 2014 and 26 March 2014** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.9. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for

a particular school or academy over those who have not.

- 3.10 On **14 April 2014** all middle schools and academies will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.11. On **16 April 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a place in another Local Authority school or academy. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority on the date determined by that Local Authority.
- 3.12 By **30 April 2014** parents are to notify School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.13 By **30 April 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

4. Late Applications

- 4.1 The closing date for applications in the normal admissions round is **15 January 2014**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2. Late applications received from 16 January until 16 April will be processed as part of the initial late allocation round and will be logged onto the database by **5 May 2014**.
- 4.3. The School Admissions Team will notify the admission authority for each foundation, trust school and voluntary aided school and academy of every nomination that has been made for that school or academy by **5 May 2014**.
- 4.4. Applications for places in other Local Authority schools / academies will be sent to those authorities by **5 May 2014**.
- 4.5. By **19 May 2014** the admission authority for each foundation, trust and voluntary aided school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6. The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 4.7. Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9. On **2 June 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.
- 4.10. Late applications received on or after the 17 April will be processed from **3 June 2014**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for schools who are their own admission authority (foundation, trust and VA) and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make

contact with the local school, academy or the Local Authority.

- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Team for determination.
- 6.4. If the first preference school is its own admission authority or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Team and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Team will liaise with the school / academy to determine whether a place can be offered.
- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be offered parents will have the right of appeal.
- 6.6. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy.

**Timetable for Co-ordinated Admissions to:
Lower, Primary and Middle Schools and Academies for academic year 2014/15**

September 2013	Information about the transfer process issued
15 January 2014	Closing date for receipt of applications
17 February 2014	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority middle schools and academies sent to those authorities
14 March 2014	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
19 March 2014 – 26 March 2014	Between these dates information to be exchanged with other Local Authorities on potential offers
14 April 2014	Information on pupils to be offered places will be available to schools and academies via the web based School Admissions Module
16 April 2014	Notification to be posted to parents living in Central Bedfordshire and available online
30 April 2014	Date by which parents reject the offer of a place if not required.
5 May 2014	Late applications received between 16 January and 16 April 2014 will be logged onto the database by this date.
5 May 2014	The School Admissions Team will notify the admission authority for each foundation, trust and voluntary aided school and academy of every nomination that has been made for that school or academy and applications for places in other Local Authority schools / academies will be sent to those authorities
19 May 2014	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
2 June 2014	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
3 June 2014	Late applications received on or after 17 April will be processed from this date.

**CO-ORDINATED SCHEME FOR ADMISSIONS TO:
SECONDARY AND UPPER SCHOOLS AND ACADEMIES AND THE
UNIVERSITY TECHNICAL COLLEGE**

ACADEMIC YEAR 2014/2015

Section 1

Introduction

- 1.1 The School Standards and Framework Act 1998, as amended by the Education Act 2002 and supported by The School Admission (Co-ordination of Admission Arrangements) (England) Regulations 2008, requires Local Authorities to formulate a scheme for co-ordinating admission arrangements for all maintained schools in their area. Academies are required to participate in the co-ordinated scheme.
- 1.2 A school is defined as any maintained community, voluntary controlled, foundation, trust school or voluntary-aided school or academy in the Central Bedfordshire Council area.
- 1.3 Central Bedfordshire Council, acting as the Local Authority is the admission authority for all community and voluntary controlled schools. The admission authority for foundation, trust and voluntary aided schools and academies is the governing body.
- 1.4 This scheme will apply to all secondary and upper schools and academies and the University Technical College in the Central Bedfordshire Council area from September 2014.
- 1.5 Any reference to Central Bedfordshire is a reference to the administrative area of the unitary authority.
- 1.6 Central Bedfordshire Council uses the equal preference system to process admission applications, as outlined below:
 - 1.6.1 Stage 1

All first, second and third preference applications are considered equally against the admissions criteria. At this stage the Council does not distinguish between first, second and third preference applications. For example, if the school has 120 places and there are 150 first, second and third preference applications all are considered equally against the admissions criteria.

1.6.2 Stage 2

If a pupil qualifies for a place at more than one school or academy the parent's highest ranked preference (i.e. first or second preference on the parent's application form) will be offered, and any lower ranking offers will be disregarded. For example a parent's first and third preferences might both qualify for a place, in which case the parent would be offered their first preference, leaving the place at the third preference school or academy available for another pupil.

Section 2

The Scheme

- 2.1. This scheme is for admissions in the normal year of entry for:
 - a) Secondary Schools and Academies
 - b) Upper Schools and Academies
 - c) University Technical College (UTC)
- 2.2. There will be a standard form known as the Common Application Form (CAF). Parents of children living in Central Bedfordshire will also be able to apply online for a school or academy place.
- 2.3. The CAF or online application will be used for the purposes of admitting children into the first year of a:
 - Secondary school/academy (Year 7), or
 - Upper school/academy (Year 9), or
 - University Technical College (Year 10)
- 2.4. The CAF or online application form will enable parents/carers to:
 - express a preference for up to 3 schools / academies
 - rank their preferences
 - give reasons for their preferences
- 2.5. Information will be provided on the admissions process in the form of the admissions booklet and will contain information on:
 - a) the schools and academies in Central Bedfordshire
 - b) dates of open evenings (where applicable)
 - c) Schools and academies admission numbers and admissions criteria
 - d) how to complete an application
 - e) how places are allocated
 - f) timetable for the application and allocation process
 - g) school transport
 - h) who to contact for advice

2.6. Admission into the normal year of entry into a Secondary School/ Academy (Year 7)

- 2.6.1 Parents of all children living in Central Bedfordshire and attending a primary school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.6.2 Parents of children attending a primary school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.6.3 Parents of children living in Central Bedfordshire but not attending a primary school or academy, in the Local Authority area and who wish to apply for a secondary school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.7. Admission into the normal year of entry into an Upper School (Year 9)

- 2.7.1 Parents of all children living in Central Bedfordshire and attending a middle school or academy, in the Local Authority area will receive the details about the transfer process and how to apply.
- 2.7.2 Parents of children attending a middle school or academy, in Central Bedfordshire who do not live in the Local Authority area must make their application to their home Local Authority.
- 2.7.3 Parents of children living in Central Bedfordshire but not attending a middle school or academy, in the Local Authority area and who wish to apply for an upper school or academy place may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

2.8. Admission into the normal year of entry into a University Technical College (Year 10)

- 2.8.1 Parents of children living in Central Bedfordshire and who wish to apply for a place at the University Technical College may make their application online or obtain the CAF and School Admissions booklet from the School Admissions Team. The CAF and booklet are also available to download from the Local Authority website.

3. Timetable for admissions into Secondary and Upper schools and academies and the University Technical College

Secondary:

- 3.1. In **September 2013**, information is sent to parents of all children attending a primary school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.2. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Upper:

- 3.3. In **September 2013** information is sent to parents of all children attending a middle school or academy in the Local Authority area. Parents of children who do not live in Central Bedfordshire will be advised to contact their home Local Authority in order to make their application.
- 3.4. Completed online applications are to be submitted and CAFs are to be returned to the School Admissions Team by **31 October 2013**. If the child is attending a lower school or academy in Central Bedfordshire a CAF can be returned via the lower school or academy who will forward it to the School Admissions Team. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

University Technical College:

- 3.5. Completed online applications and CAFs are to be submitted to the School Admissions Team by **31 October 2013**. Parents of children who do not live in Central Bedfordshire must have applied to their home Local Authority by this date.

Secondary, Upper and University Technical College transfer admissions

- 3.6. By **6 December 2013** all preferences will be logged on the database and the School Admissions Team will notify the admission authority for each foundation, trust school or voluntary aided school and academy of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies are sent to those authorities.
- 3.7. By **17 January 2014** the admission authority for each foundation, trust or voluntary aided school and academy will consider all applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally

against the admissions criteria.

- 3.8. The School Admissions Team will match the ranked lists against the ranked lists of other schools or academies nominated.

where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child

where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference

- 3.9. Between **3 February 2014 and 14 February 2014** information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 3.10. Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 3.11. On **26 February 2014** all Secondary and Upper schools and academies and the University Technical College will have access to details of the pupils to be offered places via the web based School Admissions Module.
- 3.12. On **3 March 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, including those who have applied for a secondary or upper school or academy place or a place at the University Technical College in another Local Authority. Parents who have applied online will be able to access the decision online. Parents of children who do not live in Central Bedfordshire will be notified by their home Local Authority.
- 3.13. By **17 March 2014** parents are to notify the School Admissions Team of their rejection of the place offered if this is no longer required. If parents do not respond by this date it will be assumed that they have accepted the place.
- 3.14. By **17 March 2014** parents not offered a place will be invited to request a place at a school or academy with vacancies.

4. Late Applications

Appendix 2

- 4.1 The closing date for applications in the normal admissions round is **31 October 2013**. Applications received after this date will be considered late and will be processed after the initial allocation of places.
- 4.2 Late applications received from 31 October until 3 March will be processed as part of the initial late allocation round and will be logged onto the database by **21 March 2014**.
- 4.3 The School Admissions Team will notify the admission authority for each foundation, voluntary aided, trust school and academy of every nomination that has been made for that school or academy by **21 March 2014**.
- 4.4 Applications for places in other Local Authority schools / academies will also be sent to those authorities by **21 March 2014**.
- 4.5 By **4 April 2014** the admission authority for each foundation, voluntary aided, trust school and academy will consider all their initial late applications for their school or academy, apply their oversubscription criteria and provide the School Admissions Team with a list of those applicants ranked according to their oversubscription criteria. All preferences will be ranked equally against the admissions criteria.
- 4.6 The School Admissions Team will process the ranked lists against the ranked lists of other schools or academies nominated and:
 - where the child is eligible for a place at only one of the nominated schools or academies, that school or academy will be allocated to the child
 - where the child is eligible for a place at two or more of the nominated schools or academies, they will be allocated a place at whichever of these is the highest ranked preference
- 4.7 Information will be exchanged with other Local Authorities on potential offers (i.e. a Central Bedfordshire child applying for a place in another Local Authority area or a child from another Local Authority applying for a place at a Central Bedfordshire school or academy) to determine the allocation of a place at the highest ranked preference.
- 4.8 Where the child is not eligible for a place at any of the nominated schools or academies, the child will be allocated a place at the nearest appropriate school or academy with a vacancy, but only if the child is resident in Central Bedfordshire. If the child does not reside in Central Bedfordshire, parents will be invited to request a place at any of the schools or academies that still have vacancies, after the allocation process. Priority will always be given to those parents who have expressed a preference for a particular school or academy over those who have not.
- 4.9 On **25 April 2014** the School Admissions Team will post letters to parents of children living in Central Bedfordshire notifying them of the outcome of their applications, if part of the initial late allocation round, including those

who have applied for a place in another Local Authority school or academy where the result of this decision has been received by the timescales outlined above.

- 4.10. Late applications received on or after the 3 March will be processed from **28 April 2014**.

5. Waiting Lists

- 5.1. Pupils not offered a place at their highest preference school or academy or at any of their preferred schools or academies are kept on a waiting list to be re-allocated if places become available. Waiting lists will be maintained until **the end of the academic year for 2014/15** for Community and Voluntary controlled schools. Waiting lists for foundation, trust and VA schools and academies may operate different waiting list arrangements.

6. In-year Admissions (applications received on or after 1 September)

- 6.1. If a parent wishes to apply for a school or academy place on or after the start of the school year or during the school year, because they have either moved into the area or moved within the area or simply because they wish to transfer their child to another school or academy, they are likely to make contact with the local school, academy or the Local Authority.
- 6.2. The Local Authority will make an application form available to enable parents to apply for an in-year place at any school or academy within the Local Authority area. All schools and academies will be supplied with copies of the In-Year guidance notes for parents and copies of the In-Year Admissions application form, which will enable parents to express a preference for up to 3 schools or academies and to rank their preferences. The form will be available on the Local Authority website as an e-form or can be downloaded.
- 6.3. The In-Year application form will be returned to the first preference school. If the first preference school is a community or voluntary controlled school, the school will forward the application to the School Admissions Team for determination.
- 6.4. If the first preference school is its own admission authority (Foundation, Trust or Voluntary Aided) or an academy, the application will be determined and processed by the school or academy. The form will then be submitted to the School Admissions Team and if a place has not been offered at the first preference school, subsequent preferences will be considered. If any of the subsequent preferences are own admission authority schools or academies, the School Admissions Team will liaise with the school / academy to determine whether a place can be offered.
- 6.5. Pupils not offered a place at a community or voluntary controlled schools will be kept on a waiting list which will be maintained for the academic year of admission. Own admission authority schools and academies will have their own waiting list arrangements. In all cases where a place cannot be

Appendix 2

offered parents will have the right of appeal.

- 6.6. If all preferred schools or academies are full and the pupil lives in Central Bedfordshire, a place will generally be offered at the nearest school or academy with places available, unless the child is already attending a local school or academy.

**Timetable for Co-ordinated Admissions to:
Secondary and Upper Schools and Academies and the University Technical College for
academic year 2014/15**

September 2013	Information about the admission process issued
31 October 2013	Closing date for receipt of applications
6 December 2013	By this date details of applications to be sent to foundation, trust and voluntary aided schools and academies. Applications for places in other Local Authority schools and academies sent to those authorities.
17 January 2014	By this date foundation, trust and voluntary aided schools and academies provide the School Admissions Team with ranked lists of applicants
3 February 2014 – 14 February 2014	Between these dates information to be exchanged with other Local Authorities on potential offers
26 February 2014	Information on pupils to be offered places will be available to academies and schools via the web based School Admissions Module.
3 March 2014	Notification to be posted to parents living in Central Bedfordshire and available online
17 March 2014	Date by which parents reject the offer of a place if not required.
21 March 2014	Late applications received between 31 October 2013 and 3 March 2014 will be logged onto the database by this date.
21 March 2014	The School Admissions Team will notify the admission authority for each academy, foundation, trust and voluntary aided school of every nomination that has been made for that school or academy. Applications for places in other Local Authority schools / academies will be sent to those authorities.
4 April 2014	By this date foundation, trust and voluntary aided schools and academies provide School Admissions Team with ranked lists of applicants in the initial late allocation round.
25 April 2014	Notification to be posted to parents living in Central Bedfordshire who have submitted a late application that qualifies for consideration in the initial late allocation round.
28 April 2014	Late applications received on or after 3 March will be processed from this date.

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Community and Voluntary Controlled schools Admissions Policy for Academic Year 2014/15

The following criteria will apply to all Community and Voluntary Controlled schools except Greenleas Lower School (Sandhills site):

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children living in the catchment area with siblings at the school
- 3) Children living in the catchment area
- 4) Other children with siblings at the school
- 5) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

The following criteria will apply to Greenleas Lower School (Sandhills site):

- 1) All 'looked after' children or children who were previously 'looked after'
- 2) Children with siblings at the school
- 3) Children who live nearest to the school determined by straight line distance from the school site to the child's home address

Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full.

Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Tribal Admissions database to allocate the place.

Definitions

'Looked after' children

A 'looked after' child is a child in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Previously 'looked after' children

A previously 'looked after' child is a child who was 'looked after', but ceased to be so because they were adopted or became subject to a residence order or a special guardianship order.

Catchment area

A geographical area from which children are given priority for admission to the particular school. Please see www.centralbedfordshire.gov.uk/admissions for more information on school catchment areas.

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.

Children who live nearest to the school determined by straight line distance from the school site to the pupil's home address

The distance the pupil lives from the school which is measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school.

**CENTRAL BEDFORDSHIRE
COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
DETERMINED ADMISSION NUMBERS – ACADEMIC YEAR 2014/15**

Lower Schools	Year R
Aspley Guise	27
Beauesert	55
Beecroft	60
Caldecote VC	24
Campton	22
Chalton	15
Clipstone Brook	45
Doverly Down	30
Dunstable Icknield	60
Dunton VC	12
Everton	10
Fairfield Park	60
Flitwick	60
Gravenhurst	10
Greenleas (Derwent Rd)	60
Greenleas (Sandhills)	60
Harlington	30
Haynes	24
Heathwood	30
Hockliffe	15
Houghton Conquest	20
Husborne Crawley	12
Kensworth VC	15
Kingsmoor	45
Lancot	60
Lawnside	60
Leedon	60
Linslade	45
Mary Bassett	60
Maulden	30
Ramsey Manor	58
Raynsford VC	30
Ridgmont	15
Roecroft	60
Russell	60
Shefford	90
Shillington	30
Silsoe VC	27
Slip End	24
Southcott	60
Southill	15
Southlands	60
St Andrew's VC	90
St George's	30

St Swithun's VC	30
Stanbridge	24
Stondon	30
Studham VC	15
Swallowfield	58
Templefield	60
Thomas Johnson	18
Toddington St George	60
Totternhoe	29
Watling	45
Woburn	12
Wrestlingworth VC	13

Primary Schools	Year R
Hawthorn Park	60
Houghton Regis	45
Thornhill	30
Tithe Farm	60

Middle Schools	Year 5
Brewers Hill	120
Burgoyne	90
Edward Peake VC	120
Leighton	120
Streetfield	130

Combined	Year Group
Caddington Village School	Year R 60
	Year 5 15

Meeting: Executive
Date: 5 February 2013
Subject: Healthwatch Central Bedfordshire
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing
Summary: The report proposes that the Council commissions Healthwatch Central Bedfordshire as a new and independent organisation formed by existing local community and voluntary organisations working in partnership.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: James Robinson-Morley, Commissioning Manager for Long Term Conditions and Planned Care
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:

- Promote health and wellbeing and protecting the vulnerable by creating Healthwatch Central Bedfordshire as the consumer champion for people using local health and social care services.

Financial:

1. Base budget and Department of Health funding has been identified to support Healthwatch from 2013-15 (c. £140k pa). The Council will assess the suitability of the proposed new company to effectively deliver the functions of Healthwatch and effective financial management by compliance with Charity Commission regulations. The Council would need to ensure an appropriate pension scheme is offered by Healthwatch for any staff affected by TUPE and the Council will continue progress possible TUPE implications including pensions. Department of Health start-up funding for Healthwatch has also been received and could be used against any such financial implications.

Legal:

2. The Council's legal obligations are outlined in the text of the report. The proposals reflect the provisions of Part 14 of the Local Government and Public Involvement in Health Act 2007 as amended by the Health Services and Social Care Act 2012. The Government has recently made regulations which specify a number of criteria that must be met by Local Healthwatch Organisations. It will be important to ensure that Healthwatch Central Bedfordshire matches these criteria.

Risk Management:

3. The following risks have been identified:
 - failure to discharge statutory responsibilities;
 - failure to identify and respond to the needs of the local community;
 - failure to deliver the vision of Healthwatch Central Bedfordshire;
 - failure of collaborative working;
 - lack of community engagement;
 - risk of service/supplier failure;
 - financial risks, including uncertainties over exact levels of funding and continuity of funding;
 - risks associated with the setting up of the legal entity; and
 - staffing risks associated with the transfer of staff.

These risks have been identified and appropriate mitigating action will be taken.

Staffing (including Trades Unions):

4. Healthwatch is to be a new legal entity which will continue functions carried out by LINK in addition to new responsibilities. TUPE regulations for relevant transfers apply when a business or undertaking, or part of one, transfers to a new employer or when a service provision change takes place. The employees employed by the current employer automatically become employees of the new employer when the transfer takes place. The employees affected have the right to be informed and consulted about these changes.

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. National research demonstrates that health experiences can vary across a range of protected characteristics.

6. As part of the development of a service specification for Healthwatch an equality impact assessment has been developed. This has concluded that the specification recognises the need to promote equality and diversity to enable all service users and their representatives, irrespective of age, gender, disability and other protected characteristics to use this channel to voice problems and suggestions for improving the care they need and receive.
7. Equality and diversity requirements were considered to be well documented in the specification to ensure that the service is culturally sensitive and appropriate to the diverse needs of service users and flexible enough to meet the requirements of different people. It also has a focus on improving and widening accessibility, especially for hard to reach groups, through the use of a range of accessible routes including social media, internet, telephone and face-to-face mechanisms.
8. Consideration may need to be given to ensure mechanisms for data gathering and performance monitoring effectively track the involvement and outcomes for groups of people with protected characteristics, as well as geographical monitoring to ensure representative involvement from urban and rural areas. This would provide the necessary assurance that the local Healthwatch remains a representative voice of Central Bedfordshire residents.

Public Health:

9. Healthwatch will play a key role in gathering patient experience data and representing the health concerns and experience of local people. Healthwatch will have input into the refreshing of the Joint Strategic Needs Assessment for Central Bedfordshire to ensure that the health and wellbeing needs of local residents are identified.

Community Safety:

10. Not applicable.

Sustainability:

11. Not applicable.

Procurement:

12. An approved waiver will be sought stating the reasons for the approach being taken, as outlined in the text of this report.

Overview and Scrutiny:

13. This issue is being considered by the Social Care, Health and Housing Overview and Scrutiny Committee on 29 January 2013. Their comments will be available to the Executive meeting.

RECOMMENDATIONS:

The Executive is asked to:

- 1. endorse the approach outlined in this report for the creation of Healthwatch Central Bedfordshire;**
- 2. approve that Healthwatch Central Bedfordshire be established as a legal entity through setting up a corporate body in the form of a company limited by guarantee with charity status;**
- 3. approve that the Council will grant fund this company, by means of a service level agreement, to provide the statutory functions of a local Healthwatch organisation under the Health and Social Care Act 2012; and**
- 4. approve that the Council will performance manage Healthwatch Central Bedfordshire against a service specification issued by the Council.**

Reason for Recommendations:

- (a) To apply best practice learning identified in other Healthwatch Pathfinder areas.*
- (b) To build on the existing provision of health and social care signposting and information within the local community and voluntary sector so that duplication is avoided.*
- (c) To utilise the combined skills and experience from a range of existing community and voluntary organisations in order to deliver the statutory functions of Healthwatch which are greater than currently provided by any one single organisation.*
- (d) To respond to the lessons learned from Local Involvement Network (LINK) by increasing the opportunity for wider engagement from the community and voluntary sector so that there is a broader range of customer experience data to contribute to Joint Strategic Needs Assessment and Health and Wellbeing Board processes.*

Executive Summary

14. The Health and Social Care Act 2012 aims to expand and develop patient and public involvement in health and social care. In April 2013, local Healthwatch organisations will be set up across the country to ensure that the public and service users have a voice that influences health and social care services. Upper tier local authorities will be under a statutory duty to establish, by incorporation or through commissioning, an effective replacement for the existing Local Involvement Networks (LINKs) from April 2013.
15. The Council will receive non-ringfenced funding for Healthwatch Central Bedfordshire from April 2013 to March 2015 in addition to current LINK funding within the Council's base budget.

16. The Department of Health (DH) describes Healthwatch as being a 'consumer champion', reflecting the Department's vision for Healthwatch to:
- provide information to the public about accessing health and social care services and exercising choice in relation to aspects of those services;
 - make the views and experiences of people known to Healthwatch England, helping it to carry out its role as national champion;
 - make recommendations to Healthwatch England to advise the Care Quality Commission to carry out special reviews or investigations into areas of concern (or, if the circumstances justify it, go direct to the CQC with their recommendations, for example if urgent action were required by the CQC);
 - promote and support the involvement of people in the monitoring, commissioning and provision of local health and social care services;
 - obtain the views of people about their needs for and experience of local health and social care services and make those views known to those involved in the commissioning, provision and scrutiny of those services; and
 - make reports and make recommendations about how those services could or should be improved.¹
17. Central Bedfordshire is one of the national Pathfinder areas for Healthwatch and this has enabled the learning from other areas to be applied to plans for Healthwatch Central Bedfordshire. A key piece of learning has been the vision for Healthwatch as a network of networks which draws together data from a range of sources in order to provide members of the public with information about local services and produce a strong evidence base of customer experience to inform decisions by commissioners of local health and social care services.
18. This paper puts forward the case for commissioning Healthwatch through existing community and voluntary organisations working in partnership to bring existing skills and experience into a new and independent organisation of Healthwatch Central Bedfordshire. This approach builds on the existing local provision of health and social care signposting and information and avoids duplication.

Background Information

19. The Health and Social Care Act 2012 aims to expand and develop patient and public involvement in health and social care. In April 2013, local Healthwatch organisations will be set up across the country to ensure that the public and service users have a voice that influences health and social care services. Upper tier local authorities will be under a statutory duty to establish an effective replacement for the existing Local Involvement Networks (LINKs) from April 2013.

¹

See *Local Healthwatch: A strong voice for people – the policy explained* (DH, 2012)

20. The Department of Health (DH) describes Healthwatch as being a 'consumer champion', reflecting the Department's vision for Healthwatch to:
- (a) provide information to the public about accessing health and social care services and exercising choice in relation to aspects of those services;
 - (b) make the views and experiences of people known to Healthwatch England, helping it to carry out its role as national champion;
 - (c) make recommendations to Healthwatch England to advise the Care Quality Commission to carry out special reviews or investigations into areas of concern (or, if the circumstances justify it, go direct to the CQC with their recommendations, for example if urgent action were required by the CQC);
 - (d) promote and support the involvement of people in the monitoring, commissioning and provision of local health and social care services;
 - (e) obtain the views of people about their needs for and experience of local health and social care services and make those views known to those involved in the commissioning, provision and scrutiny of those services; and
 - (f) make reports and make recommendations about how those services could or should be improved.
21. The Council has a duty under the Health & Social Care Act 2012 to oversee the creation of a local Healthwatch organisation which is:
- (a) A corporate body (legal entity) carrying out statutory functions.
 - (b) Not for profit.
 - (c) Able to employ staff and sub-contract statutory functions (if deemed appropriate).
22. The Council will also have an ongoing responsibility for monitoring the effectiveness of Healthwatch Central Bedfordshire.

Learning from Healthwatch Pathfinder Experience

23. The Health and Social Care Act 2012 is not prescriptive as to how local Healthwatch is developed and provides flexibility to Local Authorities to consider how they wish to proceed. As one of the national Pathfinder areas for Healthwatch the Council has been able to learn from other Local Authorities and key pieces of learning informing the approach to Healthwatch Central Bedfordshire include:

- (a) Healthwatch as a network of networks which draws together data from a range of sources in order to provide members of the public with information about local services and produce a strong evidence base of customer experience to inform decisions by commissioners of local health and social care services.
- (b) Approaches in East Sussex, Norfolk and Staffordshire highlight that a collaborative approach with existing community and voluntary sector providers is key to creating a local Healthwatch organisation that can function as a network of networks.

24. The Council has also been learning from the experience of LINKs and recognises the commitment of volunteers who have given themselves to listen to and help improve the experience of people who use local health and social care services. Legacy work has identified the following challenges faced by LINKs and which the proposals for Healthwatch Central Bedfordshire seek to take into address:

- (a) A relatively low level of engagement by the wider community and voluntary sector with LINKs.
- (b) The open membership model for LINKs, along with the tripartite structure of local authority, host organisation and the LINK itself, has led to a lack of identity and accountability.
- (c) Issues of LINKs national visibility and leadership may perhaps be due to the lack of a national organisation, such as Healthwatch England, to provide and to oversee and support local arrangements.

Vision of Values of Healthwatch Central Bedfordshire

25. Responding to this learning, the vision and values for Healthwatch Central Bedfordshire have been co-produced with stakeholders, including LINKs, through a programme of conferences, research and workshops. The vision for Healthwatch Central Bedfordshire is as, "The local consumer champion promoting choice and influencing the provision of high quality health, social care and wellbeing services for all across Central Bedfordshire". Some of the key values underpinning the delivery of this vision are that Healthwatch will:

- (a) have local understanding;
- (b) represent the health and social care views and experience of Central Bedfordshire communities;
- (c) raise issues by drawing upon a robust evidence base of customer experience; and
- (d) work in partnership.

26. A group of community and voluntary organisations, including the LINK, have been working collaboratively to produce a model for Healthwatch Central Bedfordshire in line with the vision, values and also the learning from LINK and other Pathfinder areas.

Corporate Model

27. It is proposed that the group of local community and voluntary sector organisations which have been working on plans for Healthwatch Central Bedfordshire should now create a company limited by guarantee with registered charity status which will deliver the statutory Healthwatch functions to Central Bedfordshire from 1 April 2013. The benefits of this approach are deemed as:
- (a) Learning from best practice examples in East Sussex, Essex and Norfolk which have adopted a similar approach.
 - (b) Drawing upon the breadth of skills and expertise within the local community and voluntary sector whereas a competitive tender route may mean the Council commissioning one organisation to provide Healthwatch functions from the existing pool of Community and Voluntary Sector organisations involved.
 - (c) The opportunity to build on what already exists across the community and voluntary sector, particularly in respect of information and signposting provision.
 - (d) An opportunity to improve engagement across the community and voluntary sector which LINKs legacy work had identified as a lesson to be learned moving into Healthwatch.

Membership Model

28. Membership of Healthwatch Central Bedfordshire will be open to individuals who are living in, receiving care in, or caring for someone who lives or receives care in Central Bedfordshire. Membership will also be open to organisations delivering health and social care information, advice and guidance, community engagement, advocacy or research services to people living in, receiving care in, or caring for someone who lives or receives care in Central Bedfordshire.

Governance Model

29. A Chair and Board of Directors will be recruited as volunteers and selected by an independent appointments panel based on evidence of relevant skills and experience (strategic leadership, finance, communications, etc) against specified role descriptions. The aim of this skills-based approach is to provide a focus for Healthwatch Central Bedfordshire in hearing and representing the health and social care needs of the different communities within Central Bedfordshire. The role of the Chair and Board will be to provide the strategic leadership and governance of Healthwatch Central Bedfordshire. Healthwatch Central Bedfordshire will be accountable to:
- (a) The public through its seat on the Health and Wellbeing Board and publication of an Annual Report.
 - (b) Healthwatch England through its Annual Report and contribution of public experience data to a Healthwatch England database.

- (c) The Council as the authority responsible for commissioning Healthwatch Central Bedfordshire.

Operational Model

- 30. A paid Executive role will be recruited which will be responsible for the resourcing and delivery of the core functions of Healthwatch Central Bedfordshire which have been identified as:
 - (a) **Local insight** – gathering local experience data from customers/patients and providers of health and social care services.
 - (b) **Local voice** - using the data gathered to represent the customer voice in decisions about local health and social care services.
 - (c) **Signposting and information** – building on and coordinating existing signposting and information provision to enable the communities of Central Bedfordshire to access health and social care services.
- 31. Healthwatch Central Bedfordshire will share back office functions (HR/Payroll, ICT, etc) with existing voluntary organisations where appropriate to avoid duplication, maximise partnership working and support value for money.

Funding

- 32. The Council will receive non-ringfenced funding for Healthwatch Central Bedfordshire from April 2013 to March 2015 in addition to current LINK funding within the Council's base budget (c. £140k pa).

The Role of the Council

- 33. Under the Health & Social Care Act 2012, the Council has a duty to commission a local Healthwatch organisation and to ensure that this organisation is effective and efficient. Healthwatch Central Bedfordshire will be grant funded and this funding will be awarded on the basis that Healthwatch Central Bedfordshire is able to carry out its functions effectively. The Council, including Children's Services, will monitor the work of Healthwatch Central Bedfordshire on a quarterly basis against the service level agreement produced by the Council which sets out the key outcomes, outputs and performance indicators for Healthwatch Central Bedfordshire. Secondary regulations for Healthwatch are expected in December 2012 and a Quality Framework will be issued by Healthwatch England in January 2013 which will form a key part of monitoring arrangements between the Council and Healthwatch Central Bedfordshire.
- 34. In the event that there is any serious deficiency in Healthwatch Central Bedfordshire's performance, the Council would agree a recovery plan with the provider which would set targets and timescales for improvements deemed necessary by the Council. The continuation of funding may be dependent on acceptance of and progress against the recovery plan.
- 35. In the unlikely event of service failure, the Council would have the option to terminate the service level agreement and go to the market to find an alternative provider.

Managing Risk

36. A contingency plan is in place to go to the market to procure a local Healthwatch organisation. The risks to this approach are timescales and the probability that the Council would commission one organisation from the broader skill-pool of community and voluntary organisations currently involved in developing the proposed model for Healthwatch Central Bedfordshire.

Conclusion and Next Steps

37. The collaborative approach taken to commissioning Healthwatch Central Bedfordshire provides an opportunity to build on existing provision and respond to some of the weaknesses of previous models for public engagement in health and social care by creating a Healthwatch that has been developed and owned by existing organisations including LINK members.
38. Subject to the Executive's decision, the Council will work with the newly created company, or go to the market, to ensure a functional Healthwatch Central Bedfordshire by 1 April 2013.

Appendices – None

Background Papers - None

Meeting: Executive

Date: 5 February 2013

Subject: Land Rear of Central Garage, Cranfield, Development Brief

Report of: Cllr Nigel Young, Executive Member for Sustainable Communities - Strategic Planning and Economic Development

Summary: The report recommends that the Executive adopt the development brief as technical guidance for development management purposes.

Advising Officer: Gary Alderson, Director of Sustainable Communities

Contact Officer: Stuart Robinson, Planning Officer, Local Planning and Housing Team

Public/Exempt: Public

Wards Affected: Cranfield and Marston Moretaine Ward

Function of: Executive

Key Decision Yes

Reason for urgency/ exemption from call-in (if appropriate) Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The Development Brief will support the Medium Term Priorities of 'Enhancing Central Bedfordshire'.

Financial:

1. The creation of the development brief will not represent a financial burden on the Council. The costs for creating the development brief have been borne by the promoters. Furthermore, a Planning Performance Agreement (PPA), a collaborative project management tool, has been entered into which secured funding for the administration and supervision of the development brief and subsequent determination of any future planning applications.

Legal:

2. Once adopted as technical guidance the development brief will constitute a material planning consideration to be taken into account when determining applications made in respect of the site.

Risk Management:

3. Policy HA7 of the Site Allocations Development Plan Document (DPD) makes clear the requirement for the production of a development brief for the site. A failure to endorse the development brief and determine any subsequent planning applications in accordance with the agreed PPA timelines may result in the Council being forced to pay back a meaningful proportion of the monies secured through the PPA.
4. An adopted development brief will give more certainty to the development management process, although there are still risks associated with this separate statutory stage. These risks include not securing adequate planning obligations to meet the needs of the development and a failure to meet the public's expectations of the development.
5. Other risks, such as failure to deliver the Council's priorities, reputational risks, failure to discharge statutory responsibilities, failure of partnership working, and environmental and financial risks could also be incurred. The development brief serves to minimise these risks by setting an agreed framework for development in advance of the planning applications and then onwards through to implementation.

Staffing (including Trades Unions):

6. Not applicable.

Equalities/Human Rights:

7. Central Bedfordshire Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination and to 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.
8. The Site Allocations DPD Equality Impact Assessment (EIA) highlighted the need for:
 - The delivery of affordable housing within towns and villages throughout Central Bedfordshire north area.
 - The selection of housing sites on the basis that future residents live in locations close to services and public transport routes.
 - Provision of land for community facilities.
 - New employment units allocated close to centres of population in order to increase job opportunities locally and help to address unemployment and out-commuting.
9. The DPD EIA concluded that the emphasis placed on ensuring that developments are allocated within sustainable locations and ensuring that residents are able to access employment opportunities, facilities and services to meet their everyday needs should help to ensure a positive impact for all sections of the community.

10. In addition data suggests that there will be a rapid increase in the elderly population in coming years. Providing appropriate accommodation for this age group will therefore also become a priority. In order to provide suitable accommodation, development briefs for large housing sites should make provision for housing for the increasing elderly population and for disabled people, through the provision of Lifetime Homes.
11. The development brief promotes the inclusion of a variety of housing, tenure, affordability and sizes. The need for appropriate provision for older and disable people such as lifetime / accessible homes should also be highlighted in the development brief.

Public Health:

12. The Council will need to ensure that it complies with its duties to promote access to green space, encourage sustainable transport and ensure that the built environment maximises opportunities for physical activity. This in turn will help the Council to improve outcomes for health and wellbeing.

Community Safety:

13. The Council will need to ensure that it complies with its statutory duties under Section 17 of the Crime and Disorder Act and that all plans fulfil the criteria set down for community safety within the Adopted Central Bedfordshire Design Guide.

Sustainability:

14. The development brief promotes the inclusion of a variety of housing, tenure, affordability and sizes. The need for appropriate provision for older and disable people such as lifetime / accessible homes should also be highlighted in the development brief.
15. In accordance with Council's adopted development management policies DM1 and DM2, the prospective developers will need to demonstrate how 10% of the predicted energy requirements of the development will be generated either on site or near to the site by renewables or low carbon technologies. They will also be required to incorporate measures to reduce water consumption, as well as building all dwellings to the mandatory standards of the level of the Code of Sustainable Homes that applies at the time of a planning application.

Procurement:

16. Not applicable.

Overview and Scrutiny:

17. The Sustainable Communities OSC considered the development brief at their meeting on 17 January 2013. The Committee unanimously agreed to endorse the development brief and recommended to the Executive that it be adopted as technical guidance subject to the following:-
1. that a suitable traffic management scheme be in place in the event of a new lower school being provided; and
 2. that a single large play space be provided rather than several small play spaces.
18. This Executive report has been amended to reflect the changes recommended by the Sustainable Communities Overview and Scrutiny Committee.

RECOMMENDATION:

The Executive is asked to:

- 1. adopt the development brief as technical guidance for development management purposes.**

<i>Reason for Recommendation:</i>	<i>To meet the housing requirements for Central Bedfordshire (North) for the period up to 2026 as set out in the Core Strategy and Development Management Development Plan Document (adopted November 2009).</i>
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Executive Summary

19. The report recommends that Executive adopt the development brief as technical guidance for development management purposes.

Purpose of the Development Brief

20. The draft Development Brief (Appendix A) provides the background and policy context for this site and its allocation for residential development. It also sets out the aims for the development, identifying the particular constraints and opportunities of the site, and confirms the range of technical work which any planning application must address.

21. The brief is a high level document whose purpose is to set out general principles; the more concentrated and detailed work is a matter to be addressed at the planning application stages. Nevertheless, it does provide a mechanism through which members of the public and other interested parties can have a greater involvement in the development of proposals for the site and provide some certainty as to the future development of the site. Once approved, the brief will act as Development Management guidance and any future planning applications will be considered against the background of the adopted brief.

Background

22. In November 2009, the Council adopted the Core Strategy and Development Management DPD (for the former Mid Bedfordshire Area) following an Examination in Public that same year. The Core Strategy required the delivery of at least 17,950 new homes between 2001 and 2026 with 5,000 new homes required in addition to those already committed (such as those allocated in the Mid Bedfordshire Local Plan 2005). Of these 5,000 the Core Strategy stated that between 150 and 250 should be provided in Cranfield (Policy CS5: Providing Homes).
23. In April 2011, the Council formally adopted the Site Allocations DPD following an examination in late 2010. Policy HA7 allocates the land rear of Central Garage for no more than 135 dwellings, open space provision, associated infrastructure and, if required, a new Lower School. There is also a requirement in the policy for a Development Brief to be prepared to help inform subsequent planning applications and guide the development.
24. A planning performance agreement (PPA) has been entered into between Central Bedfordshire Council and the landowners/promoter. The agreement identifies a shared vision and identifies key milestones and timescales for the delivery of a planning decision by both Central Bedfordshire Council and the developer. Whilst it offers project management certainty, this does not mean a favourable planning application outcome is guaranteed.

The Development Brief

25. The site, Land Rear of Central Garage, comprises of a 7.23 hectare site located to the north of the main settlement. A location plan is included within the Development Brief.
26. The site mainly consists of fields and uncultivated land. The site abuts an area of land granted planning permission for the development of a Primary Care Facility. This is not within the landowners' ownership and is to be developed separately to the site.
27. The timing of the Primary Care Facility will not be determined by the Council. This will be delivered by Bedfordshire Clinical Commissioning Group.
28. In accordance with policy HA7 the brief outlines the range of uses that are considered suitable, subject to details, for the site. The brief aims to ensure that quality design is achieved throughout the development, providing an attractive environment that enhances the existing character of Cranfield and its locality.

29. The brief sets out a number of design principles (page 11 onwards) to which any development proposals will need to adhere. In particular, the amount and type of development as well as the mix and type of dwellings (including affordable housing), open space and landscape requirements and the scale, massing and layout of the development will need to be carefully considered.
30. In response to addressing these issues in any layout scheme the developer will need to take account of the site constraints and opportunities associated with the site (identified on pages 9 to 13) together with other relevant urban design principles set out in the Council's adopted Residential Design Guide to address, for example, street hierarchy. The developer will also need to consider the Council's recently published Parking Strategy, as acknowledged on page 8.
31. The brief also sets out the Council's requirements for access and connectivity both within and immediately surrounding the site. The brief identifies the location for acceptable access between the existing urban area, the new residential area, the proposed Lower School and the area identified for a PCT facility.
32. As a requirement of policy HA7, the allocation presents the possibility for the provision of a new Lower School. The Development Brief identifies that the proposal will provide a serviced plot of land with safe and appropriate access.
33. The brief also sets out the Council's requirements for developer contributions in line with the adopted Planning Obligations Strategy.

Consultation

34. During September 2012 informal discussions were held with a series of Central Bedfordshire Council officers, including Highways, Education, Open Space and Planning, to ensure that an agreed technical approach to the development of the site could be established.
35. On 18 September 2012 a presentation was made by the site promoters at a West Placemaking group meeting. This presented an opportunity for officer and Member comments before a development brief was formally issued for public consultation purposes. This group included Councillors Young, Brown, Bastable, Clark and Matthews. At their request some amendments to the document were proposed and included, prior to the document being finalised for consultation purposes. These changes and considerations for the development brief included:
 - a) further information regarding the design of the proposed development, including storey height;
 - b) further clarification regarding access points and possible alternatives; and
 - c) greater reference to the consultation process.
36. Formal public consultation commenced on 13 November and ran for a period of 4 weeks until 13 December. The consultation and publicity of the Development Brief proposals was carried out in compliance with the Central Bedfordshire Statement of Community Involvement (October 2012).

37. The consultation exercise was publicised through the distribution of letters to residents within the settlement. Copies of the document were made available to view on the Council's web-site and at the Priory House Council Office. A comments form was available to complete and return. As part of this consultation process, an evening public consultation event was also undertaken (13 November) at Holywell Middle School, Cranfield with representatives of the Council, landowner and site promoter. It is estimated that approximately 70 visitors attended the exhibition.
38. During the consultation process, a static unmanned exhibition was positioned at Budgens supermarket. This gave the exhibition material increased coverage in the settlement, informing residents where comments could be placed.
39. The high level of attendance and interaction by those who attended the exhibition showed that there is a good level of interest in the scheme proposals and the Development Brief. Despite this overall interest, the consultation on the Development Brief itself received very little direct feedback.
40. A total of 17 comments forms were completed. The comments were all from members of the public. Whilst the majority of comments did not wholly oppose the idea of development in this location, many of the responses opposed the proposed main access through Flitt Leys Close. A summary of the comments is available in Appendix B.
41. A number of comments received have been about the principle of development itself and in the context of Cranfield being able to absorb further development. Adopted planning policies prevail and therefore comments which relate to dwelling numbers or alternative locations of development, for example, are not pertinent.
42. One of the main comments received during the consultation sought clarification regarding whether Flitt Leys Close could be considered an acceptable access to the development site. Central Bedfordshire Council Highways officers have revisited the site to reconfirm that the access is acceptable to serve 135 residential units, in addition to a Lower School. The granting of planning permission will require the provision of acceptable access. In order to address concerns regarding accessing the Lower School through Flitt Leys Close, a traffic management scheme will be agreed as a condition on a future application for the Lower School. This is discussed in paragraph 6.10 of Appendix A.
43. During the consultation, a number of residents identified concerns with the large amount of parking currently on Flitt Leys Close. In response to these comments, the Development Brief has sought to identify additional parking for the residents of Flitt Leys Close.
44. During the public exhibition and the consultation, a number of residents sought clarification regarding the exact nature of the Lower School. Central Bedfordshire Council education officers have confirmed that the site is sufficient to serve a 3 Form Entry Lower School, including playing fields. The requirement for the school will be developed through discussions with Central Bedfordshire Council education officers and the local school governors.

45. Another issue raised by residents sought clarification on whether any affordable housing would be provided as part of the development. The current development plan for the area, the Core Strategy, identifies that sites of four dwellings or more will provide 35% affordable housing.

Changes to the Development Brief

46. The Development Brief has been amended to greater reflect the affordable housing position of the National Planning Policy Framework. The exact mix of affordable housing will still be determined through later negotiation with Central Bedfordshire Council Housing Officers. Whilst policy prevails, should the developer identify viability issues there may be potential for negotiation of the housing percentage.
47. In order to improve the access to the Lower School site, it is considered that a traffic management scheme should be in place in the event of a new Lower School being provided. It is recommended that the access through Flitt Leys Close is subject to all day parking restrictions, with residents neighbouring the access road to be provided with on/off parking bays. The use of these parking bays will require a Resident Parking Permit. The details of this traffic management scheme will be finalised prior to the Lower School being delivered.
48. In response to the recommendations of the Sustainable Communities Overview and Scrutiny Committee, the Development Brief seeks to provide a single large place space. This is identified in close proximity to the land identified for the proposed Lower School.
49. A number of minor changes have been included within the revised Development Brief. These have been identified below.
- a) Section 3 – Formatting change
 - b) Paragraph 4.9 – Replace Cycle Parking Strategy with Local Transport Plan to provide a more comprehensive outline
 - c) Paragraph 4.10 – Factual changes
 - d) Paragraph 4.11 – Factual changes to provide greater clarity of the public consultation and committee processes.
 - e) Section 6 – Text amendment to provide greater reference to Manual for Streets 2 and shared surfaces
 - f) Paragraph 6.7 – Text amendment to reference the Parking Strategy’s new minimum garage standards.

Conclusion

50. Consideration has been afforded to the consultation exercise and, where appropriate, amendments have been made to the Brief. As a technical document, the development brief is fit for development management purposes.

Appendices:

Appendix A – Draft Development Brief

Appendix B – Consultation Responses Summary

Background papers and their location:

Core Strategy and Development Management Policies DPD -

http://www.centralbedfordshire.gov.uk/Images/CSDM%20Policies%20Adopted%20Nov%202009%20tagged_tcm6-21001.pdf#False

Site Allocations Development Plan Document -

http://www.centralbedfordshire.gov.uk/Images/SA%20DPD%20Final%20tagged_tcm6-23059.pdf#False

Location of papers: Priory House, Chicksands

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**Bellway Homes Ltd (Northern Home Counties)
Development Brief**

**Residential Development
Land R/O Central Garage, Cranfield, Beds**

DLA Ref: 1/131

October 2012

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The evidence which I have prepared and provided in this Report is true and has been prepared and is given in accordance with the guidance of the Royal Town Planning Institute and I confirm that the opinions expressed are my true and professional opinions.

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1.0 INTRODUCTION

This Development Brief has been prepared for Bellway Homes Ltd (Northern Home Counties) to guide the potential residential development of a parcel of land in the centre of the village of Cranfield. Cranfield is a village to the West of Bedford (See Fig 1 opposite). Consideration is being given to the development of the site for residential use and to provide a parcel of serviced land (1.4ha) for the potential provision of a new lower school. Access to the adjacent land to the south-east corner owned by the Primary Care Trust will also be provided.

1.1 Scope

This Brief considers the proposed residential development of the site in the context of national planning guidance and, adopted and emerging development plan policy.

1.2 The Brief comprises an analysis of the site and its immediate context (Section 2), a consideration of current Government Guidance (Section 3), and the emerging LDF (Section 4). Constraints (section 5), Opportunities (Section 6) Proposals and Vision for the site (Section 7) and the next stages being presented in (Section 8) conclude this report.

1.3 As a result of a Planning Performance Agreement, discussions and meetings have taken place with the following stakeholders:-

Mark Saccoccio	Planning Central Bedfordshire Council (CBC)
Annabel Gammell	Planning CBC
Ann Rowland	Sustainable Transport Team CBC
Stuart Robinson	Policy CBC
Keith Armstead	Education CBC
Carrie Leach	Education CBC
Chris Mollart-Griffin	Transportation CBC

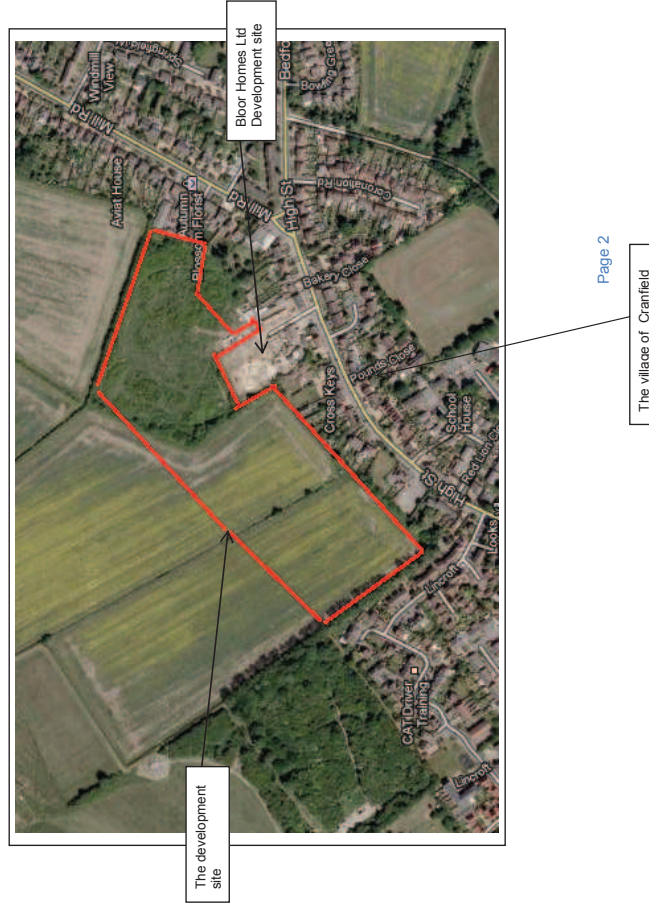
1.4 This document also provides the initial framework for the development of the site.

1.5 **Background-**Policy HA7 of the Site Allocations DPD allocates the land for the development of 135 dwellings.

1.6 **Policy Requirement** –Policy HA7 states that development on the site will be subject to a number of requirements (see paragraphs below in Section 4) including the production of a Development Brief to guide development.

1.7 **What is a development brief?**- This Development Brief document is a Technical Document which will be subject to public consultation, prior to ratification by Central Bedfordshire Council's Executive Committee. The Development Brief will then sit alongside a detailed Full Planning Application and assist Central Bedfordshire Council in determining an application and guiding the design of the proposed development.

Fig 1: Location of the Report Site



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2.0 SITE & CONTEXT APPRAISAL

2.1

Location
The site is located to the north of the High Street in the centre of the village of Cranfield, Bedfordshire. To the north and east of the site are open fields and countryside. On the southern and western boundary sides of the site are the residential properties on the High Street and Lincroft, (see Fig 2 opposite).

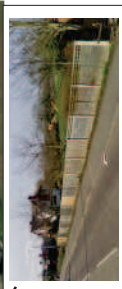
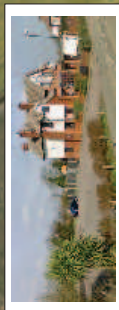
2.2

The Development Site
This comprises a broadly rectangular band of land running from South West to North East. An area of land to the centre of the site located around the access has now been redeveloped by Bloor Homes Ltd. The Bloor Homes Scheme at Flitt Leys Close is a mixture of detached and semi-detached dwellings of varying sizes. The development is accessed via Flitt Leys Close. The land to the east of the entrance is owned by the Primary Care Trust (PCT). The PCT are responsible for the development of this parcel of land which is outside the scope of this development brief. The site is 6.88ha (excluding the PCT site) in size and consists mainly of fields and uncultivated land.

2.3

Surrounding Area
To the south west, the site adjoins further more modern residential development. To the South there is a mixture of retail premises, in the form of village stores, public houses and older residential properties. To the north east of the site there is again a mixture of commercial and residential properties.

Fig 2: The Site



3.0 GOVERNMENT GUIDANCE

- conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations;

3.5 Para 56. The Government attaches great importance to the design of the built environment. Good design is a key aspect of sustainable development, is indivisible from good planning, and should contribute positively to making places better for people.

3.6 Para 57. It is important to plan positively for the achievement of high quality and inclusive design for all development, including individual buildings, public and private spaces.

3.7 Para 60. Planning policies and decisions should not attempt to impose architectural styles or particular tastes and they should not stifle innovation, originality or initiative through unsubstantiated requirements to conform to certain development forms or styles. It is, however, proper to seek to promote or reinforce local distinctiveness.

3.8 Para 131. In determining planning applications, local planning authorities should take account of:

- the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;
- the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and
- the desirability of new development making a positive contribution to local character and distinctiveness.

3.1 **Government Planning Guidance**

The advice contained in National Planning Policy Framework (NPPF) is relevant to the development of this site. Relevant sections of the following paragraphs are reproduced below.

3.2 Para 7. There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

- These roles include - supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being;

3.3 Para 9. Pursuing sustainable development involves seeking positive improvements in the quality of the built, natural and historic environment, as well as in people's quality of life, including (but not limited to):

- replacing poor design with better design.

3.4 Para 17. Within the overarching roles that the planning system ought to play, a set of core land-use planning principles should underpin both plan-making and decision-taking. These principles are that planning should:

- always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings;
- encourage the effective use of land by reusing land that has been previously developed (brownfield land), provided that it is not of high environmental value;

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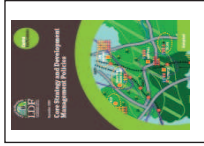
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4.0 **EMERGING LOCAL DEVELOPMENT FRAMEWORK**

4.1 **Core Strategy & Development Management Policies November 2009**



In November 2009 Central Bedfordshire Council adopted the Core Strategy and Development Policies DPD for the Central Bedfordshire North area. This document sets out the vision, objectives, spatial strategy and overarching policies to guide development in the area, up to 2026. The Development Management policies provide the policy framework against which all planning applications will be assessed. This document identifies the strategy for future development in the area, providing the basis for the Site Allocations DPD to allocate specific sites.

4.2 **Site Allocations Document April 2011**

The Site Allocations Development Plan Document (DPD) has identified sites and policies to help deliver the spatial vision, objectives and policies of the Core Strategy and Development Management Policies DPD.



4.4 As part of the Site Allocation Document, The Local Delivery Strategy was produced which specifically accompanied the Core Strategy by providing a clear indication of infrastructure needs in an area and, in turn indicating what should be provided in that area. By providing this information we can gain a greater insight into the deliverability of a scheme and how any development should be phased.

4.5 **Policy HA7 – identifies Land Rear of Central Garage, Cranfield for residential development**

Site Reference: H040/H133/H322
Site Area: 7.23 ha (6.86 excluding the PCT Site)

Land rear of Central Garage, Cranfield, as identified on the Proposals Map, See figure 3 below, is allocated for residential development providing not more than 135 dwellings and the provision of a new Lower School should that be required. In addition to general policy requirements in the Core Strategy and Development Management Policies DPD and appropriate contributions to infrastructure provision in the Planning Obligations SPD, development on this site will be subject to the following:

- Production of a Development Brief to guide development;
- Preparation of a Transport Assessment to help identify the impact of the development on the highway network and mitigate against impacts on junctions within Cranfield;
- Provision of adequate access to the site;
- Provision of satisfactory buffer landscaping to minimise the impact of development on the open countryside;
- Provision of green space in order to protect the biodiversity of the site; and
- Provision of a cycleway providing a link to Bridleway 22 north of the development site.



Figure 4

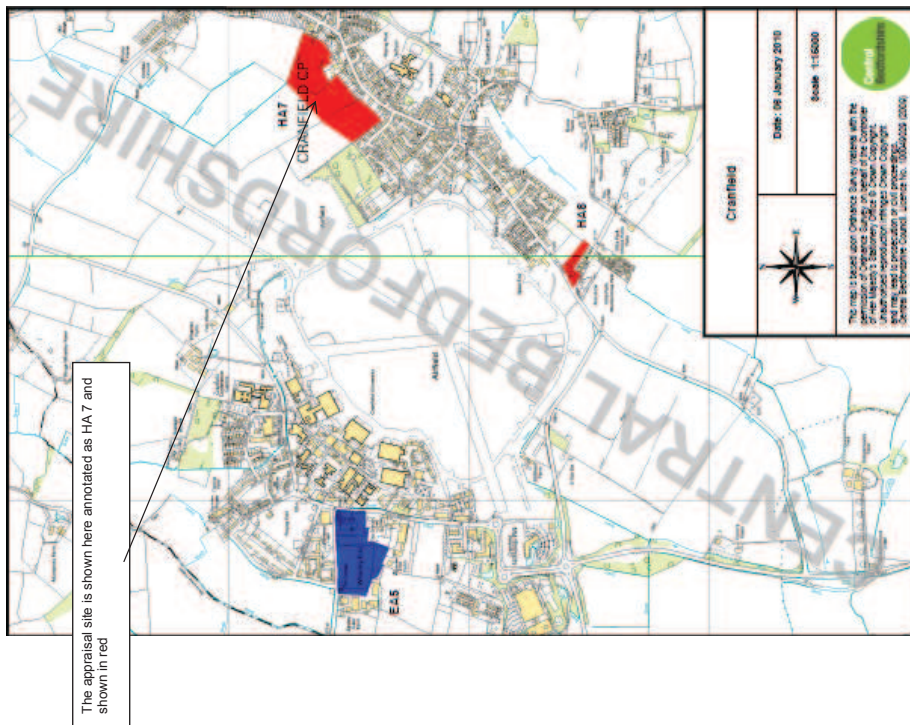
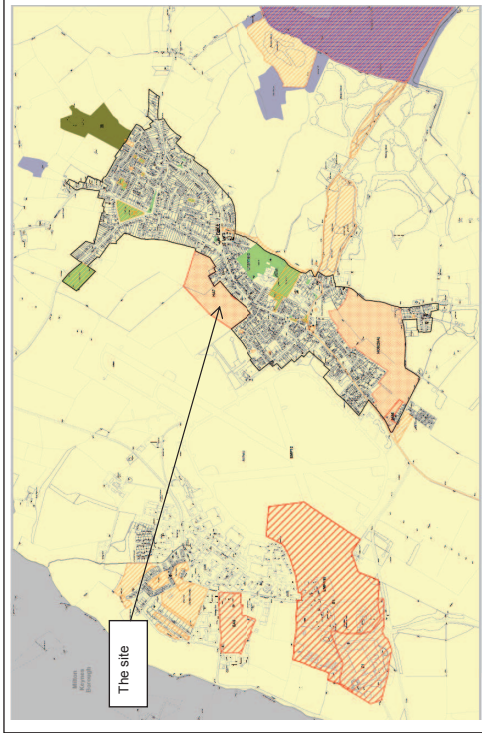


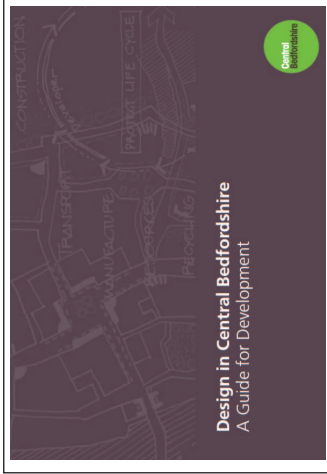
Figure 3

4.6 Other documentation that is applicable to this site includes:-

4.7

Design In Central Bedfordshire: A guide for development

This guide provides an agenda of policies and objectives which are intended as a springboard for creating good design solutions, which respond to this agenda and to the context. It is not intended as a straightjacket to produce narrow conformity. It is therefore unlikely that standard 'anywhere' designs from applicants will be accepted as a valid approach by the Council. The guide sets out parameters by which any development will be assessed including design, context, setting, scale, materials, landscaping etc.



4.8

New Residential Development

This supplement addresses all forms of new residential development in terms of size, density and tenure likely to be required within the District. It is specifically aimed at reconciling the wide agenda for the home environment with the need to create development which is locally distinctive and which enhances its setting.



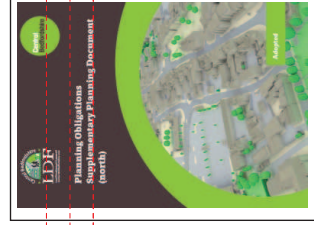
4.9

Planning Obligations

This Supplementary Planning Document (SPD) sets out proposals for an improved approach to negotiating and securing planning obligations associated with new development in Central Bedfordshire, for the former Mid Bedfordshire area.

Local Transport Plan

Account needs to be taken of this guidance which sets out a long term framework for investment in transport across Central Bedfordshire. The LTP includes the Council's Cycling and Parking Strategies.



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 Account needs to be taken of this guidance which provides design proposals, location, layout and type of cycle parking that is sought by the LTP.
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4.10 On 2nd October 2012, Central Bedfordshire Executive committee endorsed the Council's new Parking Strategy as interim technical guidance. The Strategy will be a material consideration for Development Management purposes and will be reflected in the Council's emerging Design Guide, which is currently being prepared. To reflect this emerging design guide, account has had to be taken of the new parking standards which has provided an additional consideration in developing the site to make best use of the land available.

Deleted: At its meeting held on 2nd October 2012, Central Bedfordshire Executive committee endorsed the Council's new Car Parking Strategy as interim technical guidance. The Strategy will be a material consideration for Development Management purposes and will be reflected in the Council's emerging Design Guide, which is currently being prepared. To reflect this emerging design guide, account has had to be taken of the new parking standards which has added to the difficulty in developing the site to make best use of the land available

4.11 Following the production of a draft Brief the document was the subject of a four week consultation exercise between 13th November and 13th December 2012 in accordance with the Council's adopted Statement of Community Involvement. This included a one day public exhibition alongside a consultation relating to a future planning application for the site.

Following the consultation exercise the Brief was updated, to take into account the relevant suggestions or comments that were received. Onthe revised Brief was considered and adopted by the Central Bedfordshire Executive Committee of the Council.

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The results of the public consultation will be summarised in a statement of community involvement submitted alongside a future planning application.

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¶ The results of the public consultation will be summarised in a statement of community involvement submitted alongside a future planning application

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5.0 CONSTRAINTS

5.5 Gas Main/Sewer- A gas main runs around the southern corner of the site as does the sewer whilst existing drainage runs north and then turns diagonally north east across the eastern part of the site. An easement of 6m is required to the Gas Main.

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5.1 Topography- The land is level for the most part, however there are some level changes towards the north of the site but these are not so dramatic as to cause any significant impediment to the development of the site.

5.2 Existing Landscape Features- The main line of trees are located on the western boundary of the site to the rear of the properties in Lincroft. There are other trees that are sporadically spaced around the site, some of which are located to the rear of those properties on the High Street. A hedge runs from North to South through the centre of the site.

5.3 Access - Vehicular access to the site can be secured through the recently completed development by Bloor Homes, from Flitt Leys Close. Safe and satisfactory access can be secured from this point and no other unrestricted access is available at this point in time. However, the precise design and details of the access into the site will need to be agreed prior or as part of the submission of a planning application in due course. In designing a safe access, account will also need to be taken of the need to serve the school site and health centre site. A full Transport Assessment will need to be submitted with future planning applications. Alternative access arrangements will be considered on their merits should they come forward. Any alternative access will similarly need to ensure that safe access to the school and health centre is secured.

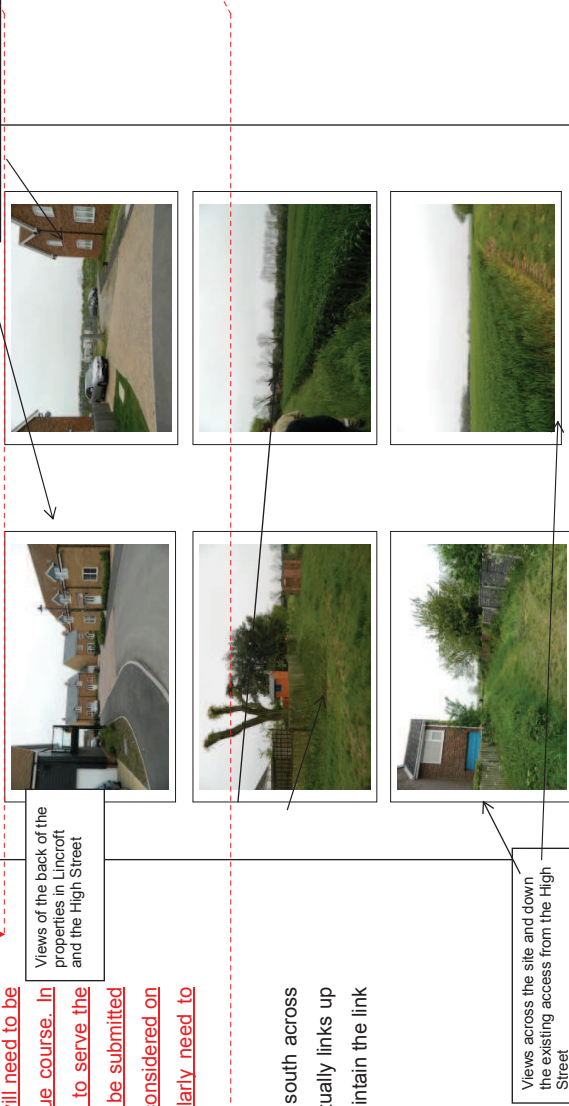
5.4 Public Footpath- A public footpath (FP22) (not a bridleway) runs north to south across the site along the hedgerow and continues onwards to the north and eventually links up with Cranfield University as shown on figure 5 below. The proposal will maintain the link through the site to the existing footpath.

5.6 As part of Policy HA7 an area of land needs to be set aside for the provision of a new lower school. As shown on the adjacent plan (figure 5) this is proposed to be in the north eastern part of the site adjacent to the retained land for the PCT.

5.7 Existing Neighbouring uses- proposals should include appropriate design response to the adjoining uses:

- Residential: The site is bounded in the south eastern side by the residential properties fronting the High Street and those to the west fronting Lincroft.
- The Proposed School Site: This is proposed to be located in the north eastern corner of the site and as such, account needs to be taken for the access and relationship with the proposed houses.
- Open fields: open fields are located to the north of the site.

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~~Deleted: Access- Vehicular access is through the recently completed development by Bloor Homes from Flitt Leys Close. Access can only from this point to the restricted nature of any alternative access. The precise details of the junction will be agreed prior to the submission of the planning application. Account needs to be taken of the access to serve the school and the PCT. Access to the PCT site will be submitted as part of the planning application. Safe access will be provided for the school and the PCT site~~

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Figure 5



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6.0 OPPORTUNITIES

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6.4 Account should also be taken of the local distinctiveness in terms of scale, design and materials if applicable. Privacy, impact, sunlight and daylight are other important points to consider.

6.1 New homes for Cranfield- This site provides the opportunity to deliver 135 new homes to help meet the local housing need for Cranfield. The proposals will provide a range of housing, tenures and sizes, in order to meet the needs of all sections of the local community and to promote sustainable development.

6.5 Distances between dwellings should be 21m distance between facing windows at 2 storey level, above this height distances should be increased.

6.2 Quality of Design- this is an opportunity to create an extension to Cranfield that will favourably respond to the surrounding development and open countryside with an appreciation of the local context by providing a variety of scale and enclosure of space. Proposals will seek to ensure that there are appropriate variations in height (maximum 2 storey to reflect the character of Cranfield), density, building types and roofscapes to create an area with a sense of place.

6.6 Careful design will also help to design out crime. Blank gable walls should be avoided, footpaths should be closely associated with carriageways, front doors should be visible from the public realm, single storey flat roofs avoided, rear access to properties should be as few as possible and if necessary then they should only have one point of entry. Clear distinction between private and public areas should be provided and rear parking areas avoided.

6.3 CBC has recently published comprehensive design guides as detailed above. These design guides provide specific guidance on residential development and they should be accounted for in any residential developments.

6.7 Garage sizes should be no less than 7.0m x 3.2m as a minimum. Garage design and layout should go hand in hand, in accordance with the adopted Design Guide.

The design guides recognise the following points:-

- Densities should be favouring 30dph or more but must reflect the surrounding area. Details of the character of each area are detailed in the "Guide for Development".
- Sustainable building materials should be used. (Again details of likely acceptable materials are contained with the "Guide for Development".)
- Appropriate amenity areas should be provided.
- The design should take account of Code for sustainable homes, safer places, by design, Manual for Streets 2 (including the use of shared surfaces), Building for Life

6.8 Parking where possible should be provided on-plot but all parking must be located to allow natural surveillance and should relate to dwellings that they would serve.

6.9 On street parking should be designed to reduce speed and the visual impact of parked cars. This can be achieved by suitable pinch points, appropriate landscaping and changes in material.

6.10 As a condition of any future planning permission for the proposed Lower School, a School Travel Plan and suitable traffic management solution will need to be put in place which seeks to minimise and safely manage traffic movements associated with the school

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Deleted: Garaging should be 3.0m x 5.5m as a minimum, or 3.3m x 6.0m to allow the storage of bicycles. Garage design and layout should go hand in hand, be subservient in relationship.

Deleted: Manual for Streets

6.11 Setbacks depending upon street scene should be not less than 0.5m and no more than 6m. Parking of cars should not be less than 2m from habitable room windows. Rear gardens should be on average 100sqm and not less than 50sqm.



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6.12 The Provision of a School site- the proposal provides the opportunity for the provision of a new lower school for the expansion of Cranfield. The proposal will provide a serviced plot with safe and appropriate access.

Examples of properties finished in white render and red brick with either a slate or plain tile roof

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6.13 Open Space- A public open space strategy will provide the opportunity for amenity, informal recreation and informal play as an integral part of the design. The variety of safe, overlooked landscaped spaces will be provided around the site to provide easy access for all. Areas and type of amenity space should be discussed with the Central Bedfordshire Leisure Services Facilities, officers during the design process. The Development Brief will focus play space on one large site, in close proximity to the Lower School site.



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6.14 Positive integration with Existing Community- The development will include footpaths and opportunities for cycling into, out from and around the site which will connect to existing roads and footpaths including a link to the High Street.

Clear references have been drawn between the existing properties in the High Street and the approved street scene.

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6.15 Improved access to the countryside- The proposals should also make provision for pedestrian connections from the site to Footpath 22 that serves the surrounding countryside.



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6.16 Examples of houses around the site are provided opposite and outline a flavour of the character of the area.

Broken eaves with small dormer windows and ground floor bay windows

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7.0 PROPOSALS AND VISION FOR THE SITE

within the site are accommodated. The routes into and out of the site are shown on the plan in figure 7 below.

7.1 Delivery of Housing- Policy HA7 of the Site Allocations DPD sets a target of delivering 135 new dwellings across the site and the provision of a site for a new lower school. This will include the provision of a range of housing types and sizes based upon an assessment for the need in this area in accordance with Policy DM10 of the Core Strategy.

7.7 Integration with the existing neighbourhood- The development will form an extension to the existing village and the recent development by Bloor Homes at Flitt Leys Close. Flitt Leys Close provides the vehicular access to the site through the existing development. The site adjoins existing housing along much of its south western boundary. The proposed development will need to carefully consider the relationship with the existing development along the High Street and Lincroft. With this in mind the storey heights would be kept to a maximum of two storeys.

7.2 Affordable housing will be provided where appropriate in accordance with Policy CS7 of the Core Strategy. A mix of affordable rent and shared equity will be provided on site. The location of the affordable housing and exact mix of tenure will be determined through negotiations with the Council and the registered provider.

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7.8 The site would also need to consider the wider views from outside the village looking into the site.

7.3 The location of the affordable housing and exact mix of tenure will be determined through negotiations with the Council and the registered provider.

7.4 Planning Obligations- A S106 agreement will be agreed in order to make contributions towards necessary facilities in accordance with Policy CS2 where appropriate. These contributions will be provided through entering into a S106 agreement or any future Infrastructure Levy charging schedule.

7.5 The level of contributions would include:-

List the contributions (**to be agreed*)

7.6 Connectivity across the site- The scheme will need to allow for the access across and through the site. The design will need to encompass the ability to retain access for farm vehicles to the fields at the rear of the site from the High Street. The design will also have to encompass the servicing and access of any proposed new lower school and the site retained by the Primary Care Trust (PCT). Routes for pedestrians and cyclists also need to be provided to ensure freedom of movement into, out from, and



Figure 7



8.0 NEXT STAGES

- 8.1 This Development Brief has been prepared on behalf of Bellway Homes Ltd (Northern Home Counties) to guide the residential development of land to the rear of Central Garage, off the High Street in Cranfield.
- 8.2 The site has been allocated within the emerging Local Development Framework under Policy HA 7 as being capable of accommodating up to 135 units and the provision of a new lower school.
- 8.3 In accordance with the above designation of the site, residential development would be considered acceptable in principle.
- 8.4 On adoption of the Brief the next stage would be the formal submission of a full application. The application would make reference to the brief and would take account of the public consultation exercise.

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

No.	Respondent	Summarised Comments	Response
01	Resident	<ul style="list-style-type: none"> Do not feel the development is a good idea Will increase the existing traffic issues in the area Flitt Leys Road is considered too narrow to provide adequate access 	<p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p> <p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>
02	Resident	<ul style="list-style-type: none"> Flitt Leys Road is considered too narrow to provide adequate access Insufficient vehicle parking Insufficient access for emergency services Insufficient access for refuse vehicles Traffic noise will be increased for existing residents 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p>
03	Resident	<ul style="list-style-type: none"> Ask that a green strip could be included for privacy between Lincroft and the proposed development Concerned regarding the impact additional residents will have on local services, such as the doctor's surgery and the schools. Flitt Leys Road is considered too narrow to provide adequate access Would like to see affordable housing built 	<p>The Development Brief identifies the retention of a mature tree barrier to the west of the site. A swale will be provided to the west of the site.</p> <p>Planning obligations will be available for education services, including the provision of land and funding for a new lower school. Planning obligations will be sought for health services. Planning permission was granted in 2009 for a PCT facility neighbouring the allocated site.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting</p>

Appendix B Consultation Responses Summary
Land Rear of Central Garage, Cranfield, Development Brief

			<p>of planning permission will require the provision of acceptable access.</p> <p>The current development plan for the area, the Core Strategy, identifies that sites of four dwellings or more will provide 35% affordable housing.</p>
04	Resident	<ul style="list-style-type: none"> • Flit Leys Road is considered too narrow to provide adequate access • Insufficient access for emergency services • Would be interested to see what contributions will be supplied to the area • Flitt Leys residents pay a management company for the upkeep of the road and sewerage pump 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>
05	Resident	<ul style="list-style-type: none"> • Clarification was sought regarding whether any shared ownership properties would be available • Clarification sought regarding the expected build time 	<p>There is expected to be shared ownership properties on site. The level of provision will be negotiated with CBC housing officers.</p> <p>Current estimation from promoters estimate the start of building work could begin by the end of 2014.</p>
06	Resident	<ul style="list-style-type: none"> • It is essential that the High Street/Flitt Leys junction has traffic light signalling • The school and homes should have enforced completion dates 	<p>The completion dates for facilities will be discussed through the development of a planning obligations agreement between the Council and promoter/developer.</p>
07	Resident	<ul style="list-style-type: none"> • Concern regarding school (and bus) access • Insufficient vehicle parking • Question whether the school site, including the playing fields, is big enough for a 3FE school 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>CBC Education officers have confirmed that the school site is sufficient to accommodate a 3FE school.</p>

Appendix B Consultation Responses Summary
Land Rear of Central Garage, Cranfield, Development Brief

08	Resident	<ul style="list-style-type: none"> • Will increase the existing traffic issues in the area • An alternative entrance/exit should be considered at Mill Road 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>Access via Mill Road been explored. It is not in the ownership of the landowner(s) and would likely lead to a ransom strip situation, rendering the development, as a result, unviable.</p>
09	Resident	<ul style="list-style-type: none"> • Flitt Leys Close is considered too narrow to provide adequate access • Insufficient vehicle parking, making the site dangerous 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p>
10	Resident	<ul style="list-style-type: none"> • Unclear whether bungalows will be provided • Flitt Leys Road is considered too narrow to provide adequate access • Insufficient vehicle parking • Considered a flood area by insurance companies (although area has never flooded) 	<p>There will be a range of housing provided. The exact nature of housing will be determined through discussions with CBC housing officers.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>The site is located outside the flood zone. While assessing sites during the Site Allocations DPD process the Environment Agency did not identify this site as an area which is liable to flooding. SUDs will be</p>

Appendix B Consultation Responses Summary

Land Rear of Central Garage, Cranfield, Development Brief

			integrated into the development of the site.
11	Resident	<ul style="list-style-type: none"> • Will increase the existing traffic issues in the area • Insufficient vehicle parking, making the site dangerous • The site, and surrounding area, is often subject to flooding • Compensation 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>Noted. Opportunity to provide alternative parking for residents/visitors.</p> <p>The site is located outside the flood zone. While assessing sites during the Site Allocations DPD process the Environment Agency did not identify this site as an area which is liable to flooding. SUDs will be integrated into the development of the site.</p>
12	Resident	<ul style="list-style-type: none"> • The access from the High Street is totally unacceptable • Any planning obligations funding should be spent responsibly 	CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.
13	Resident	<ul style="list-style-type: none"> • Land for a new school is welcomed • Flitt Leys Road is considered too narrow to provide adequate access • Insufficient access for emergency services 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>CBC Highways satisfied that access is acceptable.</p>
14	Resident	<ul style="list-style-type: none"> • Flitt Leys Road is considered too narrow to provide adequate access • There are no facilities in the village • A new medical centre and library are required 	CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.

Appendix B Consultation Responses Summary
Land Rear of Central Garage, Cranfield, Development Brief

			Planning obligations will be sought for health and library services. Planning permission was granted in 2009 for a PCT facility neighbouring the allocated site.
15	Resident	<ul style="list-style-type: none"> • Flitt Leys Road is considered too narrow to provide adequate access • Will increase the existing traffic issues in the area 	<p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p> <p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p>
16	Resident	<ul style="list-style-type: none"> • Will increase the existing traffic issues in the area • Alternative locations for development, such as Salford End, are far more suitable 	<p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p>
17	Resident	<ul style="list-style-type: none"> • Alternative locations for development, such as Home Farm, are far more suitable • Will increase the existing traffic issues in the area • Flitt Leys Road is considered too narrow to provide adequate access 	<p>The site is allocated in the Site Allocations DPD for residential development, including a lower school if required.</p> <p>Noted. The development will provide planning obligations which can seek to mitigate any immediate traffic congestion.</p> <p>CBC Highways Officers have confirmed that Flitt Leys Close has the potential to provide satisfactory access. The granting of planning permission will require the provision of acceptable access.</p>

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Meeting: Executive
Date: 5 February 2013
Subject: Local Welfare Provision
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and Housing

Summary: The report proposes the introduction of a scheme to provide Local Welfare Provision to provide support for residents to alleviate financial distress following a crisis or disaster or to obtain or maintain independent living. This would be replacing the Social Fund, administered by the Department for Work and Pensions (DWP), but which will be abolished after 31 March 2013.

Advising Officer: Julie Ogley, Director of Social Care, Health and Housing
Contact Officer: Hamid Khan, Head of Housing Needs
Public/Exempt: Public
Wards Affected: All
Function of: Council
Key Decision: Yes
Reason for urgency/
exemption from call-in
(if appropriate): Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The establishment of a local scheme of Welfare Provision to assist low income residents in times of crisis and help with the setting up of a home to enable independence directly contributes to the following priority

- Promote health and wellbeing and protecting the vulnerable.

Financial:

1. In 2011/12, the DWP provided £377,200 in support for crisis loans and community care grants to residents of Central Bedfordshire. The annual allocation for 2013/14 and 2014/15 will be £355,903, a reduction of £21,297 (just under 6%). In addition, there is an allocation of £75,205 for administrative set up costs, reducing to £68,934 for the financial year 2014/15. There is therefore a clear funding shortfall and at present it is not possible to predict demand.

Legal:

2. There are no direct legal implications as a result of this report.

Risk Management:

3. This is a new scheme for Central Bedfordshire and a number of new financial procedures and processes will have to be put in place. Corporate colleagues are assisting in mitigating all the risks associated with this scheme.

Staffing (including Trades Unions):

4. Initially up to 2 full time equivalent (FTE) posts may be required, initially on a temporary basis, and there will be regular reviews as to workload. Some additional housing needs staff will also cover this service as part of their duty roster.

Equalities/Human Rights:

5. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Research has identified that vulnerability is particularly linked to groups including older people, disabled people, people with low levels of literacy, people from poorer socio economic groups, people experiencing domestic violence, some people from ethnic minority communities including migrant workers and Gypsies and Travellers, and people from lesbian, gay, bisexual and Transgender communities.
6. A full Equality Assessment has been carried out and has identified some areas of concern. It is recommended that the Equality Assessment is regularly reviewed throughout the implementation of the scheme.
7. In respect of both Crisis Loans for living expenses and Community Care grants, under the existing DWP Social Fund, national data on recent scheme usage indicates that those most affected by proposals to tighten eligibility criteria and move towards a scheme which is based on the provision of goods, services and vouchers will be single people aged between 16 and 34. For Central Bedfordshire Council, it is proposed that the only change in eligibility criteria from the present DWP scheme will be the inclusion of a "local connection provision". This eligibility criterion will be reviewed and consulted upon in the future. Crisis Loans are to be replaced by "Emergency Provision" and Community Care grants, to be placed by "Grant Provision".
8. There are further concerns with regards to accessibility, telephone only access, ensuring all groups have equal access to review decisions and the general impact on the well being of the most vulnerable households, especially families under crises.

9. The proposed scheme, renamed Emergency Provision and Grant Provision, will operate through an efficient and effective application and assessment process with appropriate training provided to relevant personnel to ensure that customers in need of assistance are quickly and easily identified and targeted towards the most appropriate support for their particular situation. As indicated above, support may be available through a variety of Statutory Services and ensuring customers are directed to the relevant service will be a key requirement, especially in the case of those who do not fulfil the eligibility criteria for local welfare provision. The capability to provide access to ongoing support and signpost those who are not eligible for local authority assistance to organisations that can help applicants avoid crisis situations in future will also be an important aspect of the service. The Council recognises that the service it proposes must be more than one-off crisis support and that applicants are given the necessary advice and information to avoid a reoccurrence.
10. Data indicates that the profile of customers who have accessed Crisis Loans and Community Care Grants under the DWP Social Fund in Central Bedfordshire is similar to national patterns. In the case of Crisis Loans, they are primarily single people under the age of 35, who are in receipt of Jobseekers Allowance. Recipients of Community Care Grants are more likely to be female and lone parents.

Public Health:

11. Ensuring provision for the basic necessities in life will enable vulnerable households to maintain a basic quality of life that will contribute to their general health and well being.

Community Safety:

12. The Council has a statutory duty to do all that it reasonably can to reduce crime and disorder under Section 17 of the Crime and Disorder Act 1998. Local Welfare Provision arrangements will provide short term financial support that can ensure that vulnerable people do not become victims of crime, perhaps because they are homeless, or by supporting those who may already have offended from further offending behaviour. The financial support available will also reduce the need for people to access illegal money lenders or perhaps consider committing crime themselves to obtain money.

Sustainability:

13. There are no direct implications as a result of this report

Procurement:

14. Phase 1 of the scheme will look to build on established corporate contracts, but Phase 2 of the scheme may require a more formal tendering process in order to procure the services required

Overview and Scrutiny:

15. This matter will be considered by the Social Care, Health and Housing Overview and Scrutiny Committee on 29 January 2013. Any changes to the scheme will be presented as amendments to this report at the Executive meeting.

RECOMMENDATIONS:

The Executive is asked to:

1. agree the establishment of a Local Welfare Provision scheme with two aims:
 - a) alleviate financial distress following an emergency, crisis or disaster; and
 - b) enable vulnerable residents to set up home or remain at home and so gain or maintain their independence;
2. to agree on the proposed Eligibility Criteria for the scheme as set out in Appendix A of this report and the Operating Model as set out in Option 2 of Appendix B;
3. to agree that the scheme be introduced in two phases:
 - a) Phase One, will replicate the current DWP scheme with a minor change to eligibility and the range of support offered as outlined in this report; and
 - b) Phase Two, the scheme will be reviewed after six months operation once the level and type of demand is known.
4. To delegate responsibility to the Director of Social Care, Health and Housing in consultation with the Executive Member for Social Care, Health and Housing to make any amendments to the Local Welfare Provision Scheme.

Reason for Recommendations: So that Central Bedfordshire Council can provide Welfare Provision for vulnerable households from the 1 April 2013.

Executive Summary

16. The Welfare Reform Act 2012 gives local authorities the power, but not the legal duty, to provide financial or material support to people in need. As part of the government's welfare reforms the Department for Work and Pensions (DWP) will stop making discretionary Community Care Grants and Crisis Loans through the Social Fund from 1st April 2013. It is proposed that Central Bedfordshire Council should start a scheme that provides local welfare provision, to replace the abolished Social Fund. Crisis Loans are small short term payments made to assist with emergency living expenses. Community Care grants are normally larger payments to households who urgently require assistance with special difficulties. For example, looking after someone in the community rather than them going into care.

17. The DWP will continue to administer Community Care Grants and Crisis Loans until 31 March 2013. Community Care Grants were primarily intended to help vulnerable people live as independent a life as possible in the community. They were awarded to households receiving means-tested benefits such as Jobseekers Allowance. Crisis Loans were intended for applicants who are unable to meet their immediate short term needs in an emergency or as a consequence of a disaster. They were awarded for immediate living expenses in order to avoid serious damage or risk to the health or safety of the applicant or a member of the family.
18. The system operated by the DWP relies on applicants telephoning a call centre or completing an application form. Relatively few checks are made on the information given by applicants or the use to which they put the funds provided. It is not expected that councils will replicate the existing scheme and government is looking to them to develop innovative approaches including using partner organisations to deliver some aspects of the provision. It is intended that the scheme for the Council will make use of third sector white goods and furniture recycling schemes alongside vouchers to deliver some aspects of service, as these are perceived as being more cost effective and less open to abuse than cash grants.
19. In devising a scheme for Central Bedfordshire a phased approach is being conceived, underpinned by a rigorous project managed approach to delivery. The first phase of the project will focus on delivery of a service from 1 April 2013. The second phase of the project will focus on embedding provision within the Council's Customer First programme and maximising procurement opportunities to ensure all assistance is non cash based and meets the actual requirements of vulnerable households.

Funding and Demand

20. In 2011/12, the DWP provided £377,200 in support for crisis loans and community care grants to residents of Central Bedfordshire. The government will make available a grant in 2013/14 and 2014/15 to the Council of £355,903, a reduction of £21,297 (just under 6%). In addition there is an allocation of £75,205 to cover administrative set up costs, reducing to £68,943 for the financial year 2014/15. The administrative cost will contribute to employing two FTE staff for a defined temporary period to assist with both Emergency Provision assessments and Grant Provision assessments and there is existing service provision to manage demand. The government grant is not ring fenced and will be paid to the General Fund. There is therefore a potential funding shortfall, which is the greatest risk arising from the scheme.
21. Information from the DWP shows that, in 2011/12 the average Crisis Loan, in Central Bedfordshire was £60 and the average Community Care Grant £567. The DWP also reports that it costs more to ensure the repayment of the loan than is collected back, as very small loans of this nature are not a financially efficient method of providing support. As a consequence it has to be recognised that much of the funding will not be recoverable, although attempts will be made to reclaim some funds.

22. There is considerable uncertainty surrounding the level of likely demand for assistance and the nature of the help requested. The DWP is unable to provide figures at a local authority level to show the type of measure provided and the nature of the crisis or other event experienced by applicants. In addition, the impact on demand for assistance from changes to other benefits and allowances can not be anticipated with any degree of certainty. However, the DWP have made available a transitional fund which will assist in meeting the needs of those households that are in crisis. Households will also be able to access a new Budgetary Loan being made available by the DWP.
23. The adoption of a local scheme would provide the opportunity to introduce a “case worker” type approach which would provide a more holistic response to identified need. This would allow clients to be helped through accessing charitable funds and possible referral to appropriate support from the voluntary sector. There is the potential to increase self reliance and resilience by signposting applicants to organisations who can assist with life skills, budgeting advice, mutual support and self help. It would also be possible to make engagement with such support a condition of financial assistance in certain cases.
24. The phased approach to implementation of a local scheme will enable the Council to measure more accurately the level and type of demand and therefore devise appropriate demand management strategies and ensure accurate monitoring of expenditure. This will also enable the Council to tackle potential fraud. This approach has been discussed with officers at Luton Council and Bedford Borough and the DWP to ensure a consistency of approach and to minimise the risk of fraud.

Proposed Scheme

25. The scheme will be called Local Welfare Provision and will be separated into Emergency Provision and Grant Provision, which in essence will mirror the present system of crisis “loans” and community care grants.
26. Access to the service will be via telephone and all customers will be expected to meet the eligibility criteria to qualify. For Emergency Provision, if all the eligibility criteria are met then the outcome will be a transfer of funds into the customers’ account. The maximum limit will be £60, but there will be a banding of payments between £0-20, £21-40, £41-60. The Scheme will also try to maximise the use of ‘All Pay’ cards, (subject to established contracts, or new provision) which are cards that entitle the holder to buy goods limited to the amount of credit contained on the card. This would be targeted to those few households that may not have a bank account. Cash provision has been considered, but carries a large degree of risk in terms of fraud, security and implementation. Where food is required customers will be offered assistance via the Food Banks in Dunstable or Biggleswade or the nearest local provision via the Food Bank Network. For Grant Provision, if the eligibility criteria are met, an appointment will be made with the Housing Needs Service to fully assess the needs of the customer. Work is underway to enable the Council to access furniture through appropriate procurement processes.

27. As a consequence of the reduced funding from the DWP it is necessary to review the eligibility criteria. Appendix A sets out the eligibility criteria and the rationale for change. In Phase 1 of the scheme the only change to the criteria will be the introduction of a local connection provision. This will allow better targeting of assistance to the residents of Central Bedfordshire. The Council's statutory provision is already geared to meet the needs of the most vulnerable people, therefore this provision is targeted to those customers who genuinely require assistance, but are not eligible for the statutory provision.
28. It must be noted that any changes made to this criteria that may result in an increase in demand for welfare provision that would have a potentially negative effect on the fixed budget and may require additional funding. It is envisaged that in Phase 2 of the Project a broad consultation will be launched with regards to the Eligibility Criteria.
29. An Appeals Process has also been designed to enable customers to appeal decisions on both Emergency provision and Grant Provision. The scheme does not intend to provide a 24 hour service as all night emergencies will continue to be dealt with by the Council's Emergency.

Administration of the Scheme

30. In designing the scheme for LWP it was key that it was embedded into the Council's Customer First programme to maximise efficiency gains and to provide a single point of access to all customers, through Customer Services. However, due to the lead-in periods for Customer First it will not be possible for the processes to be embedded with Customer Services by 1 April 2013. There are also issues surrounding data capture and complexities of using the QL IT system for Housing in a Customer Services environment.
31. A change request has been incorporated into the Customer First Programme to accommodate Local Welfare Provision. It is anticipated that the changes will not be implemented until after 'go live' date for Local Welfare Provision around June 2013. The CRM used by Customer Services would be a much more adaptable platform fit for purpose and be better able to handle data requirements.
32. As a consequence the Operational design of the scheme has been altered in order to accommodate the scheme successfully into the Customer First programme at a later date. Initially it is proposed that the scheme will be run by the Council's Housing Needs Service from 1 April 2013. Appendix B highlights the two operational designs that have been considered.
33. This report proposes that Option 2 is the most viable Operational option for Phase 1 of this scheme and minimises many elements of risk. By allowing the Housing Needs Service to run the scheme, intelligence and data on demand can be captured and used to design business process into Phase 2 and integration with Customer First. The Housing Needs Service is experienced in dealing with vulnerable households and also has experience of administering grant funded services for vulnerable households. This period will also allow for the fine tuning of procedures and processing and monitoring of the scheme and its effectiveness and indeed its future direction.

Conclusion and Next Steps

34. The Local Welfare Provision scheme Project will continue to be managed and developed up until the end of Phase1 with a 'go live' date of 1 April 2013. A communications plan has been developed and the DWP do not plan any publicity on the changes before February 2013.
35. In February 2013 there will be an opportunity for key stakeholders to understand how Local Welfare Provision will work in Central Bedfordshire via an invited one day event.

Appendices:

Appendix A – Eligibility Criteria

Appendix B – Operational Design Options Phase 1

Background Papers:

Equality Impact Assessment

Rm 56 Watling House, High Street North, Dunstable LU6 1LF

APPENDIX A



ELIGIBILITY CRITERIA

Current DWP Criteria	Proposed CBC Criteria
<p><u>Crisis Loans</u></p> <p>You may be able to get a Crisis Loan for day to day living expenses if:</p> <ul style="list-style-type: none"> • You are aged 16 or over, and • In an emergency or because of a disaster, you do not have enough money to meet the immediate needs of yourself and your family, if you have one <p>And</p> <ul style="list-style-type: none"> • There is no other way to prevent serious damage or serious risk to the health, or safety of yourself or a member of your family <p>You may be able to get a Crisis Loan to help with paying:</p> <ul style="list-style-type: none"> • Rent in advance • Board and lodging in advance • Hostel charges <p>IF</p>	<p><u>Emergency Provision</u></p> <p>You may be able to get Emergency Provision for day to day living expenses if:</p> <ul style="list-style-type: none"> • You are normally continuously resident in Central Bedfordshire; (6 out of last 12 months or 3 out of last 5 years) and • You are aged 16 or over, and • In an emergency or because of a disaster, you do not have enough money to meet the immediate needs of yourself and your family, if you have one <p>And</p> <ul style="list-style-type: none"> • There is no other way to prevent serious damage or serious risk to the health, or safety of yourself or a member of your family <p>You may be able to get Emergency Provision to help with paying:</p> <ul style="list-style-type: none"> • Rent in advance • Board and lodging in advance • Hostel charges IF <p>You are normally continuously resident in Central Bedfordshire</p>

<ul style="list-style-type: none"> • You are aged 16 or over • and • In an emergency or because of a disaster, you do not have enough money to pay rent in advance, advance board and lodging charges or hostel charges, and there is no other way to prevent serious damage or serious risk to the health, or safety of yourself or a member of your family, or • You are moving out of a care home or institutional care, and • Your new tenancy is not for local authority accommodation, and • You have a Community Care Grant to help you get established <p>You may be able to get a Crisis Loan for items and services other than day to day living expenses if:</p> <ul style="list-style-type: none"> • You are aged 16 or over, and • Because of a disaster you do not have enough money to meet the immediate needs of your family for items other than day to day living expenses. A disaster includes the effect of a major fire, flood or explosion, but does not include less serious situations such as a small fire in one room or a leak from a washing machine 	<p>AND/IF</p> <ul style="list-style-type: none"> • You are aged 16 or over and • In an emergency or because of a disaster, you do not have enough money to pay rent in advance, advance board and lodging charges or hostel charges, and there is no other way to prevent serious damage or serious risk to the health, or safety of yourself or a member of your family, or • You are moving out of a care home or institutional care, and • Your new tenancy is not for local authority accommodation, and • You have a Community Care Grant to help you get established <p>You may be able to get Emergency Provision for items and services other than day to day living expenses if:</p> <p>You are normally continuously resident in Central Bedfordshire</p> <ul style="list-style-type: none"> • You are aged 16 or over, and • Because of a disaster you do not have enough money to meet the essential needs of your family for items other than day to day living expenses. A disaster includes the effect of a major fire, flood or explosion, but does not include less serious situations such as a small fire in one room or a leak from a washing machine <p>You cannot apply again within 28 days of any successful application. If more than one successful application is made then a financial review will be triggered</p>
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<u>Community Care Grants</u>	<u>Grant Provision</u>
<p>To qualify you must get one of these benefits (or likely to get them in the next 6 weeks):</p> <ul style="list-style-type: none"> • Income Support • Income-related Employment and Support Allowance • Income-based Jobseeker’s Allowance • Pension Credit <p>Also, one of the following must apply to you:</p> <ul style="list-style-type: none"> • Are leaving residential or institutional care – eg a care home or prison • Are being resettled into a new home by your council or a voluntary organisation following an unsettled period in your life • Are looking after someone who is ill, disabled or just out of prison • Need help to stay in your home and not go into residential care or hospital • Need help with expenses to go to a relative’s funeral or visit someone who is ill • Need help because you or your family face exceptional pressure – eg because of a family breakdown or illness. <p>You cannot get a grant if you’ve already asked for help for the same things in the last 28 days.</p>	<p>To qualify you must</p> <ul style="list-style-type: none"> • be normally continuously resident in Central Bedfordshire; and • be in receipt of one of these benefits (or likely to get them in the next 6 weeks): <ul style="list-style-type: none"> • Income Support • Income-related Employment and Support Allowance • Income-based Jobseeker’s Allowance • Pension Credit • Universal Credit <p>Also, one of the following must apply to you:</p> <ul style="list-style-type: none"> • Are leaving residential or institutional care – eg a care home or prison • Are being resettled into a new home by your council or a voluntary organisation following an unsettled period in your life • Are looking after someone who is ill, disabled or just out of prison • Need help to stay in your home and not go into residential care or hospital • Need help with expenses to go to a relative’s funeral or visit someone who is ill • Need help because you or your family face exceptional pressure – eg because of a family breakdown or illness. <p>You cannot get a grant if you’ve already asked for help for the same things in the last 28 days.</p>

Changes in Criteria

Crisis Loans now **Emergency Provision**

- **You are normally continuously resident in Central Bedfordshire; (6 out of last 12 months or 3 out of last 5 years)**
- **You cannot apply again within 28 days of any successful application. If more than one successful application is made then a financial review will be triggered**

Community Care Grants now **Grant Provision**

- **You are normally continuously resident in Central Bedfordshire; (6 out of last 12 months or 3 out of last 5 years)**

Alternatives

Assistance can be provided through other Statutory Services such as

- Children's Services (S17 or S20 assistance (Children's Act 1989 & 2004));
- Social Care Services;
- Statutory Homelessness Services;
- DWP assistance in the form of budgeting loans or transitional funding
- Charity and voluntary sector
- Alternative Funding is available for assistance from DWP

To broaden out the eligibility criteria may require extra funding and that may have a negative affect on other front line services provided by the Council

All customers who are refused assistance will be given a right of review. 2 days response for Emergency Provision and 21 days for Grant Provision

APPENDIX B

Operational Design Options Phase 1

Operational Model	Advantages	Disadvantages
<p>Option 1 – Customer Services Model</p> <p>The Customer Service Centre will manage all applications and decision making for Emergency Provision requests where appropriate following predefined scripts. Grant Provision calls will require data to be captured and an appointment to be scheduled with Housing via Outlook. All Customer data and outcomes to be recorded manually on a spreadsheet /database. Calls will be transferred to Housing if there are any issues /anomalies.</p>	<ul style="list-style-type: none"> • Calls will be handled by Contact Centre fitting in with corporate agenda. • Resource levels higher and absence easier to manage. • Existing telephony capability in place. 	<ul style="list-style-type: none"> • Data Capture will be manual with no control over quality and accuracy. Data integrity and accuracy is a key deliverable as it is required to drive Phase 2 activity. • Any development to the housing information system (QL) required will impact timescales and potentially costs and these are not budgeted for in Project costs. • For Grant Provision there will be duplication of effort as contact will have to be recorded twice. Once by Contact centre on application and then again by Housing in QL when customer attends for interview. • With the development of the Customer Reception Management (CRM) system any designed process may have to be amended to fit with “Customer First” causing duplication of effort and unnecessary expenditure developing QL. • Difficult to agree the division of labour and resource costs with the Contact Centre at present as we still do not have call volumes .lengths and handling time data available. • Manual Processes may increase the risk of Customer Fraud

Operational Design Options Phase 1

Operational Model	Advantages	Disadvantages
<p>Option 2 – Housing Model</p> <p>Housing to manage the application process. A new telephone number and hunt group to be set up for Customers to call in. Applications will be managed following pre defined script. Emergency provision to be dealt with immediately. Grant Provision interviews to be booked directly into outlook. Data to be captured direct to QL (Housing IT system) and reported from system. QL housing scripts to be amended to accommodate required changes. Reports can then be produced directly from QL to assist with monitoring budgets and outcomes.</p>	<ul style="list-style-type: none"> • QL development minimal providing a more accurate reporting tool and efficient system. • More accurate data collected to understand fully what is required from Contact Centre in terms of resource and call handling so appropriate operational levels/budget allocation can be agreed for handover. • Handover to Contact Centre can be scheduled for Phase 2 and supports the Corporate agenda, developing and promoting Customer First. • Single point of contact for customers and providers • Seamless transition 	<ul style="list-style-type: none"> • Resource not in place and timescales short to get people seconded into roles. Potential risk. • Training resource for Housing not identified at present.

Meeting: Executive
Date: 5 February 2013
Subject: Community Right to Bid
Report of: Cllr Maurice Jones, Deputy Leader & Executive Member for Corporate Resources

Summary: The report proposes to brief Executive on the regulations relating to the Community Right to Bid provisions in the Localism Act, and to outline Central Bedfordshire's approach to implementing the regulations.

Advising Officer: Edwina Grant, Deputy Chief Executive/Director of Children's Services

Contact Officer: Peter Fraser, Head of Partnerships & Community Engagement

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:

The Community Right to Bid could impact to some degree on any of the Council's priorities, depending upon what the asset is currently used for, or could be used for in the future. For example, a building (or land) could be of benefit to the local community if it is used for:

- Job skills support, CV writing, creating jobs, managing growth and enabling businesses to grow - enhancing Central Bedfordshire
- Providing skills and learning opportunities - improved educational attainment
- Sport and leisure activities - promote health and wellbeing and protecting the vulnerable
- Community hall / village hall / allotments etc - better infrastructure and great universal services
- Enabling communities to deliver some local services themselves that may lower demand for other public service support in the future - value for money, freezing council tax.

Financial:

1. Private owners of an asset which is nominated as a community asset may claim compensation for loss and expense incurred through the asset being listed. The Council will be responsible for considering any claims made and agreeing the nature and value of any compensation. The financial risk to the Council is up to £20,000 compensation in any financial year. This could be for a single claim, or multiple claims in any year that exceed £20,000.

Legal:

2. This report describes the Council's duties in relation to Assets of Community Value under the Localism Act 2011 – the Community Right to Bid. The arrangements are also governed by regulations made under the Act but the guidance that has been issued is described as 'non-statutory'.

Risk Management:

3. The key risks are:
 - Being able to respond within the eight work period if a significant number of assets are nominated for listing.
 - A delay of up to six months for the disposal of listed assets.
 - Up to £20,000 compensation to be paid to private owners of listed assets.
4. The risks above will be monitored closely through the Localism risk log. It is unlikely that a significant number of assets will be received for listing at any one time, and the process requires the nominating organisation to include information to assist the decision making process. Central government has agreed to meet compensation payments above £20,000 in any financial year, and this facility applies only to assets in private ownership (see paragraphs 33-37).

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. 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. The Community Right to Bid provides an opportunity for an asset to be purchased for the benefit of the community as a whole, which could have a beneficial impact in terms of advancing equality at a local level.

Public Health:

7. A building or land can be nominated by a local community organisation if it is currently used to further the social wellbeing or social interests of the local community and it is realistic to think it can continue to do so. This may include using the asset in a way that contributes to public health and wellbeing.

Community Safety:

8. Not applicable.

Sustainability:

9. Not applicable.

Procurement:

10. Not applicable.

Overview and Scrutiny:

11. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATIONS:

The Executive is asked to:

1. **agree that the Service Director, Business Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources and the Section 151 Officer, will decide if an asset should be listed;**
2. **agree that if a decision to list an asset is appealed by the asset owner, a review will be undertaken by the Deputy Chief Executive and Director of Children's Services in consultation with the Deputy Executive Member for Corporate Resources and Lead Member for Localism;**
3. **agree that any claims for compensation made by a private owner should be decided by the Service Director, Business Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources and the Section 151 Officer; and**
4. **agree that if a compensation decision is appealed, a review will be undertaken by the Deputy Chief Executive & Director of Children's Services in consultation with the Deputy Executive Member for Corporate Resources & Lead Member for Localism.**

<i>Reason for Recommendations:</i>	<i>To ensure the Council is able to fulfil its statutory duties in relation to Assets of Community Value under the Localism Act 2011 – the Community Right to Bid.</i>
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Executive Summary

The Community Right to Bid provisions are part of the Localism Act 2011 which came into force on 21 September 2012. It gives local community groups, such as town and parish councils, charities, voluntary organisations and social enterprises a right to nominate a building or land for listing by Central Bedfordshire Council as an asset of community value for up to five years. Once an asset is nominated, CBC will have eight weeks to make a judgement about whether the asset meets the definition for listing and respond in writing. When a listed asset is to be sold, community groups will be given six weeks to say whether they want to be treated as a potential bidder for the asset and six months to develop and submit a bid.

After this period the owner of the asset can sell it to whomever they choose and at whatever price. This paper sets out the decision-making process to determine if an asset should be listed and how it will be treated if and when it is sold, including any subsequent compensation claims from private owners of listed assets.

Introduction

12. The Community Right to Bid provisions came into force on 21 September 2012.
13. The provisions give local community groups a right to nominate a building or other land for listing by Central Bedfordshire Council (CBC) as an asset of community value. When a listed asset is to be sold, local community groups will have a fairer chance to make a bid and buy it on the open market.
14. These provisions do not restrict in any way who the owner of a listed asset can sell their property to, or at what price. They also do not confer a right of first refusal to community groups.

Nominating and Listing Assets

15. Parish councils and community organisations can nominate local assets to CBC to be included on a list of assets of community value for up to five years. The nominated asset may be owned by anybody, including CBC and the Crown.
16. The definition of a community organisation includes social enterprises, community interest companies, charities, a company limited by guarantee that is non-profit distributing, co-operatives and other incorporated bodies whose Articles of Memorandum and Association state that the company's objects are in the interest of the community.
17. Nominations can also be accepted from any unincorporated group with a membership of at least 21 people who appear on the electoral roll within the local authority, or a neighbouring local authority. This will enable nomination by a local group formed to try to save an asset, but which has not yet reached the stage of acquiring a formal charitable or corporate structure.
18. Parish councils can nominate an asset in its own area, or in a neighbouring parish area (a parish which shares a border with it).
19. CBC cannot list land on its own initiative – it must be nominated.
20. A nomination must include the following information for CBC to consider:
 - (a) A description of the nominated land including its proposed boundaries. These boundaries do not have to be the same as ownership boundaries; for instance as shown on the Land Registry plan if the land is registered, nor is it necessary for all parts of the nominated site to be in the same ownership.
 - (b) Any information the nominator has about the freeholders, leaseholders and current occupants of the site.

- (c) The reasons for nominating the asset, explaining why the nominator believes the asset meets the definition in the Act.
 - (d) The nominator's eligibility to make the nomination.
21. Once an asset is nominated, CBC will have 8 weeks to make a judgement about whether the asset meets the definition set out in Section 88 of the Act, or whether it falls into one of the excluded categories.
22. Residential property is excluded, including gardens, outbuildings and other associated land in the same ownership as the associated residence. There are two further categories of assets excluded from listing:
- (a) land licensed for use as a residential caravan site; and
 - (b) operational land of statutory undertakers.
23. CBC must take all practicable steps to inform the following if an asset has been nominated:
- (a) the parish council in which the land lies (or partly lies);
 - (b) the owner;
 - (c) if the owner is not the freeholder then the holder of the freehold estate, and any other leaseholder apart from the owner; and
 - (d) any lawful occupant (which could include a licensee).
24. If the nominated asset is properly nominated, is in CBC's area, meets the definition, and is not excluded, then we must list it and inform all of the parties specified above. The same parties should also be informed when an asset is subsequently removed from the list.
25. If an asset has been included on the list, an owner has the right to request the local authority to review its decision 8 weeks from the date written notice of the listing was given, or a longer period allowed by CBC in writing. The property will remain listed while the review is carried out. If the owner remains in disagreement with the listing after the internal review they have a right of appeal to an independent Tribunal.
26. If CBC does not agree that the nominated asset meets the section 88 definition, or it is in one of the excluded categories, they must place it on a list of assets to be nominated but not listed. Both lists must be made available for free inspection by any person and CBC must provide a free copy of either to anyone who asks for it. The two lists may be combined into one document. The list of unsuccessful nominations must include reasons for the asset not being listed.
27. It is for CBC to decide how long they hold unsuccessful nominations on the list. The intention of this is to ensure transparency and to avoid multiple nominations of an asset that does not meet the definition. Assets will be removed from either list no later than five years after the date of entry onto the list.

Moratorium

28. Once an asset has been listed nothing further will happen unless the owner decides to dispose of it.
29. The owner will only be able to dispose of the asset after a specified window has expired. The first part of this window is a 6 week interim period, which will apply from the point the owner notifies CBC of the intention to dispose of it. The nominating community group must be informed to allow it to make a written request to be treated as a potential bidder. If none do so during this period the owner is free to sell their asset at the end of the 6 weeks.
30. If a written request is received this will trigger a 6 month moratorium (again from the point the owner notifies the local authority). CBC must let the owner know as soon as practicable that a request has been received. During this period the owner may continue to market and negotiate sales, but may not exchange contracts (or enter into a binding contract to do so later). There is one exception: the owner may sell to a community interest group during the moratorium period.
31. CBC will be required to update the list to show the owner's intention to dispose of an asset and to give the interim and full moratorium end dates, and the end date of the protected period.
32. After the moratorium period – either the 6 weeks if there has been no community interest, or the full 6 months – the owner is free to sell to whomever they choose and at whatever price, and no further moratorium will apply for the remainder of a protected period lasting 18 months (running from the start date of when the owner notified CBC of wishing to sell).

Compensation

33. The scheme recognises that these provisions may have some financial impact on owners, and provides a compensation scheme for private property owners who have experienced loss and expense incurred through the asset being listed. CBC will be responsible for administering the compensation scheme, including assessing and determining compensation awards. This will not be available to public bodies.
34. The Regulations specifically provide that this will include a claim arising from a period of delay in entering into a binding agreement to sell which is wholly caused by the interim or full moratorium period; or for legal expenses incurred in a successful appeal to the Tribunal.
35. The time limit for making a compensation claim is 13 weeks from the end of the interim or full moratorium period (as appropriate) or from the date when the land ceases to be listed. Claims must be made in writing, state the amount of compensation sought and provide supporting evidence. The burden of proving the claim falls on the owner.
36. CBC must consider the claim and is required to give written reasons for its decision. No time limit is specified for responding to the claim. Owners and former owners will have rights of review and appeal regarding our compensation decisions.

37. The Government will meet the costs of compensation payments over £20,000 in a financial year. This could occur through one large claim of over £20,000, or as a combined total on a number of smaller claims.

Enforcement

38. The scheme provides for various mechanisms to encourage compliance by requiring local authorities to:
- (a) inform owners and other interested parties that an asset has been listed;
 - (b) enter on the local land charges register the fact that an asset has been listed; and
 - (c) in the case of registered land, apply for a restriction of the Land register.
39. Additionally, to give a strong incentive to owners to comply with the scheme, non-compliant sales will be void; meaning that the change of ownership has not taken place. However, this penalty will not apply if the owner was unaware through no fault of their own that the land was listed when it was sold.
40. The provisions do not place any restrictions on what an owner can do with their property, once listed, so long as it remains in their ownership. This is because it is planning policy that determines permitted uses for particular sites. However, the fact that the site is listed may affect planning decisions – it is open to the Local Planning Authority to decide whether listing as an asset of community value is a material consideration if an application for change of use is submitted, considering all the circumstances of the case.

Land which may and may not be listed as an asset of community value

41. If CBC receives a nomination, it must determine whether the land or building nominated meets the definition of an asset of community value as set out in Section 88 of the Act. A building or other land is deemed to be of community value if in the opinion of CBC:
- (a) the building or land is currently used to further the social wellbeing or social interests of the local community; and
 - (b) it is realistic to think that it can continue to be used to further the social wellbeing or social interests of the local community (whether or not in the same way).
42. Section 88 (2) of the Act extends this definition to land which has furthered the social wellbeing or social interests of the local community in the recent past, and which it is realistic to consider will do so again during the next five years.

CBC's process for deciding if an asset should be listed

43. CBC needs to determine who should make the decision on whether an asset should be listed or not, and the process for doing so. It is proposed that the process should be as follows:

- (a) Any requests for an asset to be listed should be made in writing to the Head of Asset Management.
- (b) The Head of Asset Management should inform the Head of Partnerships & Community Engagement who will notify:
 - the relevant Ward Members;
 - the Lead Member for Localism; and
 - the local parish council (if it is not the parish council making the nomination).
- (c) The Head of Asset Management will inform the asset owner and any other parties specified in the Act, and seek their comments.
- (d) The Service Director, Business Services, in consultation with the Deputy Leader and Executive Member for Corporate Resources and the Section 151 Officer, will decide if the asset should be listed.
- (e) If the asset is listed the Head of Asset Management will notify the asset owner and the parties specified in the Act, and publish the asset on the list.
- (f) If the decision is taken for the asset not to be listed the Head of Asset Management will notify the asset owner and the parties specified in the Act, and publish the asset on a list of unsuccessful nominations.
- (g) The owner has up to 8 weeks to object to the asset being listed and request that the decision be reviewed. An internal review will be undertaken by the Deputy Chief Executive and Director of Children's Services in consultation with the Deputy Executive Member for Corporate Resources & Lead Member for Localism.

44. If the owner is not satisfied with the outcome of the internal review they have the right to appeal to the First-Tier Tribunal (HM Courts and Tribunals) within 28 days from the date of notification of the decision of the internal review.

CBC's process for disposing of a listed asset

45. If a listed asset comes up for disposal, the process will be led by the Head of Asset Management and include:
- (a) informing the nominating community group, to allow them to make a written request to be treated as a potential bidder;
 - (b) notifying the owner and other specified parties if a written request has been received; and
 - (c) updating the published list to show the owner's intention to dispose of an asset and setting out the interim and full moratorium end dates, and the end date of the protected period.
46. The Head of Asset Management will ensure that listed assets are removed from the list as soon as practicable after disposal, or no later than five years from the date of entry onto the list.

CBC's process for agreeing compensation amounts

47. Private owners may claim compensation for loss and expense incurred through the asset being listed. Claims must be made in writing to the Head of Asset Management within 13 weeks from the end of the interim or full moratorium period (as appropriate) or from the date the land ceases to be listed. The Service Director, Business Services, in consultation with the Deputy Leader & Executive Member for Corporate Resources and the Section 151 Officer, will consider the claim and give written reasons for its decision.
48. The owner has up to 8 weeks to request a review of the decision. An internal review will be undertaken by the Deputy Chief Executive & Director of Children's Services in consultation with the Deputy Executive Member for Corporate Resources & Lead Member for Localism.
49. If the owner is not satisfied with the outcome of the internal review they have the right to appeal to the First-Tier Tribunal (HM Courts and Tribunals) within 28 days from the date of notification of the decision of the internal review.

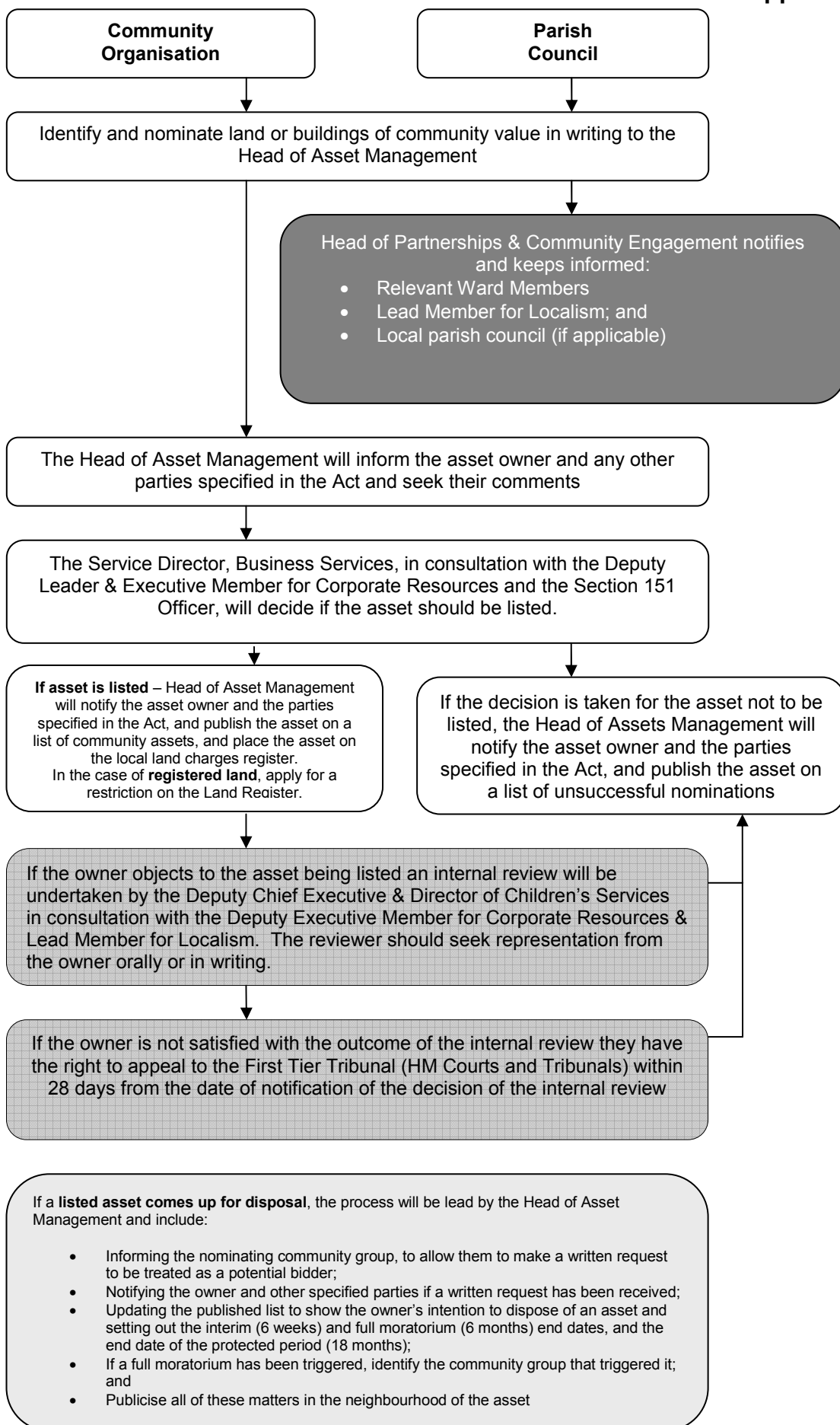
Appendices:

Appendix A – Diagram of the process to decide if an asset should be listed or not

Background Papers: (open to public inspection)

None

Appendix A



Meeting: Executive
Date: 5 February 2013
Subject: Award of the Contract for the Refurbishment of
Timberlands Gypsy and Travellers Site, Pepperstock, Slip
End
Report of: Cllr Carole Hegley, Executive Member for Social Care, Health and
Housing
Summary: The report proposes to award the contract for the refurbishment of
Timberlands Gypsy and Travellers Site, Pepperstock, Slip End.

Advising Officer: Julie Ogle, Director of Social Care, Health and Housing
Contact Officer: Ian Johnson – Housing Asset Manager
Public/Exempt: Public but with an exempt appendix under category number 3
“information relating to the financial or business affairs of any
particular person (including the authority holding that
information)”.
Wards Affected: Caddington
Function of: Executive
Key Decision Yes
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable.

CORPORATE IMPLICATIONS

Council Priorities:

The actions support the Council priorities:

- Enhancing Central Bedfordshire – creating jobs, managing growth.
- Promote health and wellbeing and protecting the vulnerable.
- Better infrastructure.

Financial:

1. The capital budget for this project is £931k which includes professional fees. £699k is provided by grant from Go East with the balance being funded from the capital programme.

The successful tender received can be delivered within the budget allocation.

Modernisation and improvement of the site will significantly reduce future revenue maintenance costs and the site is planned to be self financing from the outset. Personal metering of water supplies and direct charges for other utilities, plus a realistic pitch rent and management fee will mean that the modernised site will have a positive net income to the General Fund.

Legal:

2. Standard contract documentation NEC 3 – Option A Fixed price with activity schedule as amended to suit our requirements.

Risk Management:

3. The method statements submitted by the contractors identified the following risks :-

A fixed price style approach has been adopted to minimise risk of budget overspend. All design has been completed prior to issue of tender documents. The contractor is aware of the Council's maximum budget.

The nature of the contract does not provide for contingencies within the contract sum and any additional works will be funded from the existing budget of £931k. We are confident that the contract will be delivered within the set budget.

4. If the contract is not awarded there are risks that the Gypsy site will deteriorate further. There is a risk of unauthorised occupation as the site is currently vacant.

There will be loss of rental income to the General Fund and the Council would not meet it's commitment to site provision in this part of Central Bedfordshire.

5. The site is now closed and will not re-open without investment. Without this investment the Council might be obliged to provide further Gypsy and Traveller pitches elsewhere in Central Bedfordshire, although this would be a target set locally.

If refurbishment does not happen, approximately £699K must be re-paid to Government. Also there is a risk of reputational damage if money is handed back to Government.

Staffing (including Trades Unions):

6. None.

Equalities/Human Rights:

7. Equality and diversity impact assessments have been completed and the recommendations are outlined below :-
8. The refurbishment of the Timberlands Gypsy and Traveller site has been recognised as necessary to address disrepair and breaches of Model Standards for Caravan Sites, including drainage problems and poor facilities in the amenity blocks. The new site will improve the quality of life for gypsies and travellers, having taken into account preferences expressed by site residents regarding the design of the site and its facilities.
9. By reducing the number of available plots, the refurbished site will provide more space for each plot, be safer, management of the site will improve and the new facilities will meet Equality Act 2010 disability requirements which will enable the residents to remain in their home and live independently for longer. Furthermore, smaller sites are recognised by a number of organisations representing Gypsies and Travellers as providing a proportionate balance that gives stability to the community.
10. However, a reduction in the number of plots could increase the incidence of unauthorised camping. The problems associated with unauthorised sites, such as the costs of taking enforcement action, the tension that exists between Gypsies and Travellers and the settled community and the social exclusion experienced by Gypsies and Travellers on unauthorised sites, could continue. The Council has committed to reducing the occurrence of unauthorised sites by making sufficient new provision for Gypsies and Travellers in the area. Although a reduction in the number of available plots contradicts this commitment, it will however address health and safety issues, by providing larger, improved plots and amenities which do not contravene model standards for caravans and facilities which are suitable and accessible for elderly and disabled Gypsies and Travellers.
11. With an increasing ageing population within Central Bedfordshire, the refurbished plots provide improved facilities and accessibility for elderly and disabled Gypsies and Travellers, thereby enabling them to continue living on sites rather than having to move to bricks and mortar accommodation.
12. Although the site residents would have preferred to remain on site during the refurbishment, this was not possible, due to health and safety issues. The Council recognises that having to move away from the site during the refurbishment period is a sensitive matter for the families concerned and ongoing support is important to ensure these residents maintain their current tenancies and are given information about the progress of the site refurbishment. The Timberlands Site Manager has already provided assistance and further support has been made available to them, if required, through Bromford Support. Furthermore, the families have been made aware of specific contacts within the Council, such as the Housing Estates Manager, Senior Estates Officer and Tenant Liaison Officers, who can assist them with any tenancy matters and information regarding the progress of the refurbishment. Communication is ongoing with the families and records have been kept regarding how any issues have been addressed and satisfactorily resolved.

Public Health:

13. Not applicable.

Community Safety:

14. Not applicable.

Sustainability:

15. Not applicable.

Procurement:

16. The contract has been tendered in accordance with the Council's Corporate Procurement Rules.

Overview and Scrutiny:

17. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATION:

The Executive is asked to:

1. **award the contract for the refurbishment of Timberlands Gypsy and Travellers Site, Pepperstock, Slip End to Contractor A.**

Reason for Recommendation: So that the refurbishment of this Gypsy site is completed by the end of 2013.

Executive Summary

17. This report outlines the outcome of the tendering of the refurbishment of Timberlands Gypsy and Travellers Site , Pepperstock, Slip End.

This contract was procured using standard contract documentation NEC 3 – Option A Fixed price with activity schedule as amended to suit our requirements.

18. A fixed price style approach has been adopted to minimise risk of budget overspend. All design has been completed prior to issue of tender documents. The contractor is aware of the Council's maximum budget.
19. The contract programme has been set at 36 weeks within the tender documents with a start date in April 2013.

Background

20. The project is to refurbish the Timberlands Gypsy and Traveller site.
- Timberlands is in poor condition; there are public health issues (eg: poor drainage) and refurbishment is long overdue. Grant has been secured for £699k towards the proposed costs of £931k.
21. The designs for the refurbishment of the site cater for 6 plots, which ensures sufficient distances between vehicles and buildings for fire safety and to provide an improved environment. The layout has been agreed with local ward Members and with the planning team.
22. Bedfordshire County Council successfully bid in 2007 for Go East funding of £741k to refurbish the Timberlands site on the basis of a matching County Council capital contribution of £247k. After initial development appraisal costs, the remaining capital budget for Timberlands is £931k, which is sufficient for initial estimated costs of £931k, most of which has slipped due to complexities with the site. Previously, Government have accepted slippage but intention is to progress in 2013/2014.
23. **The Contract**
- i) This is fixed price with a contract period of 36 weeks for completion.
 - ii) An established Tender Documentation, NEC 3 – Option A Fixed price with activity schedule as amended to suit our requirements.
 - iii) Using this type of contract, the contractor is paid for each item of completed work within the agreed activity schedule and programme up to the total contract sum.
 - iv) It has been prepared in a way to minimise variations and with the contractor taking the majority of the risk.

Tender Evaluation

24. A contract advert was placed on 1 May 2012 on “Intend”, the local newspapers and on the CBC website.
25. 21 pre qualification questionnaires were received, and 13 contractors were shortlisted.
26. 5 contractors declined to tender, 8 tenders were received by the closing date, 1 tender was rejected, 7 tenders were evaluated.

27. The Standard Award Criteria Evaluation Model is a points system based upon 80% of the points being awarded for financial submissions and 20% of the points being awarded for quality method statement submissions. The criteria for assessment of quality covered the following specific areas; Environment; Equalities; Health & Safety; Method of Delivery of the service; Resources to be allocated, Business Continuity; Monitoring and Performance Management (KPI's), Communication and Social Values.

28. A joint evaluation panel made up of officers and tenants was established to evaluate all tender bids.
 - i) The information provided in the quality method statements was reviewed and scored by the panel.

 - ii) If a contractor indicated that they could complete the project earlier than the 36 weeks allocated, an adjustment was made to their evaluation score.

Appendices:

Appendix A – Exempt report Award of the refurbishment of Timberlands Gypsy and Travellers Site , Pepperstock, Slip End.

Background Papers: (open to public inspection) None

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