

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



**please ask for** Sandra Hobbs  
**direct line** 0300 300 5257  
**date** 13 June 2013

## NOTICE OF MEETING

### EXECUTIVE

Date & Time

**Tuesday, 25 June 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
	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 – Partnerships
	R Stay	– Executive Member – External Affairs

All other Members of the Council - on request

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

## AGENDA

1. **Apologies for Absence**

To receive apologies for absence.

2. **Minutes**

To approve as a correct record, the Minutes of the meeting of the Executive held on 14 May 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 of Key Decisions**

To receive the Forward Plan of Key Decisions for the period 1 July 20 13 to 30 June 2014.

### Decisions

<b>Item</b>	<b>Subject</b>	<b>Page Nos.</b>
8.	<b>Heath and Reach Traffic Calming</b>	37 - 56

To seeks the approval for the installation of a zebra crossing on a raised table and amendments of the existing waiting restrictions on Bird's Hill, Heath and Reach following the receipt of objections.

9. **Provisional Revenue Outturn 2012/13** 57 - 76
- The report provides information on the provisional outturn for 2012/13, subject to audit.
10. **Provisional Capital Outturn 2012/13** 77 - 90
- The report provides information on the provisional capital outturn for 2012/13, subject to audit.
11. **March 2012/13 Provisional Outturn Housing Revenue Account Revenue and Capital Report** 91 - 104
- The report provides information on the 2012/13 Housing Revenue Account provisional outturn revenue and capital position as at March 2013. The position is subject to audit.
12. **Children and Young People's Plan 2013 - 2015** 105 - 124
- The report sets out the key outcomes for children and young people that partners are proposing to work together to achieve through the Children's Trust Board and as set out in the Children and Young People's Plan. Executive is asked to endorse the Plan.
13. **Community Engagement Strategy - 2013 - 2016** 125 - 150
- The report proposes Executive approval for the final draft of the Community Engagement Strategy (CES) 2013-2016 to be forwarded for adoption by Council in September 2013.
14. **Award of the Central Heating Installation Contract 2013- 2016** 151 - 156
- The report proposes to award the Contract for the Central Heating Installation Service 2013 -2016.
- Monitoring Matters**
15. **Quarter 4 Performance Report** 157 - 184
- To consider the quarter 4 performance report.

16. **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.

<b>Exempt Decisions</b>
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<b>Item</b>	<b>Subject</b>	<b>Exempt Para.</b>	<b>Page Nos.</b>
17.	<b>Award of the Central Heating Installation Contract 2013- 2016</b> The Appendix sets out the award and evaluation of the Housing Central Heating Installation Contract 2013 -2016.	3	185 - 188

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

**CENTRAL BEDFORDSHIRE COUNCIL**

At a meeting of the **EXECUTIVE** held in the Council Chamber, Priory House, Monks Walk, Shefford on Tuesday, 14 May 2013.

**PRESENT**

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

Executive Members:	Cllrs	C Hegley Mrs P E Turner MBE	Cllrs	M A G Versallion J N Young
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Deputy Executive Members:	Cllrs	A D Brown I Dalgarno A L Dodwell D J Hopkin	Cllrs	A M Turner B Wells R D Wenham
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Apologies for Absence:	Cllrs	Mrs S Clark B J Spurr R C Stay
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Members in Attendance:	Cllrs	P N Aldis Mrs A Barker A R Bastable R D Berry M C Blair D Bowater Mrs G Clarke	Cllrs	Dr R Egan Mrs S A Goodchild Mrs J G Lawrence D J Lawrence D McVicar J Murray A Shadbolt
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Officers in Attendance	Mr R Carr Mrs M Clampitt Ms D Clarke  Mr M Coiffait Mr A Fleming Mr R Fox  Ms S Frost  Mrs E Grant  Mr D Hale Mr J Holman Mrs J Ogley  Mr C Warboys	Chief Executive Committee Services Officer Director of Improvement and Corporate Services Community Services Director Service Director - Business Services Head of Development Planning and Housing Strategy Interim Local Planning and Housing Team Leader Deputy Chief Executive/Director of Children's Services Planning Manager South Head of Housing Asset Management Director of Social Care, Health and Housing Chief Finance Officer
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E/13/1 **Minutes**

**RESOLVED**

**that the minutes of the meeting held on 18 March 2013 be confirmed as a correct record and signed by the Chairman subject to showing Cllr Egan as being in attendance.**

E/13/2 **Members' Interests**

None were declared.

E/13/3 **Chairman's Announcements**

The Chairman welcomed Marcel Coiffait the new Community Services Director and congratulated the following on being appointed to their new roles:

- Deb Clarke, Director of Improvement and Corporate Services
- Gerard Jones, Assistant Director of Children's Services
- Elizabeth Saunders, Assistant Director of Commissioning, Adult Social Services.

The Chairman announced that the Council had won the prestigious Public Sector People Manager's award for its recruitment campaign for Social Workers which resulted in 23 social workers being hired.

The Chairman advised that Broadband Delivery UK had increased the grant for the project being progressed by Central Bedfordshire in conjunction with Bedford and Milton Keynes by £800,000 to achieve the 90% target for the delivery of Broadband to the area.

E/13/4 **Petitions**

In accordance with the Scheme of Public Participation set out in Annex 2 of Part 4 of the Constitution, the Executive received the following petition:-

- 1. Petition to request Central Bedfordshire Council to arrange a public meeting that would address the short and long term consequences of the age range changes currently proposed and submitted by different schools in Dunstable**

Mr Tinch presented an e-petition with a total of 178 signatures urging the Council to arrange a public meeting that would address the short and long term consequences of the age range changes currently proposed and submitted by different schools in Dunstable.

The Executive Member for Children's Services thanked Mr Tinch for providing copies of the information discussed at a meeting held on 13 May. In addition, the Executive Member confirmed that Central Bedfordshire would be holding a meeting on 22 May in the evening to consider the issue.

E/13/5 **Forward Plan of Key Decisions**

**RESOLVED**

**that the Forward Plan of Key Decisions for the period 1 June 2013 to 31 May 2014 be noted.**

E/13/6 **Public Participation**

The following statement was received in accordance with the Public Participation Scheme:

**1. Cllr John Westbury, Eggington Parish Council**

Cllr Westbury, of Eggington Parish Council, spoke to Agenda item 8 'East of Leighton Linlade Framework Plan'. Cllr Westbury raised questions about the impact on the local community of Eggington and surrounding villages should the Framework Plan be approved.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development explained that the Framework was a high level plan which would provide technical guidance for development management purposes. There had been 132 responses to the consultation with 50 responses opposed to the Framework and 82 responses in favour or making constructive suggestions to the Framework.

E/13/7 **East of Leighton Linlade Framework Plan**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that proposed the East of Leighton Linlade Framework Plan be adopted as technical guidance for development management purposes. The Plan would guide development and set out the vision and the aims expected of what was a significant development at Leighton-Linslade.

The Executive Member for Sustainable Communities – Strategic Planning and Economic Development thanked Members for sharing their knowledge of local issues. He assured that the issues raised would be considered as part of the development process.

Reason for decision: To provide planning guidance to the development of the East Leighton Linslade Strategic Allocation, proposed to be allocated in the Development Strategy for Central Bedfordshire.

**RESOLVED**

**that the Leighton Linslade Framework Plan be adopted as technical guidance for Development Management purposes.**

E/13/8

**CBC Capital Programme - Grant Funding - Cycle Route between Cranfield Village and Cranfield University and Technology Park**

The Executive considered a report from the Executive Member for Sustainable Communities – Strategic Planning and Economic Development that acknowledged the grant funding of £125,000 from the Department for Transport’s Cycle Safety Fund for the Cycle Route between Cranfield Village and Cranfield University and Technology Park and proposed its inclusion in the Capital Programme. This initiative had to be delivered in the period 2013/14.

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

**RESOLVED**

**that the inclusion of funding obtained from Government as part of the Government’s Cycle Safety Fund in the Capital Programme be approved.**

E/13/9

**Housing Asset Management Strategy**

The Executive considered a report from the Executive Member for Social Care, Health and Housing that set out the proposed Housing Asset Management Strategy. The Strategy addressed the use of land, buildings, new development, disposals, and physical regeneration that would be aligned to Council led initiatives to take forward economic and social regeneration to maximise the impact that could be achieved.

Reason for decision: To enable detailed plans for maintenance, improvement regeneration and new build of the Council’s housing stock, together with new business initiatives, to be progressed.

**RESOLVED**

**that the Housing Assessment Management Strategy (HAMS) be approved.**



E/13/10 **Flitwick Leisure Centre**

The Executive considered a report from the Executive Member for Sustainable Communities – Services that proposed the procurement of a consultant in project management and design team services to enable the Council to consider the feasibility of delivering a new leisure centre in Flitwick.

The Chairman of the Sustainable Communities Overview and Scrutiny Committee requested that the consultants report be reviewed by Sustainable Communities Overview and Scrutiny Committee prior to consideration by the Executive. Concerns were raised about the amount of expenditure to date and the length of time the negotiations with Flitwick Town Council have taken. The Assistant Executive Member for Sustainable Communities - Services confirmed that the consultants report would be reviewed by Sustainable Communities Overview and Scrutiny Committee prior to the Executive.

The Chairman declared a personal interest in the item as his son was a member of the sports centre.

Reason for decision: To enable the Council to consider the options for a new leisure centre in Flitwick.

**RESOLVED**

1. **that in accordance with the Council’s Code of Procurement Governance and the procurement strategy set out in paragraphs 22 – 30 in the report, procurement of consultancy support for project management and design team services be approved; and**
2. **that the use of funding from existing schemes within the Capital Programme be approved as set out in paragraph 7 of the report.**

E/13/11 **Commissioning New School Places for implementation from September 2015**

The Executive considered a report from the Executive Member for Children’s Services that outlined seven projects within the New School Places Programme 2013/14 – 2017/18 where local pressures of demographic growth required new school places to be provided from September 2015 and one project within the New School Places Programme with a target completion date of September 2014.

Reason for decision: To ensure the Council continues to meet its statutory obligations to provide sufficient school places and also to meet the legal requirements placed on the Council by the Education and Inspections Act 2006 regarding proposals to expand maintained schools. Commitment to expenditure and final approval of the proposals set out in recommendations 1-5 would be determined by the Council’s Executive in December 2013, informed by the outcome of the consultation exercises, Education Funding Agency approvals where relevant, and business cases which would be prepared by each School or Academy.

**RESOLVED**

1. that the commencement of informal consultation and the publication of statutory notices for the proposal to expand Russell Lower School, Ampthill from its current capacity of 300 places to provide a total of 450 places with an implementation date of September 2015. The school would also be invited to prepare a business case, the outcome of which would be subject to approval by the Council's Executive in its final determination in December 2013;
2. that the commencement of informal consultation and the publication of statutory notices by the School's Governing Body for the proposal to expand St Andrews CofE VC Lower, Biggleswade from its current capacity of 450 places to provide a total of 750 places across two sites with an implementation date of September 2015 be supported. The school would also be invited to prepare a business case, the outcome of which would be subject to approval by the Council's Executive in its final determination in December 2013;
3. that the Academy of Holywell Middle School be invited to prepare a business case, the outcome of which would be subject to approval by the Council's Executive in December 2013 and to undertake consultation and approval processes required as an Academy by the Education Funding Agency to expand from its current capacity of 544 places to provide 720 places with an implementation date of September 2015;
4. that the Academy of Cranfield Lower School be invited to prepare a business case, the outcome of which would be subject to approval by the Council's Executive in December 2013 and to undertake consultation and approval processes required as an Academy by the Education Funding Agency to expand from its current capacity of 300 places to provide 450 places across two sites with an implementation date of September 2015;
5. that the academy of St Marys Lower School be invited to prepare a business case, the outcome of which would be subject to approval by the Council's Executive in December 2013 for commencement of the proposed expenditure as outlined in the New School Places Programme, attached at Appendix A to the report, to expand from its current capacity of 225 places to provide 300 places with an implementation date of September 2015;
6. that the detailed capital business case attached at Appendix B to the report and the proposals of Bedfordshire East Multi Academy Trust to:
  - (a) expand the Academy of Robert Bloomfield Middle School to provide 840 permanent places with an implementation date of September 2015; and

- (b) **expand Etonbury Academy from its current capacity of 480 places to provide a total of 600 middle schools places and a further 300 places to serve the upper school age range with an implementation date of September 2014 be approved;**

**Thereby approving the commencement of the projects and related expenditure, subject to Education Funding Agency approval of the Etonbury Academy proposal and the granting of relevant Planning permissions; and**

- 7. **that the detailed capital business case attached at Appendix C to the report, and the commencement of the proposed expenditure as outlined in the New School Places Programme attached at Appendix A to the report, to expand Vandyke Upper School be approved.**

E/13/12 **Exclusion of the Press and Public**

**RESOLVED**

**that in accordance with Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part I of Schedule 12A of the Act.**

E/13/13 **Central Bedfordshire Council (London Road Retail Park) Compulsory Purchase Order 2013**

The Executive considered a report from the Deputy Leader and Executive Member for Corporate Resources that sought approval for the proposed Central Bedfordshire Council (London Road Retail Park) Compulsory Purchase Order 2013 in order to acquire interests in the land comprising the existing London Road Retail Park.

Reason for decision: In order to avoid further delay and in accordance with the advice contained within paragraph 24 of Circular 06/2004 it is considered sensible to initiate the formal compulsory purchase process whilst continuing further negotiations with the relevant parties.

**RESOLVED**

**that the course of action contained in recommendations 1 and 2 of the exempt report be approved.**

(Note: The meeting commenced at 9.30 a.m. and concluded at 11.00 a.m.)

Chairman .....

Dated .....

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**Central Bedfordshire Council  
Forward Plan of Key Decisions  
1 July 2013 to 30 June 2014**

- 1) During the period from **1 July 2013 to 30 June 2014**, Central Bedfordshire Council plans to make key decisions on the issues set out below. “Key decisions” relate to those decisions of the Executive which are likely:
- to result in the incurring of expenditure which is, or the making of savings which are, significant (namely £200,000 or above per annum) having regard to the budget for the service or function to which the decision relates; or
  - to be significant in terms of their effects on communities living or working in an area comprising one or more wards in the area of Central Bedfordshire.
- 2) The Forward Plan is a general guide to the key decisions to be determined by the Executive and will be updated on a monthly basis. Key decisions will be taken by the Executive as a whole. The Members of the Executive are:
- |                            |  |
|----------------------------|--|
| Cllr James Jamieson        | Leader of the Council and Chairman of the Executive  |
| Cllr Maurice Jones         | Deputy Leader and Executive Member for Corporate Resources                                 |
| Cllr Mark Versallion       | Executive Member for Children’s Services   |
| Cllr Mrs Carole Hegley     | Executive Member for Social Care, Health and Housing                                       |
| Cllr Nigel Young           | Executive Member for Sustainable Communities – Strategic Planning and Economic Development |
| Cllr Brian Spurr           | Executive Member for Sustainable Communities - Services                                    |
| Cllr Mrs Tricia Turner MBE | Executive Member for Partnerships  |
| Cllr Richard Stay          | Executive Member for External Affairs  |
- 3) Whilst the majority of the Executive’s business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is a formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 4) Those items identified for decision more than one month in advance may change in forthcoming Plans. Each new Plan supersedes the previous Plan. Any person who wishes to make representations to the Executive about the matter in respect of which the decision is to be made should do so to the officer whose telephone number and e-mail address are shown in the Forward Plan. Any correspondence should be sent to the contact officer at the relevant address as shown below. General questions about the Plan such as specific dates, should be addressed to the Committee Services Manager, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ.
- 5) The agendas for meetings of the Executive will be published as follows:

Meeting Date	Publication of Agenda
14 May 2013	2 May 2013
25 June 2013	13 June 2013
13 August 2013	1 August 2013
24 September 2013	12 September 2013
5 November 2013	24 October 2013
10 December 2013	28 November 2013
14 January 2014	02 January 2014
4 February 2014	23 January 2014
18 March 2014	6 March 2014
22 April 2014	10 April 2014
27 May 2014	15 May 2014

# Central Bedfordshire Council

## Forward Plan of Key Decisions for the period 1 July 2013 to 30 June 2014

### Key Decisions

Date of Publication: 31 May 2013

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
1.	Customer First 2 -	To approve the full business case for Customer First 2, allowing further improvements in self-serve for our customers and to approve investment in the enabling technology.	13 August 2013		Report Capital Budget	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Deb Clarke, Director of Improvement and Corporate Services Email: <a href="mailto:deb.clarke@centralbedfordshire.gov.uk">deb.clarke@centralbedfordshire.gov.uk</a> Tel: 0300 300 6651

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
2.	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014 -	Determination of Proposals for Commissioning of New School Places for Implementation in September 2014.	13 August 2013	<p>Consultation will be with:</p> <ul style="list-style-type: none"> <li>• the governing body of the schools which are the subject of proposals;</li> <li>• families of pupils, teachers and other staff at the schools;</li> <li>• the governing bodies, teachers and other staff of any other school that may be affected;</li> <li>• families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools;</li> <li>• trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals;</li> <li>• Constituency MPs for the schools that are the subject of the proposals;</li> <li>• the local parish council where the school that is the subject of the proposals is situated.</li> </ul> <p>Consultation period between March and July 2013 including press releases, public meetings, statutory notices.</p>	Report and outcome of consultation	<p>Executive Member for Children's Services  Comments by 12/07/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
3.	Early Intervention Offer in Children's Services -	To adopt the Early Intervention Offer in Children's Services.	13 August 2013		Offer Document	Executive Member for Children's Services Comments by 12/07/13 to Contact Officer: Sue Tyler, Acting Assistant Director, Operational Services, Children's Services Email: <a href="mailto:sue.tyler@centralbedfordshire.gov.uk">sue.tyler@centralbedfordshire.gov.uk</a> Tel: 0300 300 6553
4.	East West Rail -	To agree a contribution by the Council towards the delivery of the East West Rail Western Section, and authorisation to sign appropriate legal agreements.	13 August 2013	Consultation and joint working with partner local authorities in the East-West Rail Consortium (throughout).  Internal consultation and joint working on development of funding package (throughout).	Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to the Contact Officer: James Gleave, Senior Strategic Transport Officer Email: <a href="mailto:james.gleave@centralbedfordshire.gov.uk">james.gleave@centralbedfordshire.gov.uk</a> Tel: 0300 300 6516

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
5.	Budget Strategy and Medium Term Financial Plan -	The report proposes the medium term financial planning framework for 2014-15 through 2017-18. To endorse the proposed framework for updating of the Medium Term Financial Plan and the preparation of a budget for 2014/15 and endorse the timetable for the consultation process.	13 August 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
6.	Planning Enforcement Plan -	To adopt the Planning Enforcement Plan.	13 August 2013		Planning Enforcement Plan	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to Contact Officer: Sue Cawthra, Enforcement & Appeals Team Leader Email: <a href="mailto:sue.cawthra@centralbedfordshire.gov.uk">sue.cawthra@centralbedfordshire.gov.uk</a> Tel: 0300 300 4369

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
7.	Land East of Biggleswade Phase 4 -	To consider land East of Biggleswade Phase 4.	13 August 2013		Report - Exempt	Deputy Leader and Executive Member for Corporate Resources Comments by 12/07/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0300 300 5281

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
8.	Statutory Proposals to Extend the Age Range at Four Schools -	To determine statutory proposals to extend the age ranges of the following five schools: Lancot Community Lower School, Kensworth VC Lower School, Ashton St Peters VA Lower School, Manshead VA Upper School	13 August 2013	<p>Consultees are to be:</p> <ul style="list-style-type: none"> <li>• Head teachers and Chairs of Governors of all schools and academies within Central Bedfordshire.</li> <li>• School staff within all schools.</li> <li>• Relevant trade unions.</li> <li>• All CBC ward Members.</li> <li>• CBC Children's Service Management Team.</li> <li>• CBC Sustainable Transport Officer.</li> <li>• Local MPs.</li> <li>• Local Town and Parish Councils.</li> <li>• Neighbouring local authorities.</li> <li>• Parents and carers for all schools.</li> </ul> <p>Informal consultations are being carried out over a 6 week period February - May 2013. If the decision is made to progress to the publication of statutory notices, these will be published for 6 weeks between June - July 2013. Consultation is via direct email, Central Essentials, Governors Essentials, Members Bulletin, local press, paper copies of the consultation documents, and (for the statutory notices) the placing of notices on display at the school premises.</p>	<p>Report, which contains:</p> <ul style="list-style-type: none"> <li>The original proposal (for the community school).</li> <li>The original informal consultation document.</li> <li>The outcome of the informal consultation.</li> <li>The minutes of the public meeting.</li> <li>The statutory notice.</li> <li>The prescribed information which accompanies the statutory notice.</li> </ul>	<p>Cllr Mark A G Versallion  Comments by 12/07/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
9.	Framework Agreement for Care Homes With and Without Nursing in Central Bedfordshire -	To ask the Executive to: - authorise the arrangements for entering into the Framework Agreement for care homes within Central Bedfordshire which was approved on 6 November 2012; - approve the successful providers to be accepted onto the Framework Agreement (if available); and - agree the approach to ensuring the quality of care homes by implementing the new Quality Monitoring System in conjunction with the Framework Agreement.	24 September 2013	Care home providers at the meeting of the Provider Forum in December 2012 and the special meeting of care home providers on 28 May 2013.	Report	Executive Member for Social Care, Health and Housing Comments by 23/08/13 to Contact Officer: Bob Sherwood, Commissioning Officer Email: <a href="mailto:bob.sherwood@centralbedfordshire.gov.uk">bob.sherwood@centralbedfordshire.gov.uk</a> Tel: 0300 300 4425

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
10.	Community Infrastructure Levy -	To approve the consultation and subsequent Submission of the Community Infrastructure Levy draft charging schedule.	24 September 2013		Report	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 23/08/13 to Contact Officer: Jonathan Baldwin, Senior Planning Officer Email: <a href="mailto:jonathan.baldwin@centralbedfordshire.gov.uk">jonathan.baldwin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5510
11.	Joint Venture Proposal -	To receive a report on the proposals for joint ventures.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Peter Burt, MRICS, Head of Property Assets Email: <a href="mailto:peter.burt@centralbedfordshire.gov.uk">peter.burt@centralbedfordshire.gov.uk</a> Tel: 0330 300 5281
12.	Leisure Strategy -	To adopt the Leisure Strategy: Chapter 4, Physical Activity Strategy;	24 September 2013	All Member Presentation of Draft Strategy on 10 July 2013. Draft Strategy to Sustainable Communities Overview and Scrutiny Committee on 25 July 2013. Draft Strategies to Sustainable Communities Overview and Scrutiny Committee on 5 September 2013.	Chapter 4, Physical Activity Strategy	Executive Member for Sustainable Communities - Services Comments by 23/08/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
13.	Capital Programme Review 2013/14 -	To receive the outcome of the Capital Programme 2013/14 review.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
14.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 1 Budget Monitor Reports -	To consider the revenue, capital and HRA quarter 1 budget monitoring report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
15.	Award of Responsive and Programmed Electrical Maintenance Contract 2014 to 2017 to Council Housing Properties -	To award the Contract to the preferred contractor for this service.	24 September 2013		Report with exempt appendices	Executive Member for Social Care, Health and Housing Comments by 23/08/13 to Contact Officer: Basil Quinn, Housing Asset Manager Performance or Peter Joslin, Housing Asset Manager Email: <a href="mailto:basil.quinn@centralbedfordshire.gov.uk">basil.quinn@centralbedfordshire.gov.uk</a> Tel: 0300 300 5118 or <a href="mailto:peter.joslin@centralbedfordshire.gov.uk">peter.joslin@centralbedfordshire.gov.uk</a> Tel: 0300 300 5395
16.	Award of Preferred Bidder status to the selected contractor under the BEaR Project -	The report will be seeking the Executive to endorse the selection of the preferred bidder made by the BEaR Project Board to allow the Project Team to finalise and award the Contract.	24 September 2013	Consultees and dates to be confirmed, however this item will go through Overview and Scrutiny at the beginning of September.	A full report and presentation will be provided alongside the Executive report.	Executive Member for Sustainable Communities - Services Comments by 23/08/13 to Contact Officer: Ben Finlayson, BEaR Project Manager Email: <a href="mailto:ben.finlayson@centralbedfordshire.gov.uk">ben.finlayson@centralbedfordshire.gov.uk</a> Tel: 0300 300 6277



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
17.	Leisure Strategy -	To adopt Leisure Strategy: Chapter 2 - Recreation & Open Space Strategy, Chapter 3 - Playing Pitch Strategy, Overarching Leisure Strategy. All for adoption prior to Supplementary Planning Document formal consultation.	5 November 2013	All Member Presentation of Draft Strategies on 10 July 2013. Draft Strategies to Sustainable Communities Overview and Scrutiny Committee on 5 September 2013.	Chapter 2: Recreation & Open Space Strategy Chapter 3: Playing Pitch Strategy Overarching Leisure Strategy Document	Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jill.dickinson@centralbedfordshire.gov.uk">jill.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258
18.	Flitwick Leisure Centre Feasibility Study -	To consider the Flitwick Leisure Centre Feasibility Study.	5 November 2013	Members, local community and key stakeholders.	Flitwick Leisure Centre Feasibility Study	Executive Member for Sustainable Communities - Services Comments by 04/10/13 to Contact Officer: Jill Dickinson, Head of Leisure Services Email: <a href="mailto:jil.dickinson@centralbedfordshire.gov.uk">jil.dickinson@centralbedfordshire.gov.uk</a> Tel: 0300 300 4258

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
19.	Proposals for Commissioning of New School Places for Implementation in September 2015 and Proposals for Commissioning of New School Places for Implementation in September 2016 -	1) Determination of proposals for commissioning of new school places for implementation in September 2015; and 2) to approve commencement of consultations for proposals for commissioning of new school places for implementation in September 2016.	10 December 2013	<p>For proposals for New School Places for implementation in September 2015:</p> <ul style="list-style-type: none"> <li>• the governing body of the schools which are the subject of proposals;</li> <li>• families of pupils, teachers and other staff at the schools;</li> <li>• the governing bodies, teachers and other staff of any other school that may be affected;</li> <li>• families of any pupils at any other school who may be affected by the proposals including families of pupils at feeder schools;</li> <li>• trade unions who represent staff at the schools and representatives of trade unions of any other staff at schools who may be affected by the proposals;</li> <li>• Constituency MPs for the schools that are the subject of the proposals;</li> <li>• the local parish council where the school that is the subject of the proposals is situated</li> </ul> <p>Consultation period between May and November 2013 including press releases, public meetings, statutory notices.</p>	Report and Outcome of Consultation	<p>Executive Member for Children's Services  Comments by 09/11/13 to Contact Officer:  Rob Parsons, Head of School Organisation and Capital Planning  Email: <a href="mailto:rob.parsons@centralbedfordshire.gov.uk">rob.parsons@centralbedfordshire.gov.uk</a>  Tel: 0300 300 5572</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
20.	Draft Capital Programme - 2014/15 to 2017/18 -	To consider the draft Capital Programme for 2014/15 to 2017/18.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
21.	Draft Revenue Budget and Fees and Charges 2014/15 -	To consider the draft revenue budget for 2014/15, including the draft fees and charges.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
22.	Draft Housing Revenue Account Budget and Business Plan 2014/15 -	To consider the draft Housing Revenue Account Budget and Business Plan 2014/15.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
23.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 2 Budget Monitor Reports -	To consider the revenue, capital and HRA quarter 2 budget monitoring report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
24.	Central Bedfordshire's Flood and Water Management Act 2010 Duties -	To approve a local flood risk strategy for Central Bedfordshire and to create a Sustainable Urban Drainage Advisory Board.	14 January 2014	<p>CBC is required under the Flood and Water Management Act 2010 to produce a Local Flood Risk Management Strategy. The draft strategy will be subject to public consultation. Sustainable Communities Overview and Scrutiny Committee will consider the draft strategy and the public consultation response to the strategy in August/September 2013.</p> <p>Following Department for Environment, Food and Rural Affairs confirmation of the mandatory sustainable drainage application processes, CBC will also be required to establish a SUDS Approval Board to evaluate, approve and adopt suitable SUDS measures for all new developments.</p>	Summary of Flood and Water Management Act Draft Local Flood Risk Management Strategy	<p>Executive Member for Sustainable Communities - Services Comments by 13/12/13 to Contact Officer: Iain Finnigan, Senior Engineer - Policy and Flood Risk Management Email: <a href="mailto:iain.finnigan@centralbedfordshire.gov.uk">iain.finnigan@centralbedfordshire.gov.uk</a> Tel: 0300 300 4351</p>

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
25.	Revenue, Capital and Housing Revenue Account (HRA) Quarter 3 Budget Monitoring Reports -	To consider the revenue, capital and HRA quarter 3 budget monitoring report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/03/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
<b>NON KEY DECISIONS</b>						
26.	Quarter 4 Performance Report -	To consider the quarter 4 performance report.	25 June 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 24/05/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
27.	Minerals and Waste Core Strategy -	To recommend to Council the adoption of the Minerals and Waste Core Strategy.	13 August 2013	A wide range of stakeholders were involved in consultations undertaken from 2006 to 2012, using methods which include an internet portal, deposit of hard copies at points of presence, and displaying the Core Strategy on the Council website. Consultees included the Parish Councils, statutory bodies, special interest groups, minerals industry, waste management industry, and individuals who had expressed an interest at previous consultations.	Minerals and Waste Core Strategy and the Inspector's report following the Examination in public.	Executive Member for Sustainable Communities - Strategic Planning and Economic Development Comments by 12/07/13 to Contact Officer: Roy Romans, Minerals and Waste Team Leader Email: <a href="mailto:roy.romans@centralbedfordshire.gov.uk">roy.romans@centralbedfordshire.gov.uk</a> Tel: 0300 300 6039
28.	Quarter 1 Performance Report -	To consider the quarter 1 performance report.	24 September 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 23/08/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
29.	Quarter 2 Performance Report -	To consider the quarter 2 performance report.	10 December 2013		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 09/11/13 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517
30.	Capital Programme - 2014/15 to 2017/18 -	To recommend to Council the proposed Capital Programme for 2014/15 to 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
31.	Treasury Management Strategy Statement and Investment Strategy 2014-2018 -	To recommend to Council the Treasury Management Strategy Statement and Investment Strategy 2014-2018 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147



Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
32.	Revenue Budget and Medium Term Financial Plan 2014/15 - 2017/18 -	To recommend to Council the Revenue Budget and Medium Term Financial, including the fees and charges, Plan 2014/15 - 2017/18 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
33.	Housing Revenue Account Budget and Business Plan 2014/15 -	To recommend to Council the Housing Revenue Account Budget and Business Plan 2014/15 for approval.	4 February 2014		Report	Deputy Leader and Executive Member for Corporate Resources, Executive Member for Social Care, Health and Housing Comments by 03/01/14 to Contact Officer: Charles Warboys, Chief Finance Officer Email: <a href="mailto:charles.warboys@centralbedfordshire.gov.uk">charles.warboys@centralbedfordshire.gov.uk</a> Tel: 0300 300 6147
34.	Community Safety Partnership Plan and Priorities -	To recommend to Council to approve the Community Safety Partnership Plan and Priorities for 2014 - 2015.	18 March 2014	Strategic Assessment & Partnership Plan will be considered by the Community Safety Partnership Executive, the relevant Overview and Scrutiny Committee and the Local Strategic Partnership.	Strategic Assessment Priorities & Community Safety Partnership Plan 2014 - 2015	Executive Member for Sustainable Communities - Services Comments by 17/02/14 to Contact Officer: Joy Craven, CSP Manager Email: <a href="mailto:joy.craven@centralbedfordshire.gov.uk">joy.craven@centralbedfordshire.gov.uk</a> Tel: 0300 300 4649

Ref No.	Issue for Key Decision by the Executive	Intended Decision	Indicative Meeting Date	Consultees and Date/Method	Documents which may be considered	Portfolio Holder and Contact officer (method of comment and closing date)
35.	Quarter 3 Performance Report -	To consider the quarter 3 performance report.	18 March 2014		Report	Deputy Leader and Executive Member for Corporate Resources Comments by 17/02/14 to Contact Officer: Elaine Malarky, Head of Programmes & Performance Management Email: <a href="mailto:elaine.malarky@centralbedfordshire.gov.uk">elaine.malarky@centralbedfordshire.gov.uk</a> Tel: 0300 300 5517

Postal address for Contact Officers: Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

**Central Bedfordshire Council  
Forward Plan of Decisions on Key Issues**

For the Municipal Year 2012/13 the Forward Plan will be published on the thirtieth day of each month or, where the thirtieth day is not a working day, the working day immediately proceeding the thirtieth day, or in February 2013 when the plan will be published on the twenty-eighth day:

<b>Date of Publication</b>	<b>Period of Plan</b>
02.04.13	1 May 2013 – 30 April 2014
01.05.13	1 June 2013 – 31 May 2014
31.05.13	1 July 2013 – 30 June 2014
02.07.13	1 August 2013 – 31 July 2014
01.08.13	1 September 2013 – 31 August 2014
30.08.13	1 October 2013 – 30 September 2014
02.10.13	1 November 2013 – 31 October 2014
31.10.13	1 December 2013 – 30 November 2014
28.11.13	1 January 2014 – 31 December 2014
02.01.14	1 February 2014 – 31 January 2015
30.01.14	1 March 2014 – 28 February 2015
28.02.14	1 April 2014 – 31 March 2015

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Heath and Reach Traffic Calming  
**Report of:** Cllr Young , Executive Member for Sustainable Communities – Strategic Planning and Economic Development

**Summary:** This report seeks the approval for the installation of a zebra crossing on a raised table and amendments of the existing waiting restrictions on Bird's Hill, Heath and Reach following the receipt of objections.

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**Advising Officer:** Jane Moakes, Assistant Director, Environmental Services  
**Contact Officer:** Nick Chapman, Transportation Manager, Amey  
**Public/Exempt:** Public  
**Wards Affected:** Heath and Reach  
**Function of:** Council  
**Key Decision** No  
**Reason for urgency/  
exemption from call-in  
(if appropriate)** Unable to be determined at Traffic Management Committee due to personal interest of Executive Member.

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The proposal will improve road safety by reducing vehicle speeds and providing pedestrian crossing points at four locations throughout the village.

##### **Financial:**

1. The cost of implementing this scheme in total will be approximately £71,000, including a Parish Council contribution of approximately £29,000.

##### **Legal:**

2. None from this report.

##### **Management:**

3. None from this report.

##### **Staffing (including Trades Unions):**

4. Not applicable.

**Equalities/Human Rights:**

5. None from this report.

**Public Health**

6. None from this report.

**Community Safety:**

7. Not applicable.

**Sustainability:**

8. Not applicable.

**Procurement:**

9. Not applicable.

**Overview and Scrutiny:**

10. This matter has not been considered by Overview and Scrutiny.

**RECOMMENDATION:**

- 1. that the proposed zebra crossing on a raised table and proposed amendments to the existing waiting restrictions on Bird's Hill, Heath and Reach are implemented as advertised.**

*Reason for Recommendation:* To enable the process to implement the waiting restrictions to be progressed.

**Executive Summary**

This scheme is part Local Area Transport Plan funded with an additional Parish contribution. The scheme has been led by the Parish Council and the CBC ward member with four separate traffic calming / crossing facilities being proposed. Objections have been received for one of the proposed features – a raised zebra crossing on Bird's Hill.

The aim of implementing a raised zebra crossing at this location is to improve pedestrian access to and from the local shops situated on Bird's Hill. The most suitable location has been chosen which is on the pedestrian desire line.

There is a heavy demand for on-street parking on Bird's Hill which is used by people stopping for short periods of time to visit the local shops; there is also the necessity for delivery vehicles to stop and unload to the shops and two bus stops all within the vicinity of the local shops. To be able to implement a zebra crossing on Bird's Hill it will be necessary to reduce the amount of parking available whatever location is chosen to ensure that the zebra crossing can operate safely and there is adequate visibility.

## Background and Information

11. The scheme focuses on four key areas of the village:
  - a) Woburn Road where a raised table is proposed to reduce vehicle speeds on this approach to the village (from the A5) and to create an uncontrolled crossing point to the bus stop.
  - b) Linslade Road where a zebra crossing on a raised table is proposed to improve the pedestrian crossing facilities particularly for children attending St Leonard's VA Lower School on Thrift Road.
  - c) Leighton Road where a raised table is proposed to reduce vehicle speeds on this approach to the village (from Leighton Buzzard) and to create an uncontrolled crossing point at this location.
  - d) Bird's Hill where a zebra crossing on a raised table is proposed to improve the pedestrian crossing facilities in the vicinity of the local shops with associated amendments to the waiting restrictions and timed parking bays.
12. The scheme has been very much led by Heath and Reach Parish Council with long standing aspirations in their Parish Plan to review traffic calming measures, explore new on-street and off-street parking options and to endorse a Safer Routes to School scheme in the Parish.
13. The proposals were formally advertised by public notice during April and May of 2013. Consultations were carried out with the Emergency Services and other statutory bodies, relevant Parish Councils and Elected Members. Residents expected to be directly affected by the proposals were consulted individually by letter.
14. Seven objections have been received; all of which relate to the proposed zebra crossing on a raised table and amendments to the waiting and parking restrictions on Bird's Hill. Copies of all objections and representations are included in Appendix H and are summarised below.
  - a) The proposal to extend the parking bays further up Bird's Hill from outside number 18 as far as number 14 will be an inconvenience for two of the families whose house this will be outside as both families have disabled children. Currently the double yellow lines outside of their properties mean that vehicles can wait and load / unload the children in and out of vehicles as and when necessary – this includes transport to and from school - which may not be possible if parking bays are introduced and other vehicles are parked here.
  - b) One of the objectors currently uses the full width of their drive to park their four vehicles although they only have a dropped kerb for half of the width. Putting parking bays outside of their property will mean that they won't be able to park two of their cars on the driveway.

- c) The zebra crossing on Bird's Hill means that some of the existing parking bays will be lost. This will mean that people won't stop to use the shops which will severely damage the village should these businesses become unsustainable.
- d) Delivery lorries serving the shops on Bird's Hill will have nowhere to stop.
- e) The zebra crossing on Bird's Hill is not necessary as local people suggest that they have never heard of an incident where a pedestrian has been hurt by a vehicle.
- f) It is very dangerous to put a zebra crossing on a hill, and will be a problem in winter when the weather is bad.

15. Bedfordshire Police has no objection to any of the proposals.

### **Responses and Conclusion**

16. Bedfordshire Highways' response to the specific points listed in 14 above are as follows: -

- a) This issue raised by the families of the disabled children are certainly acknowledged. The existing double yellow lines outside their homes effectively provide a clear area immediately outside their homes for short duration stops for picking up and setting down passengers. The double yellow lines also permit blue badge holders to park for up to 3 hours, so are also useful in that respect. However, the provision of 30 minutes limited waiting would also be helpful to the families because blue badge holders would be able to park there without time limit. These parking spaces are some distance from the shops, therefore increasing the likelihood that spaces would be available for the families to use. As the proposed zebra crossing will be taking away parking spaces outside the shops it is essential that additional spaces are found to compensate. This length of road is the only one suitable.
- b) The householders should not be driving over full height kerbs in vehicles to access their property to park. The property owner has been advised of this and has been sent an application pack to apply to widen their vehicle crossover.
- c) Approximately 28 metres of existing parking bays will need to be removed to fit in the zebra crossing and associated zig-zag markings to ensure adequate visibility to the crossing on both approaches. A further 24 metres of parking bays are proposed further up Bird's Hill outside numbers 14-18 Bird's Hill. Although the shops are used frequently by through traffic they are also used by local people within the village; installing a zebra crossing here will make it safer and easier for pedestrians to access the shops, including those that are parking in the parking bays on the opposite side of the road from the shops.



- d) The zebra crossing and associated zig-zag markings would prohibit loading and unloading outside the shops, whereas the existing double yellow lines do not. However, vehicles delivering to the Co-op store appear to at least partly use that length of Bird's Hill immediately to the north of the store. Although a bus stop is located on that length of road, it has double yellow lines, so would still be available for loading / unloading.
  - e) Having checked the accident data for Bird's Hill no reported collisions involving a pedestrian have occurred in the vicinity of the shops since 1 October 2007. However there are a number of pedestrian movements at this location currently with pedestrians often crossing the road in between parked vehicles to access the local shops. Introducing a formal crossing at this point will improve road safety and improve pedestrian access to the local shops.
  - f) The zebra crossing is proposed to be located on a raised table which will help to reduce vehicle speeds on the approaches to the crossing. The zebra crossing was designed to be sited as close as possible to the pedestrian desire line and complies with all relevant design guidance. If the crossing was to be located further away, such that pedestrians had to deviate from their walking route, then it is likely that they simply wouldn't use it. A zebra crossing with Belisha beacons and warning signs on each approach will be far safer than the existing situation where pedestrians are crossing the road in between parked vehicles.
17. The concerns expressed by the families of the disabled children are certainly understandable. However, it is felt that the modifications to the waiting restrictions are essential to ensure the safe operation of the zebra crossing and provide sufficient on-street parking to satisfy the needs of the businesses on Bird's Hill. Hence, if it is decided that the crossing should be installed the waiting restriction changes also need to be introduced.

**Appendices:**

Appendix A - Drawing No. 604362-001-003A: Bird's Hill, raised zebra crossing

Appendix B - Drawing No. 604362-001-004A Woburn Road, raised table with uncontrolled crossing point

Appendix C - Drawing No. 604362-001-005A Leighton Road, raised table with uncontrolled crossing point

Appendix D - Drawing No. 604362-001-008A Linslade Road raised zebra crossing

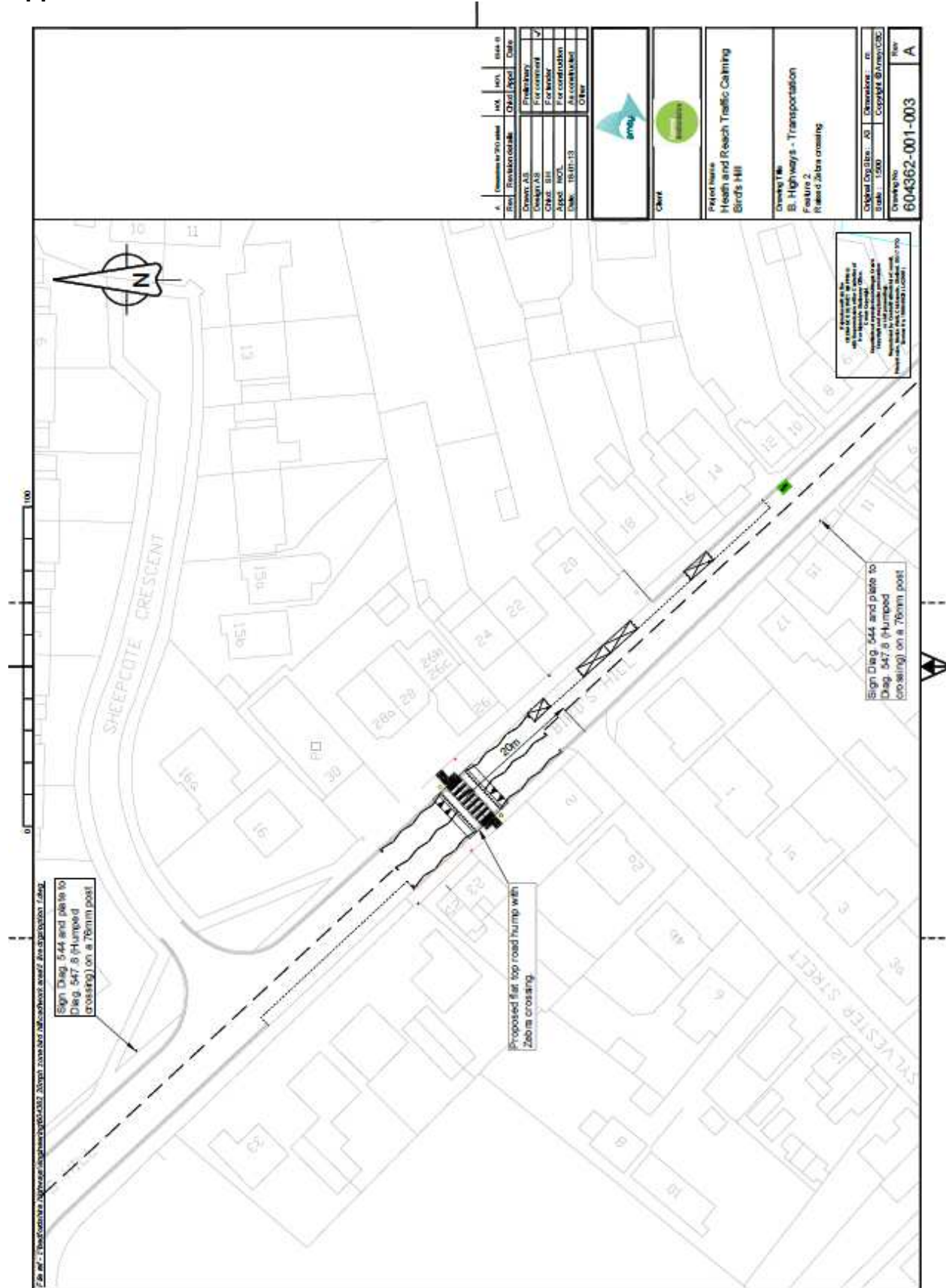
Appendix E - Drawing No. 604362-001-010 Bird's Hill and Reach Lane proposed waiting restriction amendments

Appendix F - Public Notice: Proposed raised tables and zebra crossings

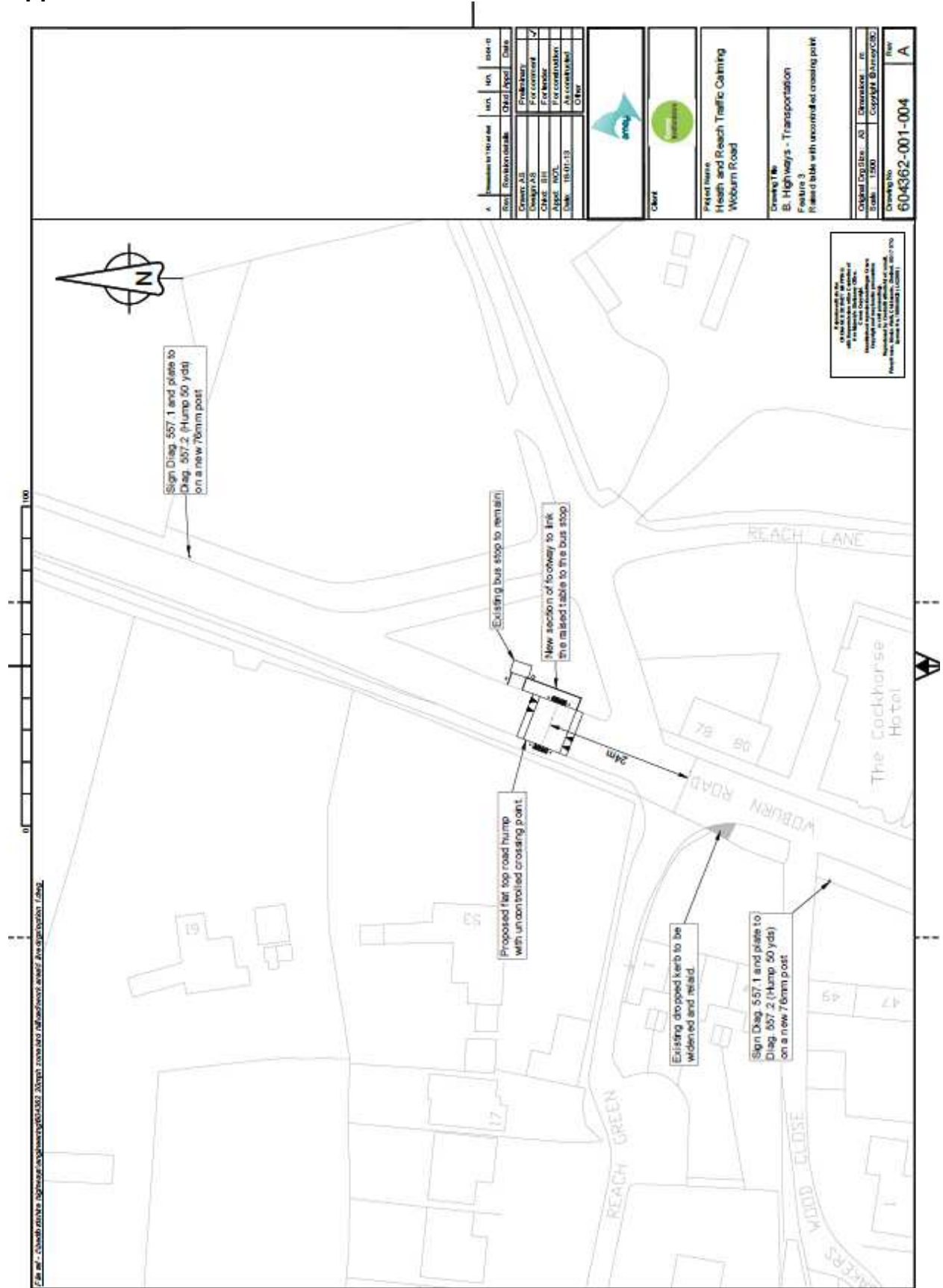
Appendix G - Public Notice: Proposed amendments to waiting restrictions

Appendix H - Objections and representations

Appendix A



Appendix B



A		Rev	Issued to	Rev	Date
Rev	Issued to	Rev	Issued to	Rev	Date
01	Client	01	Client	01	01/01/13
02	Design	02	Design	02	01/01/13
03	Final	03	Final	03	01/01/13
04	As built	04	As built	04	01/01/13

Client	Health and Reach Traffic Calming Woburn Road
Project Name	Health and Reach Traffic Calming Woburn Road
Drawing Title	B. Highways - Transportation
Feature	Feature 3
Notes	Printed table with uncontrolled crossing point

Client	Health and Reach Traffic Calming Woburn Road
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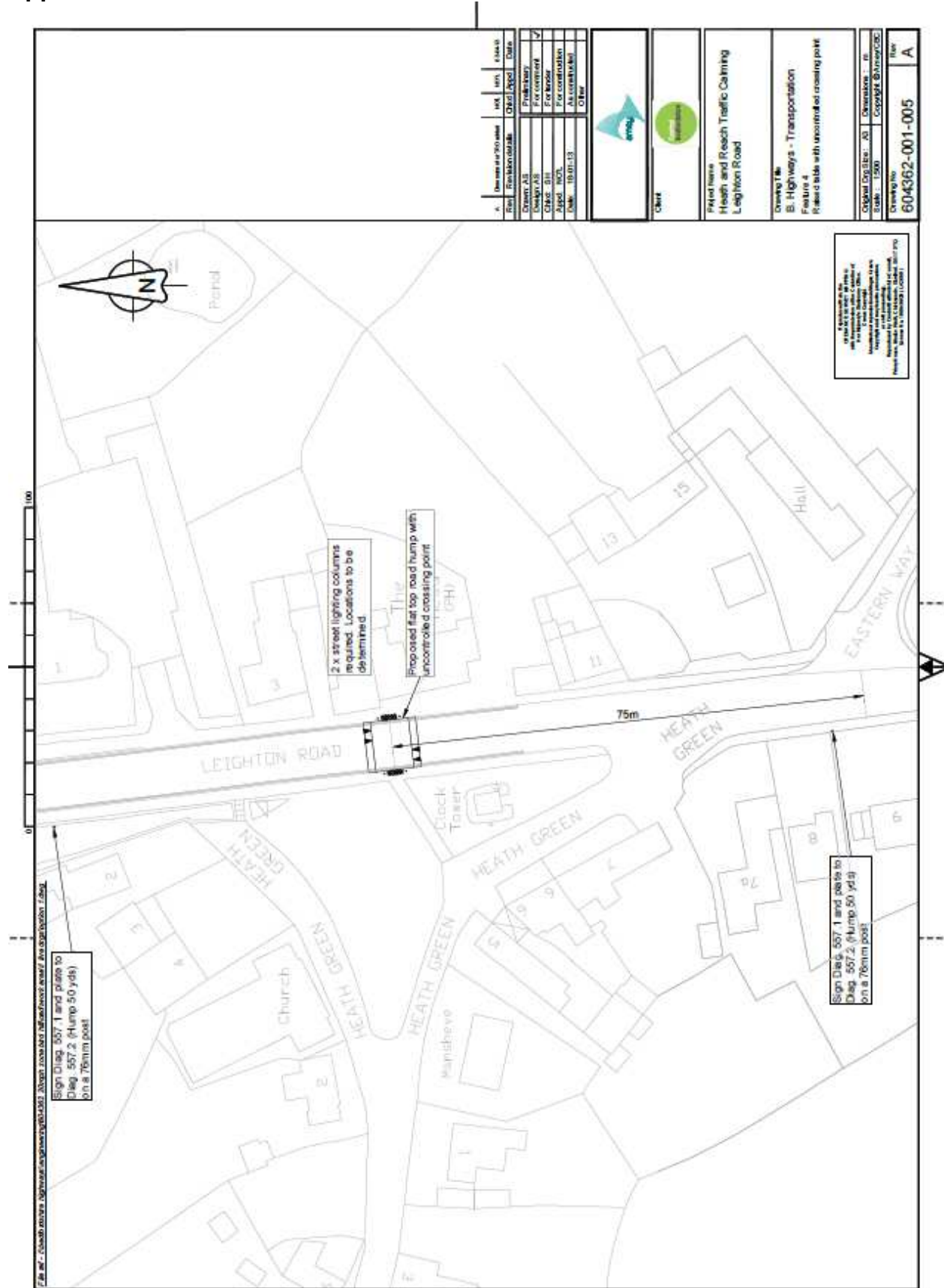
Client	Health and Reach Traffic Calming Woburn Road
Project Name	Health and Reach Traffic Calming Woburn Road
Drawing Title	B. Highways - Transportation
Feature	Feature 3
Notes	Printed table with uncontrolled crossing point

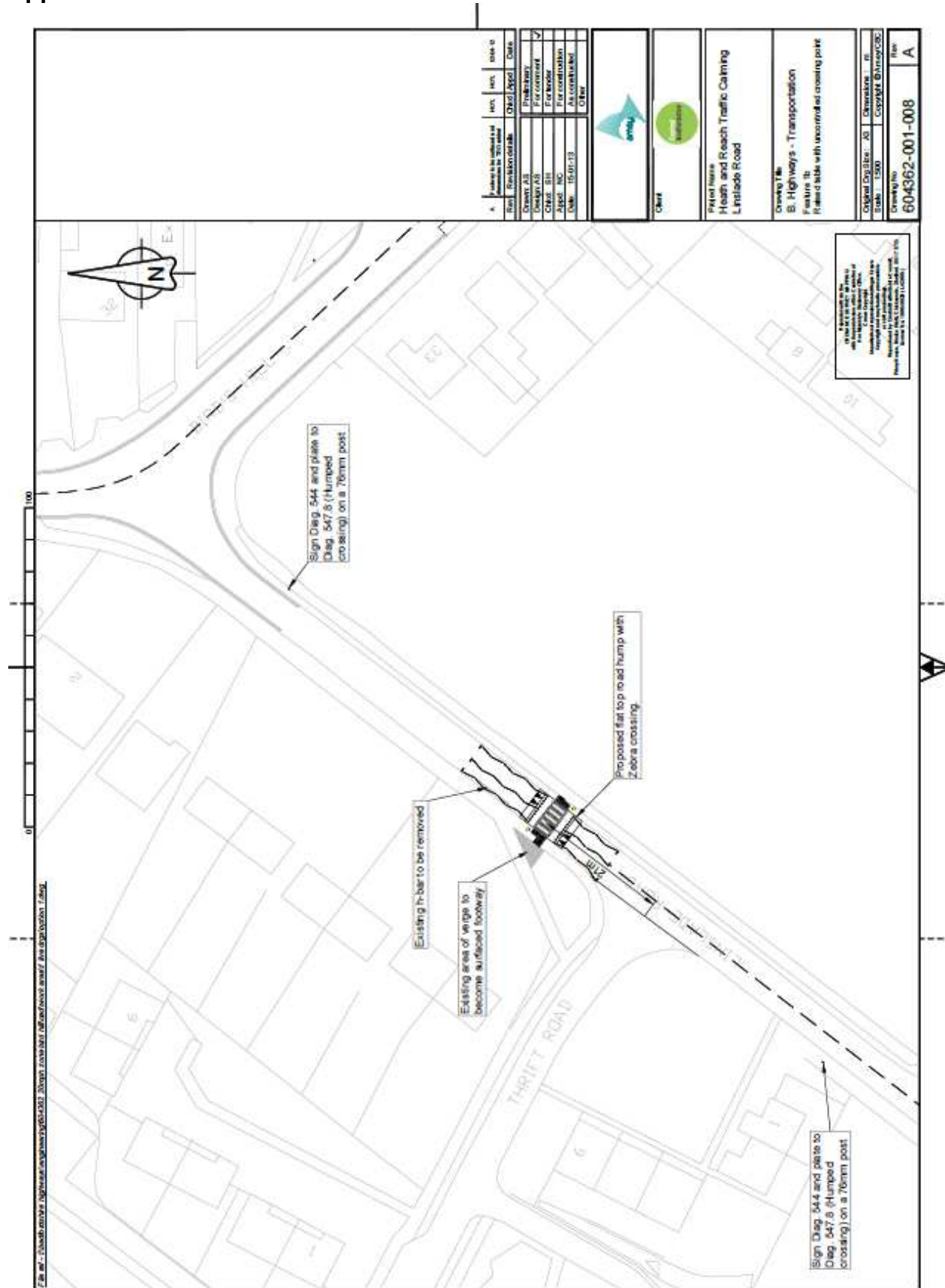
Client	Health and Reach Traffic Calming Woburn Road
Project Name	Health and Reach Traffic Calming Woburn Road
Drawing Title	B. Highways - Transportation
Feature	Feature 3
Notes	Printed table with uncontrolled crossing point

It is intended to be used as a guide only and is not to be used for construction purposes. The design is subject to change without notice. The client is responsible for ensuring that the design is suitable for the intended use. The client is responsible for ensuring that the design is suitable for the intended use. The client is responsible for ensuring that the design is suitable for the intended use.

Appendix C



Appendix D







Appendix F

# PUBLIC NOTICE



## ROAD TRAFFIC REGULATION ACT 1984 – SECTION 23

### **PROPOSED ZEBRA CROSSINGS – LINSLADE ROAD AND BIRD'S HILL, HEATH AND REACH**

NOTICE IS HEREBY GIVEN THAT CENTRAL BEDFORDSHIRE COUNCIL, in exercise of its powers under Section 23 of the Road Traffic Regulation Act, 1984 and all other enabling powers, proposes to establish zebra crossings, including their associated zig-zag markings, in Linslade Road and Bird's Hill, Heath and Reach. These proposals have been designed to improve the safety of pedestrians and vulnerable road users. The proposal to upgrade the uncontrolled crossing point on Linslade Road to a zebra crossing is to improve the existing route for pupils to get to and from St Leonards Lower School, Heath and Reach. The proposal to install a zebra crossing on Bird's Hill is to improve pedestrian access to the local shops.

#### **A Zebra Crossing is proposed to be sited at the following locations in Heath and Reach:-**

1. Linslade Road: at a point approximately 22 metres north east of Thrift Road
2. Bird's Hill: at a point approximately 20 metres north west of Sylvester Street

## HIGHWAYS ACT 1980 – SECTION 90A-I

### **PROPOSED RAISED CROSSINGS AND TABLES – VARIOUS LOCATIONS, HEATH AND REACH**

NOTICE IS HEREBY GIVEN THAT CENTRAL BEDFORDSHIRE COUNCIL proposes to construct Raised Crossings and Tables under Section 90 A-I of the Highways Act 1980 and all other enabling powers at various locations in Heath and Reach. The proposed raised features are designed to reduce vehicle speeds and create a safer environment for all road users.

#### **Raised Zebra Crossings at a nominal height of 75mm are proposed to be sited at the following locations in Heath and Reach:-**

1. Linslade Road: at a point approximately 22 metres north east of Thrift Road.
2. Bird's Hill: at a point approximately 20 metres north west of Sylvester Street.

#### **Raised Tables at a nominal height of 75mm and approximately 6 metres long (excluding ramps) extending across the full width of the road are proposed to be sited at the following locations in Heath and Reach:-**

1. Woburn Road, at a point approximately 24 metres north east of Reach Green.
2. Leighton Road, at a point approximately 75 metres north-west of Eastern Way.

Further Details of the proposals and a plan may be examined during normal opening hours at Leighton Buzzard Library, Lake Street, Leighton Buzzard, Bedfordshire LU7 1RX or online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices). For more information please contact Amanda Stopp, tel. 0845 365 6109 or e-mail [amanda.stopp@amey.co.uk](mailto:amanda.stopp@amey.co.uk).

Objections should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annex, Manton Lane, Bedford MK41 7NU or e-mail [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk) stating the grounds on which they are made by 10th May 2013.

Technology House  
239 Ampthill Road  
Bedford MK42 9BD

Gary Alderson  
Director of Sustainable Communities

16th April 2013

Appendix G



# PUBLIC NOTICE

## **CENTRAL BEDFORDSHIRE COUNCIL PROPOSES TO AMEND THE WAITING RESTRICTIONS IN BIRD'S HILL, HEATH AND REACH**

**Reason for proposal:** The proposed Order is considered necessary for avoiding danger to persons or other traffic using the road and for preventing the likelihood of any such danger arising. More specifically, the changes to the waiting restrictions are required to enable a new zebra crossing to be built in Bird's Hill. Some of the existing time-limited parking bays will need to be shortened to accommodate the crossing, but additional parking spaces will be provided to compensate for those that will be lost.

**Effect of the Order:**

**Revoke the existing No Waiting at any time restriction and Introduce 30 minute Limited Waiting, no return within 2 hours, Mon-Sat 7am-7pm on the following lengths of road in Heath and Reach:-**

Bird's Hill, north-east side, from the property boundary of nos.18 and 20 Bird's Hill in a south-easterly direction for a distance of approximately 24 metres.

**Revoke the existing 30 minute Limited Waiting, no return within 2 hours, Mon-Sat 7am-7pm on the following lengths of road in Heath and Reach:-**

Bird's Hill, north-east side, from a point approximately 1 metre south-east of the property boundary of nos.28 and 28a Bird's Hill in a south-easterly direction for a distance of approximately 14 metres.

Bird's Hill, south-west side, from a point approximately 4 metres north-west of the property boundary of nos.23 and 25 Bird's Hill in a south-easterly direction for a distance of approximately 10 metres.

**Revoke the existing 2 hours Limited Waiting, no return within 2 hours Mon-Sat 7am-7pm on the following length of road in Heath and Reach:-**

Reach Lane, north-west side, from a point approximately 6 metres south-west of the north east flank wall of no.4 Reach Lane, in a south-westerly direction for a distance of approximately 16 metres.

**Further Details:** of the proposed Order and a plan may be examined during normal office hours at Leighton Buzzard Library, Lake Street, Leighton Buzzard LU7 1XR or online at [www.centralbedfordshire.gov.uk/publicstatutorynotices](http://www.centralbedfordshire.gov.uk/publicstatutorynotices). These details will be placed on deposit until 6 weeks after the Order is made or until it is decided not to continue with the proposal. Please contact Amanda Stopp, Tel 0845 3656109 or e-mail [amanda.stopp@amey.co.uk](mailto:amanda.stopp@amey.co.uk) for further advise on this proposal.

**Objections:** should be sent in writing to the Transportation Manager, Bedfordshire Highways, Woodlands Annex, Manton Lane, Bedford MK41 7NU or e-mail [centralbedsconsultation@amey.co.uk](mailto:centralbedsconsultation@amey.co.uk) stating the grounds on which they are made by 10th May 2013.

**Order Title:** if made will be "Central Bedfordshire Council (Bedfordshire County Council, District of South Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008) (Variation No. \*) Order 201\*".

Technology House  
Amphill Road  
Bedford MK42 9BD

Gary Alderson  
Director of Sustainable Communities

16th April 2013



## Appendix H

**From:**

**Sent:** 21 April 2013 13:43

**To:** Central Beds Consultation

**Cc:**

**Subject:** Waiting Restrictions in Birds Hill, Heath and Reach

Dear Sir or Madam

I write with reference to the proposed Central Bedfordshire Council (Bedfordshire County Council, District of South Bedfordshire) (Civil Enforcement Area and Special Enforcement Area) (Waiting Restrictions and Street Parking Places) (Consolidation) Order 2008 (Variation) Order 201. Our personal circumstances force me to object in the strongest possible terms to the intention to revoke the existing no waiting at any time restriction outside numbers 14, 16 and 18 Birds Hill. My objections are as follows:

- I have lived at XX Birds Hill since July 2004. I have two disabled sons, the eldest, aged 11, has severe cerebral palsy which confines him to a wheelchair and means he cannot bear his own weight or walk. Our younger child, aged 9, has severe autism meaning that he cannot be trusted anywhere near a busy road without strict supervision as he has a tendency to run in any direction without warning. My neighbours at XX Birds Hill also have two severely autistic boys, aged 11 whose behaviours are similar to my own son's. Central Bedfordshire Council has issued blue badges to both families - the blue badge of my eldest child, XXXXXX, is numbered XXXXXX.
- The four boys are collected by school transport each morning and delivered home each evening. My neighbours' sons and my own younger son, XXXXXX, are taken to Chiltern School in Dunstable. My eldest son is taken to Ridgeway School in Kempston. This means that two minibuses need to park outside our premises each morning and evening. From September this year there will be three minibuses needing to park outside as my neighbours' two sons will move to the senior department (formerly Hillcrest) of Chiltern School whilst my son will still attend the junior department (formerly Glenwood).
- In addition, during school holidays, both my sons are in receipt of respite care provided by Care Forum and organised by our social worker, XXXXXX. Again, this requires them to be transported by minibus, which picks up from outside our house and delivers them back to the same location.
- As it stands the minibuses can park outside to pick up and drop off our children, despite the no waiting order, because they have a blue badge.
- In addition to the minibuses, we have to park our car outside our house in order to transfer the boys from and to the house whenever we take them out. This was acknowledged by our Occupational Therapist, XXXXXX, who organised a disabled facilities grant which installed sloped paving from the pavement to our front door to allow us to wheel my eldest son from the house to transport. It is impossible to take him through the house and up the garden to our car parking area at the back because of steps in the garden, which is why the work at the front of our premises was paid for by the grant.
- Neither our neighbours nor ourselves have any intention of moving. In particular, we were in receipt of another disabled facilities grant this January and so will incur financial penalty if we move. Therefore, if this proposal goes ahead it will cause huge problems when our children are picked up and returned from school and when we try to take my eldest son anywhere via motor transport. My eldest son, and our neighbours' boys will be at school for at least the next seven years and my younger son for at least nine years. If current proposals to extend school provision for disabled children to age twenty five are carried out, this will mean up to fourteen and sixteen years respectively. In addition it is likely that any movement of the boys anywhere, at whatever age, will require cars or minibuses to be parked as close to the house as possible, particularly as I age (I am fifty this year) and cannot push my son very far, particularly uphill.
- Our next car will have to be a wheelchair accessible vehicle which will involve loading my eldest son at the back via a ramp which will extend several metres from the rear of the vehicle making it, in effect, close to minibus length.

All these reasons force me to request, as strongly as possible, that the proposals to allow general parking outside 14 to 18 Birds Hill are either dropped completely or extensively modified to take account of the special needs of the disabled children at numbers 14 and 16.

Please acknowledge receipt of this e-mail.

Yours sincerely

XXXXXX

**From:**  
**Sent:** 22 April 2013 11:59  
**To:** Central Beds Consultation  
**Subject:** Consultation - Heath and Reach

Dear Sir/Madam

Re: Proposed and Raised Zebra crossing and amendments to waiting restrictions, Birds Hill, Heath and Reach

I write with reference to the above and my personal circumstances have forced me to object in the strongest possible terms to the plan for the existing no waiting at any time (double yellow lines) to be revoked outside 14, 16 and 18 Birds Hill.

I have lived at XX Birds Hill, Heath and Reach since June 2002 and have no plans to move. I have three children, with twin boys aged 11 who have a diagnosis of low functioning autism, severe learning difficulties, ADHD and multi sensory impairments. They are functioning mentally at 2 years of age and require constant 24 hour supervision. They are extremely vulnerable and both have no sense or awareness of danger. Both children are in receipt of higher rate disability living allowance and have blue badges to support their needs.

My neighbour at No XX Birds Hill also has two children with disabilities. One has a diagnosis of autism and the other of cerebral palsy which has left him wheelchair bound. All four children attend special schools within Bedfordshire and are transported by mini buses to and from school. Currently there are two buses morning and afternoon, however, with effect from September 2013 there will be three as my children transition to upper school in Houghton Regis. All of the children are likely to be in school until at least 19 years old and should the new laws be passed then that could be extended to 25. In the half terms and longer holidays there are also buses constantly collecting the children to attend various activities across the county. My family also use carers with their own vehicles to assist with looking after and transporting my children.

All of these vehicles park outside the house on the no waiting yellow lines as they have blue badges. We also use our own vehicle occasionally to park outside the front of the house, particularly if the boys are distressed and need to be transported into the house quickly and safely or if we are transitioning onwards in a short period of time. These vehicles must be allowed complete and unfettered access to our properties as the safety of our children and the other children on the buses would be severely compromised should they be forced to park further up the hill. Should these plans proceed they will have a massive impact on our families' quality of life.

Had I thought that parking on the road permanently outside my house would be a safe option then I would have applied for a disabled bay a long time ago. However, even parking half on the pavement reduces the carriage way to one lane and there are safety concerns with traffic coming down the hill and not slowing sufficiently especially in the morning traffic.

I am very very concerned about these plans and ask for your full consideration of the above prior to you making your decision. I can also produce other evidence should this be necessary from my social worker and the transport service.

In respect of the other plans, I am very pleased that traffic calming measures are being installed around the village. However, in the 10 years of living on this road, I have never heard of an incident where a pedestrian has been hurt by a vehicle. In fact the only child I know of that has caused a disturbance on the road was one of mine when he escaped some years ago! Birds Hill is a busy road at certain times in the working week, but with reduced speed and traffic calming then I don't believe that a full crossing, which will likely damage the viability of businesses in the village because of the reduced parking, is necessary. Could a pinch point or traffic island not be considered? Parking in this village for residents is horrendous at the moment but should there be less parking available by the local shop, people are unlikely to stop and use the facilities and I think this will severely damage the village should these businesses become unsustainable. Also people are inherently lazy and won't stop and walk to the shop from any great distance, much easier to park in the double yellows or zigzags for ten minutes as they stop of an evening to buy their shopping. To reiterate, traffic calming is much needed, however, I'm not sure that the crossing is not overkill at the moment when it could endanger a much needed and valued community asset that is the local shop.

Thank you for your consideration and should you require any additional information then please do not hesitate to contact me on XXXXXX.

Yours faithfully

XXXXXX

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**From:**

**Sent:** 03 May 2013 10:56

**To:** Central Beds Consultation

**Cc:**

**Subject:** Objection to Heath and Reach Traffic Calming Scheme

FAO the Transportation Manager

3<sup>rd</sup> May 2013  
XXXXXXXXXX  
XX Birds Hill  
Heath and Reach  
Leighton Buzzard  
Beds  
LU& OAQ

Tel            XXXXXX  
Mobile        XXXXXX

Dear Sir,

**Objection to the proposed Zebra Crossings in Heath and Reach and the Waiting Restrictions in Bird's Hill, Heath and Reach**

Firstly we would like to say that we are in favour of some form of traffic calming in the village and the proposed raised tables on entry to the village and a reduced speed of 20mph will, we are sure, help but we cannot see that the proposed zebra crossing on Birds Hill is necessary to this end.

The obvious difficulties this will cause for parking for customers to our village shops and delivery vehicles can only be a disadvantage. We value our shops and do not want to lose them due to people being unable to park near to them.

In addition, we wish to object to the proposed traffic calming scheme for the following reasons:

- ü Lack of access to our drive that will be caused by removing the double yellow lines
- ü Removing parking spaces outside the Co op and the issues that will cause for both parking and Co op deliveries
- ü Allowing cars to park outside house 16 and 14 Birds Hill will reduce the road down to a single lane
- ü Dangers of having parked cars outside No's 16 and 14 in poor weather conditions, especially snow and ice
- ü The issues caused by a raised Zebra crossing

Houses XX and XX on Birds Hill both have disabled children that require picking up from directly in front of their houses. (This does not form part of our objection but I feel we need to bring this to your attention for consideration.)

**Lack of access to our drive that will be caused by removing the double yellow lines**

Due to the current lack of parking in Heath and Reach we are fortunate to have room on our drive to park 4 cars. We have a dropped kerb for half of our drive and have applied for planning permission to drop the kerb on the other half so we can provide off road parking for all of our own vehicles.

Outside of the property we currently have double yellow lines which you are proposing to remove. These lines are constantly ignored by people shopping at the Co op, using the hair dressers and florist. We regularly find our cars boxed in, sometimes by more than one car and for considerable lengths of time, while people visit the shops. If there is absolutely no respect for the current double yellow lines there will be even less respect for a white box outside our drive with no time restrictions on Sundays.

I am concerned that due to access issues I will no longer be able to park our cars on the drive and will have to take up other parking spaces in the area.

**Removing parking spaces outside the Co op and the issues that will cause for both parking and Co op deliveries**

If the area outside the Co op is a no waiting zone as the plan we received suggests, I would be concerned about where the delivery lorries will park when delivering to the Co op. They will either have to park up the road in front of my house or lower down the hill. This will cause an obstruction and potentially be unsafe.

**Allowing cars to park outside houses 18, 16 and 14 Birds Hill will reduce the road down to a single lane**

Frequently people using the Co op park outside houses 16 and 14 on the double yellow lines when using the Co op. This has the effect of turning Birds Hill into a single lane.

When this happens it appears to have little effect on the speed vehicles travel and quite quickly a queue forms. This also causes a disturbance from revving engines and people sounding their horns when drivers coming up the hill do not give way to drivers going down the hill.

If allowing cars to be parked there is intentional, I find it strange that you would want to use people's cars to create a pinch point.

Why not create a pinch point just as you enter the village where you are currently proposing to install raised tables, where there are less houses so cars queuing will not disturb anyone, out of areas where people need to access their homes and allow controlled access to the local shops?

**Dangers of having parked cars outside No's 16 and 14 in poor weather conditions especially snow and ice**

In poor weather conditions Birds Hill can sometimes be treacherous, especially when it snows and it is not uncommon for buses and lorries to get stuck on the hill. Again by allowing cars to park outside numbers 18, 16 and 14 this will increase the risk of the road being totally blocked.

**The issues caused by a raised Zebra crossing**

We regularly have emergency vehicles go up and down the hill en route to incidents on the A5 as well as buses etc. Is the addition of a raised Zebra crossing going to cause these vehicles issues having to slow down to negotiate the crossing?

I understand there was a traffic survey carried out in Heath and Reach. I would like to request that we see the results of the survey.

Yours faithfully,

XXXXXX

**From:**  
**Sent:** 05 May 2013 21:23  
**To:** Central Beds Consultation  
**Cc:**  
**Subject:** Heath and Reach Road Traffic calming (proposed Zebra crossing)

Dear Sir/Madam

Further to my telephone conversation with your office I am writing in connection with the above. The proposed Zebra crossing on the plans is situated in between 28 and 28a Birds Hill.

I am very concerned about this proposal and here are my concerns.

I have owned my premises and business for 17 years now XXXXXX XX Birds Hill – I understand that there is a problem with the speed at which the traffic come down the hill and in agreement to some sort of traffic calming, but in light of putting a raised Zebra crossing where you propose to put it as per your drawing plans I and other shop owners agree that this would be catastrophic not only to people crossing but to the damage to our small businesses.

75% of my treatments are carried out at the front of my salon and I can see everything that goes on with the traffic and pedestrians. (Has a survey been done to see if Birds Hill warrants a Zebra Crossing?) If so why did none of the local business know about this?

Whilst I agree that there should be something done with the traffic calming, but to put Zebra crossing on the hill is very dangerous I think, and other shop owners and local residence also think that if the proposed Zebra crossing is definitely needed this should be sited in another position on the flat of the road.

**I myself and other people I know have had problems in the winter when there is snow and ice even when the road has been gritted (it is not gritted all day long) what I am saying is that if the crossing was to be put in the position as stated even though you propose to put a raised table further up the road just North west of Eastern way, if a pedestrian was on the crossing or just about to cross and a vehicle was approaching with the bad weather even rain sometimes the vehicles would not be able to stop in time at the crossing this problem has been experienced by myself and my husband and many other people we know, we could not stop even at a very low speed it was fortunate for us that no one or no cars were parked on the left hand side going down the hill – there has also been an accident in the vicinity involving a bus in winter, over the last few winters it has been extremely bad on Birds Hill, I have observed this situation for a great number of years now and as I stated above the proposal of works would be catastrophic and therefore we can fore see many accidents or even a fatality.**

With regards to the car parking spaces being removed and zig zag lines each side of the crossing where do you propose that the delivery men stop or dustman stop for the local shops and residents? This will be such an impact to the village as it is there is very limited parking on the road and delivery days for the Co-op and other business also situated on Birds Hill. So we think that a re-think into this proposal should take place. The whole proposal will have a very bad impact on our small business in the village and also the safety aspect to pedestrians in bad weather conditions.

I think that if you are going to put a crossing on Birds Hill it should be situated on the flat and not on an incline.

I and other shop owners are very disappointed that we were not informed of this proposal I myself and the other shops owners have only just found out about this. Also on talking to some local people and residents they also did not know of this proposal and they also feel that we do not need a zebra crossing but some other means of slowing down the traffic like a lower speed limit imposed and possible installation of raised tables (sleeping policemen) – I was aware that there may be some traffic calming coming to Heath and Reach which I read in the local newspaper several months ago but that was it. The

shop owners and several residents had no letters from the Council or Parish Council with reference to this.

I would kindly ask if this proposal could be looked at with the implications that have been stated above. We (as in other business owners) do feel very strongly about this.

We just want what is best for the safety of our lovely village and our livelihood.

Eagerly awaiting your reply

Yours sincerely

XXXXXX

XXXXXX

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7<sup>th</sup> May 2013

The Transportation Manager  
Bedfordshire Highways  
Woodlands Annex  
Manton Lane  
Bedford  
MK41 7NU

Dear Sirs

**Re: Proposed Zebra Crossing Bird's Hill, Heath & Reach, Leighton Buzzard**

I currently run a XXXXXX shop at XX Birds Hill, Heath and Reach and have done so for the past 2 years. I have also been running a XXXXXX business from these premises for the past 10 years with my husband.

Whilst I agree the village does need some sort of 'traffic calming' I really don't think that putting a zebra crossing, in the position stated on the latest plan, is the right choice. If the traffic could just be slowed down, and the volume of lorries hurling through the village at 40 miles an hour reduced, then there would be no need for a crossing. Alternatively moving the crossing point either up the hill towards house no 14 or down the hill on the flat, just past the current position of the bus stop, would be a far better choice. (However this presents a hazard in the snow!)

The current proposed position of the zebra crossing shows the zig-zag lines will be directly in front of my premises and that of the Co-Op.

**My questions to you are:**

- 1) **Are delivery vehicles able to stop on zig-zag lines ?**
- 2) **Will my husband be able to park on the zig-zags to load his vans with cleaning machines ?**
- 3) **Will I be able to park on the zig-zags to load large funeral tributes into my van?**
- 4) **Where will the Co-Op lorries stop to unload?**
- 5) **Do you really think you are providing enough parking spaces to meet the demands of the businesses and residents on Birds Hill ?**
- 6) **How safe do you think a zebra crossing is going to be in it's proposed position with delivery vehicles coming and going several times during a day, refuse lorries pulling up on a Friday not to mention disgruntled customers probably parking illegally because they want to stop at one of the shops for 5 minutes?**

If the crossing is put in this proposed position it is going to severely affect the businesses on Birds Hill. We probably won't be able to survive and then there will be no requirement for a zebra crossing as there will be nothing to cross the road for!

Please re-think either the positioning of this crossing or put in place alternative traffic calming.

Yours faithfully

XXXXXX

XXXXXX  
XXXXXX

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**From:**  
**Sent:** 09 May 2013 15:30  
**To:** Central Beds Consultation  
**Subject:** Proposed Zebra Crossing - Birds Hill, Heath & Reach

Good afternoon,

I write in response to the proposed Zebra Crossing at Birds Hill – Heath & Reach.

Our customer (XXXXXX, XX Birds Hill, Heath and Reach) is situated adjacent to the proposed site. We currently deliver to her premises at least twice per week. The arrival of a Zebra Crossing will result in huge disruption to our company being able to make safe (and legal) deliveries to her premises.

Furthermore, and of greater concern, where will XXXXXX park her shop vehicle to make her outgoing deliveries AND where will HER clients park their vehicles in order to shop with her?

Some people who are unwilling or unable to walk far may decide to take their business elsewhere, which I am sure you can appreciate in this time of recession must not be allowed to happen.

We wanted to make absolutely clear that we are strongly against the implementation of a Zebra Crossing at this site, as it will harm business for both companies

*Regards*

XXXXXX

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**From:**  
**Sent:** 16 May 2013 14:51  
**To:**  
**Subject:** Proposed Zebra Crossing & Waiting Restrictions - Bird's Hill - Heath and Reach

Further to my call earlier, we are acting on behalf of the Co-op who would like to object to the above proposals.

I understand that they are concerned about the location of the crossing rather than the introduction of the crossing facility itself. As we discussed, I do not see the proposals affecting the parking directly outside the store (approx 3 vehicles) as vehicles will still be able to drive over the zig-zags onto the shop frontage. Their concern, I think relates more to how deliveries would be dealt with. Is there any scope to provide an on-street delivery bay for the store?

I appreciate that you have chosen the most appropriate location in terms of pedestrian desire lines etc but wonder if the crossing itself could be moved over to the east. Could this potentially allow a delivery bay to be incorporated into the scheme?

As you say, the concerns of the Co-op have most likely already been raised by other retailers and residents. I understand that we have now missed the deadline for formal objections but if this e-mail could also be taken into account in some way, that would be great.

As you said, if you could send me the appropriate link when your report is complete, it would be most appreciated.

Thanks very much for your help and advice.

I look forward to hearing from you in due course.

XXXXXX

Senior Transport Planner

XXXXXX



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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Provisional Revenue Outturn 2012/13  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the provisional outturn for 2012/13, subject to audit.

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Advising Officer: Charles Warboys, Chief Finance Officer  
Contact Officer: Charles Warboys, Chief Finance Officer  
Public/Exempt: Public  
Wards Affected: All  
Function of: Executive  
Key Decision: Yes  
Reason for urgency/  
exemption from call-in  
(if appropriate): Not applicable

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

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

##### **Financial:**

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

##### **Legal:**

2. None.

##### **Risk Management:**

3. None.

##### **Staffing (including Trades Unions):**

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

**Equalities/Human Rights:**

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

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The provisional outturn 2012/13 will be considered by the Corporate Resources Overview and Scrutiny Committee on 30 July 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. **approve the outturn position which is an underspend of £0.5m. This enables a contribution to reserves to be made, thus strengthening the Council's long term financial position; and**
2. **approve the proposed transfers to the General Fund Reserve (section 54) and Earmarked Reserves (as set out in Appendix B).**

*Reason for Recommendations: To facilitate effective financial management and planning.*

**Executive Summary**

11. The report sets out the provisional financial position for 2012/13 based at the end of March 2013. Explanations for the variances are set out below under the Directorate Commentary. This report enables the Executive to review the overall financial outturn position of the Council, which is subject to audit.

**KEY HIGHLIGHTS (Appendices A1, A2, A3)**

12. In Summary

- The 2012/13 revenue outturn is an underspend of £0.5m. This is in line with the forecast underspend reported for the last five months of the year.
- Efficient management of the Council's finances has enabled additional contribution to general and earmarked reserves, which will facilitate the Council's response to future reductions in funding.

13. Directorate forecast outturn variances

The full year outturn for Directorate's as at March, after proposed use of existing and creation of new reserves is a £0.5m underspend. The following are the key areas:

- i) Social Care Health and Housing £1.7m below budget.
- ii) Children's Services £1.8m above budget.
- iii) Sustainable Communities £0.8m below budget.
- iv) Corporate Services £0.2m above budget.
- v) Corporate Costs and Contingency £0.1m above budget.

**DIRECTORATE COMMENTARY**

**Social Care, Health and Housing**

14. The General Fund outturn for the Directorate is an underspend of £1.7m after use of and new proposed reserves.
15. The Housing General Fund service underspent by £0.117m due to pilot projects within the Supported Housing section not coming on stream and an increased allocation of staff costs to the Disabled Facility Grants capital programme. The service achieved a total of £0.280m of efficiencies during 2012/13 comprising the harmonisation of the Housing Needs service and a reduction in costs at the Traveller sites.
16. The Adult Social Care service underspent by £1.3m. The two key reasons for this were due to underspends in care packages for Older People and People with Learning Disabilities.
17. Older People care package costs were under spent by £0.411m. Within this, there were overspends in Residential and Nursing Care offset by underspends in Home Care, Respite and Physical Disability care packages. The on-going Adult Social Care efficiency programme has really contributed to this position reducing the number of admissions to residential care, the 'right sizing' of care packages and increased funding from continuing health care in times of increasing demographic pressure, people living longer with more complex needs and with increasing numbers of former self funders requiring the Council's support.

18. For Learning Disabilities, the service area underspent by £0.617m on care packages. This was due to a combination of reductions on Transitions and improved efficiencies through joint working with health.
19. Within the Older People client service group, the impact of former self funders continues to be tracked. Twenty four service users in this category have required council support during 2012/13 at an estimated full year cost of £0.200m with a full year impact of £0.400m. The customer numbers are less than the equivalent for 2011/12 but, given the current financial climate, this trend is unlikely to diminish and will continue to put pressure on the Council's budget. Work is also underway to try and estimate the likely financial implications to the Council of the changes to the funding of Adult Social Care following the recommendations contained in the Adult Social Care Bill.
20. The Commissioning service underspent by £0.552m after contributions from reserves. This is due to an underspend on a number of contracts amounting to £0.165m together with £0.400m on the deferral of the residential dementia fee uplifts.
21. Customer income over achieved by £0.424m against budget within the Business & Performance service area. This was reflecting an increasing numbers of customers paying for their care due to changes in demographics and need.
22. HRA is subject to a separate report.

### **Children's Services**

23. Children's Services net expenditure budget for 2012/13 is £32.914m. The provisional outturn position (before proposed new reserves) for 2012/13 is £119k overspend.
24. New Earmarked Reserves have been set aside for anticipated pressures in 2013/14; £0.3m Fostering and Adoption, £1.2m Looked After Children and £143k Children with Disabilities. In addition reserves have been set aside corporately for the shortfall in Early Intervention Grant funding in 2013/14 of £1.193m and the Threshold review of £0.5m.
25. The addition to reserves in Children's Services would have the impact of increasing the underlying overspend of £119k to £1.762m (excluding reserves held within the corporate area).
26. At Quarter three the reported forecast overspend was £1.112m (pre reserves), so the outturn represents a reduction to overspend of £0.993m. This reduction is mainly due to further savings in the Learning, Commissioning and Partnerships directorate offsetting the increase in Child Protection and Fostering costs. All areas of the Directorate have sought to reduce discretionary spend and hold vacancies where possible, to offset the expected increase in Child Protection costs.

27. The Children Services Operations Directorate overspent by £1.98m and was offset by savings in Learning, Commissioning and Partnerships of £1.83m. Of this a £500k relating to predicted underspend in special educational needs has been proposed for virement into the operational services budget.
28. The main areas contributing to the overspend (after use of reserves) are; Children in Care and Care Leavers £1.514m, Intake and Family Support £0.592m, and Fostering and Adoption Service £0.871m.
29. The Operations Directorate overspend would have been significantly higher (£3.3m) had reserves from 2011/12 not been available.
30. The Transport budget also overspent by £0.31m, mainly due to the SEN Transport budget £0.274m.
31. The pressures in Child Protection are due to additional expensive specialist children placements, increases in Looked After Children and the cost of agency workers covering qualified posts. The development and recruitment of qualified social workers to fill vacancies is an ongoing activity.
32. During 2011/12, the number of Looked After Children increased by 32 to 208. The number of children currently in care, at 250, is below that of statistical neighbours, where the average is approximately 255 children. The number of children with a child protection plan (CPP) is now 262. Central Bedfordshire is now above the national figure and statistical neighbours. Numbers of children in the care system are however likely to rise with consequent continuing pressures on budgets.
33. Work to determine whether thresholds for child protection plans are sound, and whether the plans formulated properly address concerns for children, continues to be undertaken through further independent auditing. The price of intervention per child is being monitored particularly regarding high cost placements.

### **Sustainable Communities**

34. Sustainable Communities' outturn is an underspend of £0.879m after the use of earmarked reserves of £1.147m for one-off specific projects, with a proposed transfer to reserves of £1.768m.
35. The Director's Group had an outturn underspend of £43k which is due to lower than expected training costs and agency costs.
36. Economic Growth Skills & Regeneration outturn is £36k above budget.
37. An overspend on libraries and adult services due to a short term pressure on staffing budgets. This was handled in year and corrected in the 2013/14 revenue budget.
38. This is offset by an underspend on project work and additional income received.

39. Highways and Transport Division outturn overspend is £0.599m. This mainly relates to winter maintenance payments including snow clearance and additional spend on pot holes. There have also been overspends on costs of red diesel and rechargeable works.
40. Planning outturn is a £0.457m underspend.
41. The change is mainly due to reduced expenditure on consultancy costs as less work has been commissioned this year than was originally envisaged. There have also been underspends on salaries and additional income.
42. Environmental Services Division outturn is an underspend of £1.014m.
43. The main underspend is on Waste Service from the new Residual Waste and Recycling Treatment and Disposal contracts. This is an anticipated underspend, and full year savings are declared in 2013/14 budget. There was a further saving due to reduced amount of green waste disposal costs.
44. Further underspends in the service are; reduction in cost of leisure contracts, delay in project work, salary and related savings, delay in traffic management works and additional income.

#### **Corporate Services & Corporate Costs**

45. The full year budget for the directorate of £43,028m is made up of:

Corporate Services £29,017m

Corporate Costs £13,801m

Contingency & Reserves £0.210m

Overall Corporate Services & Corporate Costs outturn is an overspend of £0.336m after movement to and from earmarked reserves.

46. The key outturn variances identified are:
  - £0.307m underspend within People & Organisation, People. There is an underspend of £0.282m within HR Strategy due to various staffing savings (£130k), increased HRA recharges for HR activities (£59k) and savings due to bringing the Payroll function in-house (£79k).
  - An overspend of £100k in HR Operations mainly due to reduced income as a result of the cessation of the Schools HR service. £125k savings in Recruitment and Development is due to less than budgeted training activity in 2012/13.
47. An overspend of £36k within People & Organisation - Legal & Democratic Services. The key variances are a £116k over spend in Legal Services due to increase Children's Services workload.

48. A £0.184m over spend in Democratic Services largely caused by creation of a provision for Local Land Charges following a legal ruling within the year.
49. An underspend of £0.138m in Members' Costs due to savings on Special Responsibility Allowances and Superannuation costs. A £92k underspend within Registrars and Coroners mainly due to increased income within the Registrars Service.
50. A £0.458m underspend within People & Organisation, Programme and Performance, largely due to a lower than budgeted allocation to Invest to Save projects.
51. An overspend of £1.127m within Resources, Finance. This is driven by reserve movements relating to Corporate activity.
52. The key variances are an overspend of £0.853m in Revenues & Benefits, mainly due to the creation of a £0.5m reserve for Housing Benefit Subsidy Audit findings.
53. An overspend of £0.470m in Financial Control mainly as a result of reduction in Insurance Service Income (£0.27m) and changes in Insurance Reserves and Provisions following actuarial review (£0.234m).
54. An overspend of £0.147m in Financial Performance & Support due to the cessation of the Bursary Service.
55. An underspend of £0.146m in Chief Finance Officer due to higher than budgeted recharge to the HRA for general Finance activity (£54k), savings on Professional Services (£62k), Printing & Stationery (£14k) and Subscriptions (£10k).
56. An underspend of £0.197m in the Audit section due to reduced external audit fees (£0.147m) and staff savings as a result of internal secondments (£0.05m).
57. An underspend of £0.370m within Resources, Information Assets representing savings against superannuation costs, software maintenance contracts and general computer costs.
58. An overspend within Resources, Assets of £0.25m. The key variances include:
  - An overspend of £0.151m in Chief Assets Office mainly due to the costs of using external consultants for the Assets Transformation Programme and interim management support.
  - An overspend of £0.127m in Facilities Management mainly caused by a settlement agreed with Bedford Borough in respect of a leased property.

- An underspend of £0.028m within the Estates section. There was a number of one off savings as well as greater than budgeted income generation, the benefit of which has been almost completely negated by compensation payments being made in reference to a release of tenancy in the Farm Estates.
59. An underspend of £1.083m within Corporate Costs, the impact of non achievable budget efficiencies has been mitigated by significantly lower than budgeted interest payable and Minimum Revenue Provision costs.
60. An overspend of £1.15m in Contingency & Reserves due to the creation of new proposed earmarked reserves (see appendix B).

## **RESERVES POSITION**

### **Earmarked Reserves (Appendix B)**

61. The opening balance of Earmarked Reserves is £18.5m (Excluding HRA and Schools). The current reported position includes the planned use of £5.2m Earmarked reserves and proposed transfer to Earmarked reserves of £8.1m. This will result in a closing position of £21.4m Earmarked reserves at year end. A net increase of £2.9m year on year.

### **General Reserves**

62. 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 volatility in local authority financing is increasing, and the Council continues to plan for an appropriate level of reserves to meet unexpected financial developments.
63. 2012/13 outturn includes further budgeted contributions of £1.4m to the General Fund Reserve in year, which, in addition to the reported underspend of £0.5m will result in reserves of £12.8m pre audit.

## **RISKS AND UPSIDES**

64. Not relevant for outturn. A new risk register is being developed for 2013/14.

### **DEBTORS (Appendix D)**

65. General CBC sales debtors (excluding house sales and grants) for March amounted to £12.6m higher than February by £3m. Of this movement £2.6m relates to current debt as budget managers strive to ensure that all 2012/13 transactions are brought to account for the year end close.
66. £5.2m debt was over 60 days; all of which is actively being managed. Of this £3.6m is actively being chased, £0.2m is in dispute, work to resolve these is ongoing. £0.2m have instalment arrangements in place. £0.3m is being dealt with through legal channels. A further £1.4m is in respect of house sales.



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

- i) Adult Social Care General Fund debt at the end of 2012/13 stood at £4.8m of which £2.2m was house sales debt, £0.8m Health Service debt. Of the remaining general debt of £1.7m, £0.9m (55%) is more than 60 days old. This includes legacy debt of £0.2m as well as Central Bedfordshire debt. There are 35 debtors whose outstanding balance is greater than £0.010m which are all under active management.
- ii) Total debt for Sustainable Communities at the end of March was £6.868m. Invoices relating to developers' legal contributions to deliver planning requirements associated with new developments account for 82% of debt. 89% of debt is less than three months old. All debt recovery is in accordance with Council policy.
- iii) Total debt for Children's Services is £0.393m of which £0.114m is debt over 61 days old. Individual debts over £10k totals £0.201m of which £0.180m relates to Bedford Borough. All debt is under active management.
- iv) Overall Corporate Services debt has increased by £311k in the month to £1,858k. However of this there is £1,261k which is not yet due. There is currently £287k that is over 90 days old; this represents 15% of the current total debt and this is under active management.

**General Fund Debt Written off**

68. The table below shows the number, value and average value of general fund debt written off during 2012/13. This is disclosed in line with our Financial Procedures.

	Number	Value	Ave value
<b>0 - £5k</b>	276	£152,152.43	£ 551.28
<b>£5k - £10k</b>	9	£ 58,675.51	£ 6,519.50
<b>£10k - £50k</b>	7	£147,918.00	£21,131.14
<b>Over £50k</b>	0	£ -	£ -
	<b>292</b>	<b>£358,745.94</b>	<b>£ 1,228.58</b>
<b>Q1</b>	28	£ 42,365.75	£ 1,513.06
<b>Q2</b>	175	£213,104.48	£ 1,217.74
<b>Q3</b>	46	£ 73,354.46	£ 1,594.66
<b>Q4</b>	43	£ 29,921.25	£ 695.84
<b>Full Year</b>	<b>292</b>	<b>£358,745.94</b>	<b>£ 1,228.58</b>

69. Of the total amount written off in year, £236,412 relates to the debts of legacy authorities which are fully provided for (no impact on CBC 2012/13 outturn performance).

70. £122,333 of debt related to CBC activity and is analysed as follows:

	2012/2013	
Category	Number	Value
Commercial Rent	3	£ 29,540.51
Home Care Fees	25	£ 13,342.24
Residential Accommodation	7	£ 24,388.28
Respite Fees	10	£ 10,038.38
Void Inspection	21	£ 17,792.86
Miscellaneous	108	£ 27,231.32
<b>TOTAL</b>	<b>66</b>	<b>£122,333.59</b>

71. Any individual debts of £50,000 or more are subject to individual reporting to Executive. A rigorous procedure is followed to recover all debts before write off is considered and every write off is subject to appropriate authorisation. Notwithstanding all efforts, there will always be some cases where further recovery is not possible. For example, of the above amounts, details are as follows:

- Commercial rents – includes two cases of £16k and £12k respectively - one company is insolvent and there is no prospect of recovery, one is subject to continuing court action but a partial write off is prudent as the whole amount is unlikely to be recovered.
- Residential accommodation – includes three cases of £9k, £7k and £6k respectively. Two clients have died and no further recovery is possible against the estates. One client was declared bankrupt.
- Home care fees / respite care – includes four cases totalling £12k - all deceased and there is no available money in the estates.

### **Treasury Management**

#### **Borrowing**

72. As at 31 March 2013 the Council's total borrowing was £315.5m, of this amount, £302m was with the Public Works Loan Board (PWLB) and £13.5m was Market Debt.

73. The table below shows the split between the General Fund and HRA.

	PWLB Fixed £m	PWLB Variable £m	Market £m	Total £m
General Fund	101.4	35.6	13.5	153.5
HRA	120.0	45.0	0.0	165.0
<b>TOTAL</b>	<b>221.4</b>	<b>80.6</b>	<b>13.5</b>	<b>315.5</b>

74. The profile of debt is split so that overall the authority has 71% Fixed PWLB debt, 25%, Variable PWLB debt and 4% Fixed Market debt.

75. With this current portfolio of debt the Council pays an average rate of interest of 2.9% on its loans which is considerably lower than the latest local authority benchmarked average of 4.36%.

76. The authority's total borrowing reduced in the year 2012/13 by £5m following the maturing of a loan in June 2012; no replacement loan was made and internal cash resources were used to repay this debt. Internal funds were used to finance the capital programme in line with the Council's approved treasury management strategy.

### **Investments and Deposits**

77. When investing the security and liquidity of assets are prioritised before yield. Investments have been kept fairly liquid so that the option to withdraw funds fairly quickly is available at times of stress in the financial markets.

78. As at the 31 March 2013 the Council had deposits and investments totalling £41.4m (£36.7m in internally managed investments, and £4.7m in external investments). During 2012/13 an average rate of return of 1.24% was achieved, slightly better than the 1.14% average for other benchmarked authorities.

### **Cash Management**

79. During 2012/13 the average level of deposits and investments held by the Council was £74.5m, lower than the average of £123.5m held by other benchmarked authorities.

### **Appendices**

- Appendix A1 – Council Revenue Summary
- Appendix A2 – Directorate Summary
- Appendix A3 – Subjective Analysis
- Appendix B – Earmarked Reserves
- Appendix D – Debtors

### **Background Papers: (open to public inspection)**

None

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Appendix A1 – Council Revenue Summary

<b>Month: March 2013</b>	<b>March Outturn</b>		
<b>Director</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Social Care Health and Housing</b>	55,586	53,861	(1,725)
<b>Children's Services</b>	32,364	34,414	2,050
<b>Sustainable Communities</b>	47,421	46,578	(843)
<b>Corporate Services</b>	29,017	29,229	212
<b>Contingency and Reserves</b>	210	1,360	1,150
<b>Corporate Costs</b>	13,801	12,718	(1,083)
<b>Public Health</b>	0	0	0
<b>Total (Excl Schools &amp;HRA)</b>	<b>178,399</b>	<b>178,160</b>	<b>(239)</b>
<b>Schools</b>	550	262	(289)
<b>HRA</b>	0	0	0
<b>Total</b>	<b>178,949</b>	<b>178,422</b>	<b>(528)</b>

## Appendix A2 – Directorate Summary

Month: March 2013	Year		
	Budget	Actual	Variance
	£000	£000	£000
<b>Social Care Health and Housing</b>			
Director of Social Care, Health, Housing	184	203	18
Housing Management (GF)	3,925	3,807	(117)
Adult Social Care	55,285	53,962	(1,324)
Commissioning	4,711	4,351	(360)
Business and Performance	(8,520)	(8,462)	58
<b>Total Social Care and Health</b>	<b>55,586</b>	<b>53,861</b>	<b>(1,725)</b>
<b>Children's Services</b>			
Director of Children's Services	300	255	(44)
Children's Services Operations	20,534	24,137	3,603
Learning, Commissioning & Partnerships	5,305	3,486	(1,819)
Joint School Commissioning Service (Transport)	7,437	7,747	310
Partnerships	606	605	(0)
<b>Total Children's Services (excluding Schools)</b>	<b>34,181</b>	<b>36,231</b>	<b>2,050</b>
DSG Contribution to Central Support	(1,817)	(1,817)	0
<b>Total Children's Services (excluding Schools)</b>	<b>32,364</b>	<b>34,414</b>	<b>2,050</b>
<b>Sustainable Communities</b>			
Director of Sustainable Communities	768	725	(43)
Economic Growth, Skills & Regeneration	5,033	5,070	37
Highways Transportation	11,289	11,888	599
Planning	6,818	6,369	(449)
Comm Safety Public Protec Waste Leisure	23,513	22,526	(987)
<b>Total Sustainable Communities</b>	<b>47,421</b>	<b>46,578</b>	<b>(843)</b>
<b>Public Health</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>Total Public Health</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
<b>People &amp; Organisation</b>			
People and Organisation Leadership	190	249	59
Communications	724	645	(79)
Customer Services	1,888	1,912	24
Policy & strategy	333	292	(41)
Customer & Community Insight	91	117	26
Programme & Performance	976	519	(458)
E Procurement & Payments	322	378	56
People	2,450	2,143	(307)
Legal & Democratic Services	3,961	3,998	36
<b>Total People &amp; Organisation</b>	<b>10,936</b>	<b>10,253</b>	<b>(683)</b>
<b>Resources</b>			
Finance	4,481	5,607	1,127
Information Assets	6,752	6,380	(372)
Assets	6,494	6,691	197
<b>Total Resources</b>	<b>17,727</b>	<b>18,678</b>	<b>951</b>
<b>Chief Executive</b>	<b>355</b>	<b>298</b>	<b>(56)</b>
<b>Total Corporate Services</b>	<b>29,017</b>	<b>29,229</b>	<b>212</b>
<b>Contingency and Reserves*</b>	<b>210</b>	<b>1,360</b>	<b>1,150</b>
<b>Corporate Costs</b>			
Debt Management	11,700	10,027	(1,673)
Premature Retirement Costs	2,954	2,896	(58)
Corporate HRA Recharges	(90)	(103)	(13)
Efficiencies	(763)	(102)	661
<b>Total Corporate Costs</b>	<b>13,801</b>	<b>12,718</b>	<b>(1,083)</b>
<b>TOTAL Excluding Schools</b>	<b>178,399</b>	<b>178,160</b>	<b>(239)</b>
<b>Schools</b>			
Schools ISB	550	262	(289)
<b>TOTAL Schools</b>	<b>550</b>	<b>262</b>	<b>(289)</b>
Housing Services (HRA)	0	0	0
<b>Total</b>	<b>178,949</b>	<b>178,422</b>	<b>(528)</b>

Appendix A3 – Subjective Analysis

Revenue Subjective analysis March 2013 - Actual										
Expenditure Type	Staffing costs	Premises and Transport	Supplies and Services	Third Party Payments	Other	Gross Costs	Income	Grants	Total Income	Net Costs
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>Director</b>										
<b>Social Care Health and Housing</b>	17,144	771	6,366	47,742	13,938	<b>85,961</b>	(16,861)	(16,241)	(33,103)	<b>52,858</b>
<b>Children's Services</b>	22,854	739	5,003	35,404	2,837	<b>66,838</b>	(6,559)	(25,597)	(32,157)	<b>34,681</b>
<b>Sustainable Communities</b>	19,591	3,039	6,983	29,173	283	<b>59,069</b>	(8,140)	(4,972)	(13,112)	<b>45,957</b>
<b>Public Health</b>	2	-	-	-	-	<b>2</b>	-	(67)	(67)	<b>(65)</b>
<b>Corporate Services</b>	55,283	4,778	17,080	563	80,257	<b>157,961</b>	(122,975)	(4,233)	(127,207)	<b>30,754</b>
<b>ACE People</b>	10,813	381	2,004	270	4	<b>13,473</b>	(2,827)	(34)	(2,861)	<b>10,612</b>
<b>ACE Resources</b>	44,178	4,396	15,071	293	80,253	<b>144,190</b>	(120,147)	(4,199)	(124,346)	<b>19,844</b>
<b>Chief Executive</b>	292	2	5	-	-	<b>298</b>	-	-	-	<b>298</b>
<b>Contingency and Reserves</b>	(9)	-	-	-	-	<b>(9)</b>	-	(4,194)	(4,194)	<b>(4,204)</b>
<b>Corporate Costs</b>	2,799	-	440	-	11,194	<b>14,434</b>	(1,107)	(194)	(1,301)	<b>13,132</b>
<b>Total Excluding Schools</b>	<b>117,664</b>	<b>9,327</b>	<b>35,872</b>	<b>112,882</b>	<b>108,510</b>	<b>384,255</b>	<b>(155,642)</b>	<b>(55,499)</b>	<b>(211,141)</b>	<b>173,114</b>

Appendix B – Earmarked Reserves

Description	Opening Balance 2012/13	Spent (Used)	Released	Technical Movements (e.g. Grant related)	New Proposed transfers at March	Proposed Closing Balance 2012/13	Description of EMR
	£000	£000	£000	£001	£000	£000	
<b>Social Care Health and Housing Reserves</b>							
Social Care Reform Grant	331	(144)				187	Reserve to fund multi year Transforming People's Lives project. Includes SWIFT/AIS implementation.
Deregistration of Care Homes	566	(133)				433	Reserve to fund costs associated with deregistering of a national care provider
LD Campus Closure	601	(180)				421	Reserve for the smoothing of double running costs resulting from re-provision of Learning Disabilities services.
Supporting People	305	-	(305)			-	
Deprivation of Liberty	-	-	81			81	Grant given in 12/13 to implement Deprivation of Liberty assessments in hospitals - roll forward of unused balance
Reablement	222	-	(122)			100	NHS Funding to support joint working with other Local Authorities and partners to facilitate seamless care for patients discharged from hospital.
Winter Pressure	348	-	(196)			152	12/13 Winter Pressures grant and Falls Prevention Pilot health funding carry forward of unspent balance net of expenditure met from 10/11 & 11/12 grant reserve
Disabled Facilities Grant revenue funding	475	-	(475)			-	Transferred to Outcomes Based Commissioning reserve
Mental Health Action Plan	138	-				138	To fund improvements identified in the Mental Health Improvement Plan to be jointly delivered with SEPT
Outcome Based Commissioning	347	(405)	1,250		1,875	3,067	To fund consultancy/project costs associated with implementing 13/14 efficiencies and with the Residential Futures Programme
Step Up /Step Down	674	(184)				490	To be used to fund the Step-up, Step Down unit at Greenacres - unspent grant monies from 2011/12
Public Health Transitional Grant					65	65	
<b>Total Social Care, Health and Housing</b>	<b>4,007</b>	<b>(1,046)</b>	<b>233</b>	<b>-</b>	<b>1,940</b>	<b>5,134</b>	
<b>Children's Services Reserves</b>							
School Specific Contingency	900	(92)				808	DSG Ringfenced
Performance Reward Grant	174	(30)				144	LPSA Grant ring fenced
LSP Sustainable Neighbourhoods	47					47	LPSA Grant ring fenced
DSG - SEN ISB adjustment	257	(257)				-	Unspent DSG for SEN Sch Forum agreement to Earmark & add to ISB through HILLN factor for 12/13
DSG - School Support	494	(494)				0	
DSG - School Organisation Team	7	-				7	DSG Ringfenced for Academy Recoupment Process
DSG / Advanced Skills Teachers	161	(124)				37	DSG Ringfenced agree with Sch Forum to cf reduced budget for AST 12/13
DSG - EIG	45	(45)				0	DSG/EIG Transfer to the Teaching School on behalf of all schools when the commission has been agreed following consultation
EIG - Agreement of Children's Trust	270	(270)				-	Decision of Children Trust to allocate remaining EIG to be spent on Parenting Support Partnership Funds
EIG - Early Years Specific	87	(87)				-	Contract paid in advance funds set aside to reflect in 12/13 where service will be delivered.
EIG - Early Year/Specific	67	(67)				0	Contract in place to be paid June
EIG - FAST/FIP	81	(81)				-	Late payment and unspent EIG to be used in 12/13. £39k Participation Officer, £42k Troubled Families
SEN Evaluation & positioning for additional duties when SEN Green paper becomes an Act	150	(75)				75	Green Paper late summer requires new duties that were flagged as risk last year that were not included as pressures
"Working Together" - new National Guidance	200	(150)				50	New National Social Care guidance requiring enhanced working between all partners particular Health and Social Care
OFSTED Action Plan	180					180	To be developed following publication of the OFSTED Action Plan, work needed in Health and to address adequate judgement on equalities. £180K held to fund pressures in MTFP for 2013/14
OFSTED Action Plan	70					70	Carried forward EIG - OFSTED action, Information management and compliance posts - fixed term
OFSTED recommendations for Admin and continued Social Worker Support	300	(300)				0	The OFSTED inspector commented on the increase number of children in care and the fact this needs attention to resourcing, we remain in the lower quartile against statistical neighbours
Developing Corporate parenting Panel	50	(50)				-	Developing Corporate Parenting Panel, this is likely to need further development when the OFSTED report is published.
Health and School Links key deprivation areas across the Council	100	(100)				-	An evaluation on Health, focus in schools is poor and needs development work
Children Health additional Staff	100	(100)				-	This supports the above item
Social Workers Recruitment Campaign	50	(50)				-	Funds set aside for Social Workers recruitment campaign delayed and not due to take place until April 2012
Fostering & Adoption					300	300	Possible risk should disaggregation with BB go ahead. Analysis is ongoing. This figure is subject to discussion with BB about staffing compliments. Continued rising IFA's
Looked After Children / Safeguarding					1,200	1,200	Emergent budget issues, which account for the 22 per cent rise in children coming forward at risk of significant harm
CWD					143	143	Carried forward EIG - OFSTED action, Information management and compliance posts - fixed term
<b>Total Children's Services</b>	<b>3,791</b>	<b>(2,372)</b>	<b>-</b>	<b>-</b>	<b>1,643</b>	<b>3,062</b>	



Appendix B – Earmarked Reserves (cont)

Description	Opening Balance 2012/13 £000	Spent (Used) £000	Released £000	Technical Movements (Grant related) £001	New Proposed transfers at March £000	Proposed Closing Balance 2012/13 £000	Description of EMR
<b>Sustainable Communities Reserves</b>							
Adaptation of open space and maintenance of play facilities	489	(20)			(469)	-	
Integrated consumer protection					140	140	This money is being held to assist with additional costs associated with protection of consumers either through specialist investigation costs or costs for legal proceedings. Without these monies specialist investigations will be extremely limited which may result in the inability to achieve a successful outcome in relation to consumer protection
Career Development framework	80	(12)				68	This reserve is to fund 2 two year planning trainee 'apprenticeship' posts in partnership with Westminster University . These posts sit in Development Management division .
External Funded Regeneration reserve	492	(58)				434	
Leisure Centre Reinvestment Fund	34				55	89	Contractual requirement for share of profits from leisure contracts in North area for the reinvestment in building and worn out equipment.The reserve does hold a one off of £26k for an insurable risk assessment fund which in 12/13 is being funded by the base budget
Local Development Framework	100	-				100	
Physical Regeneration Projects	40	(9)				31	
Pre-application service development	200	(65)			153	288	This reserve is used to resource and support Planning Performance Agreements specifically enabling external technical expertise to be secured to deliver against the milestones set out in the signed agreements. PPAs are entered into by Developers for an assured level of service and bring income into the Authority. Failure to deliver the levels of service set out in the agreement will result in reductions in income levels from PPAs and loss of reputational issues for the Council
Transport fund	125					125	Parking income directed to transport infrastructure
Bedford & Luton Resilience Forum	65					65	Contributions from partners with CBC acting as treasurer to Forum and arising from subscriptions made by each of the partnership organisations to fund work undertaken by BLLRF.
Community Safety partnership fund	159	-				159	Contributions from community safety partners, Home Office (IOM), and money held on behalf of HMCS relating to cash seizures.
Minerals and Waste partnership funds	104					104	
NIRAH	60	(10)				50	
PTR2 Business Process Reengineering	50	(39)				11	Delivery of new IT solution and business processes.
Business growth grants	111	(27)				84	
Internal Drainage Board dispute resolution fund	30	(30)				-	
Emergency Incidents	30	(30)				-	
Woodside connection options appraisal	50	-				50	
Arts and theatre service reviews	70	(60)				10	
Building control - trading account surplus					76	76	Previously this has been treated as a receipt in advance - however as building control is a trading account it needs to be treated as an earmarked reserve
Gypsy and Traveller -					50	50	Previously this has been set up as a provision but the correct treatment is as an earmarked reserve.
DEFRA grant					53	53	This money has been provided by DEFRA to help fund the remediation of a contaminated land site occupied by a residential premises. These monies are due to be spent from April onwards following procurement of contractors etc. to undertake the work. It cannot be a treated as grant in advance as it is not ringfenced .
flood defence				264		264	now earmarked reserve not RIA/ GIA
financial investigation unit				275		275	now earmarked reserve not RIA/ GIA
community safety grant				85		85	now earmarked reserve not RIA/ GIA
natural england				10		10	now earmarked reserve not RIA/ GIA
Waste					449	449	BEaR project delayed due to additional requests made which was not reflected in the MTFP. More definite figures will be known part way through the year when preferred bidder announced but know project and therefore savings will not commence until 2014/15. amount of the proposed reserve comes from the saving in the waste contracts
<b>Total Sustainable Communities</b>	<b>2,289</b>	<b>(360)</b>	<b>-</b>	<b>634</b>	<b>507</b>	<b>3,070</b>	

Appendix B – Earmarked Reserves (cont)

Description	Opening Balance 2012/13	Spent (Used)	Released	Technical Movements (Grant related)	New Proposed transfers at March	Proposed Closing Balance 2012/13	Description of EMR
<b>Corporate Services Reserves</b>							
Pan Public Sector Funding	86	(42)				44	Partnership Funding to facilitate the successful delivery of the Implementation of Total Place in Luton and Bedfordshire through Projects.
Customer First	68	(35)				33	Support allocated to Customer First Revenue activities
Passenger Transport Review	135	(135)				-	
ICT Stabilisation	450	(450)				-	Specific items linked to improving the Stabilisation of the ICT systems throughout the Council
SAP Optimisation	150	(132)			55	73	To support revenue activities of the SAP Optimisation project.
Housing Benefit Subsidy Admin Reserve					500	500	Reserve to cover outcome of Housing Benefit Subsidy audits
Election Fund					12	12	Build sufficient reserve over four years to run council election
<b>Total Corporate Services</b>	<b>889</b>	<b>(794)</b>	<b>-</b>	<b>-</b>	<b>567</b>	<b>662</b>	
<b>Corporate Reserves</b>							
Redundancy/Restructure Reserve	3,329	(910)		750	-	3,169	Reserve to cover redundancy and actuarial costs
Insurance reserve	4,221	(1,386)		503	-	3,338	Reserve to cover insurance costs based on actuarial assessment
Impact of future funding cuts (CS)	-				1,193	1,193	Reduction in Early Intervention Grant Funding now absorbed within Councils Revenue Support Grant which contribute to core budget
Threshold Review (CS)	-				500	500	Review of Thresholds before children become Looked After Children
Teachers Pensions (CR)		(414)			600	186	Reserve to cover authority's potential liability following historic scheme records issue
Welfare Reform (CR)					500	500	The Government has introduced a range of changes to benefits and other welfare payments, with effect from 1 April 2013. This includes abolition of Council Tax Benefit, replaced with a localised Council Tax Support system and the Under Occupancy Charge for those benefit claimants deemed to be occupying a greater number of bedrooms than is required. There have also been changes in the transfer of the former Social Welfare Fund payments to local authorities. The Council has budgeted for these changes but is aware that the full implications and the impact on vulnerable groups of people has yet to be fully understood. This Earmarked Reserve has been created to provide scope to support any additional initiatives which the Council may wish to take as the position develops during the financial year.
Funding for Transition (CR)					321	321	This Earmarked Reserve has been created to provide additional flexibility during the 13/14 year as we transition to new ways of working more efficiently and implement significant office rationalisation in consolidating into two principal offices. It will be used to support one-off activities necessary to implement these and other efficiencies.
Gypsy and Traveller - (Legal Challenge - CR)					300	300	Created to cover the cost of any legal challenges relating to Gypsy & Traveller sites
<b>Total Corporate</b>	<b>7,550</b>	<b>(2,710)</b>	<b>-</b>	<b>1,253</b>	<b>3,414</b>	<b>9,507</b>	
<b>Total Earmarked Reserves</b>	<b>18,525</b>	<b>(7,282)</b>	<b>233</b>	<b>1,887</b>	<b>8,071</b>	<b>21,434</b>	

Appendix C – Risks and Upsides (not relevant for March Outturn)

Appendix D – Debt

<b>Debtors March 2013</b>														
<b>DIRECTORATE</b>	<b>1 to 14 Days</b>		<b>15 to 30 Days</b>		<b>31 to 60 Days</b>		<b>61 to 90 Days</b>		<b>91 to 365 days</b>		<b>1 year and over</b>		<b>Total Debt</b>	
	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%	£k	%
<b>Social Care Health &amp; Housing</b>	462	27%	301	18%	135	8%	29	2%	384	23%	372	22%	1,683	100%
<b>Children's Services</b>	70	18%	193	49%	16	4%	11	3%	6	2%	97	25%	393	100%
<b>Sustainable Communities</b>	1,134	17%	2,495	36%	211	3%	1,533	22%	762	11%	733	11%	6,868	100%
<b>ACE People</b>	8	22%	6	17%	3	8%	1	3%	10	28%	8	22%	36	100%
<b>ACE Resources</b>	930	46%	709	35%	56	3%	13	1%	176	9%	126	6%	2,010	100%
<b>NHS Bedfordshire</b>	416	25%	414	25%	695	42%	66	4%	53	3%	10	1%	1,654	100%
<b>Unallocated &amp; Non Directorate</b>	0	0%	-1	8%	-1	8%	0	0%	-5	42%	-5	42%	-12	100%
<b>House Sales</b>	38	2%	51	3%	70	5%	45	3%	520	34%	809	53%	1,533	100%
<b>Grants</b>	0	0%	-2	0%	0	0%	0	0%	0	0%	-550	100%	-552	100%
<b>GRAND TOTAL</b>	<b>3,058</b>	<b>22%</b>	<b>4,166</b>	<b>31%</b>	<b>1,185</b>	<b>9%</b>	<b>1,698</b>	<b>12%</b>	<b>1,906</b>	<b>14%</b>	<b>1,600</b>	<b>12%</b>	<b>13,613</b>	<b>100%</b>
<b>PREVIOUS MONTH</b>	<b>10,427</b>	<b>52%</b>	<b>3,068</b>	<b>15%</b>	<b>1,979</b>	<b>10%</b>	<b>377</b>	<b>2%</b>	<b>2,057</b>	<b>10%</b>	<b>2,098</b>	<b>10%</b>	<b>20,006</b>	<b>100%</b>

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Provisional Capital Outturn 2012/13  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources  
**Summary:** The report provides information on the provisional capital outturn for 2012/13, subject to audit.

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**Advising Officer:** Charles Warboys, Chief Finance Officer  
**Contact Officer:** Charles Warboys, Chief Finance Officer  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/  
exemption from call-in  
(if appropriate)** Not applicable

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

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

##### **Financial:**

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

##### **Legal:**

2. None.

##### **Risk Management:**

3. None.

##### **Staffing (including Trades Unions):**

4. Any staffing implications will be dealt with in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

**Equalities/Human Rights:**

5. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The provisional capital outturn 2012/13 will be considered by the Corporate Resources Overview and Scrutiny Committee on 30 July 2013.

**RECOMMENDATIONS:**

**The Executive is asked to:**

1. approve the outturn position which is an underspend of £15.7m gross, £6.9m net; and
2. approve the deferred expenditure of £14.0m (Gross) £7.1m (Net) for capital schemes in progress from 2012/13 to 2013/14.

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

**Executive Summary**

11. The report sets out the provisional capital outturn position for 2012/13 based on the end of March which is subject to audit. Explanations for the variances are set out below. This report enables the Executive to review the overall capital position of the Council.

**KEY HIGHLIGHTS (Appendices A1, A2, A3)**

12. The revised gross programme following the capital review approved by Council in November 2012, excluding HRA is £80.1m (£36.7m net). The main issues to note are:
- i) Gross outturn spend is £64.4m, with proposed deferral of £14.0m into 2013/14 and underspend of £1.7m.
  - ii) £60.5m (75.5%) of the gross budget relates to the top 20 value schemes. £51.3m (84.8%) of the outturn gross spend relates to these schemes.

13. **Analysis of CBC Funded and Externally Funded Capital Spend**

	Budget £m	Outturn £m	Variance £m	Proposed Deferral £m	(Under)/ Overspend £m
CBC Funded	36.5	27.7	(8.8)	(7.1)	(1.7)
Externally Funded	43.6	36.7	(6.9)	(6.9)	0.0
<b>Total</b>	<b>80.1</b>	<b>64.4</b>	<b>(15.7)</b>	<b>(14.0)</b>	<b>(1.7)</b>

**Summary of Externally Funded Schemes**

	Budget £m	Outturn £m	Variance £m	Proposed Deferral £m	(Under)/ Overspend £m
Childrens	27.1	23.9	(3.2)	(4.3)	1.1
Campus Closure	2.8	1.2	(1.6)	(1.6)	0.0
S278	3.0	2.8	(0.2)	(0.2)	0.0
Highways	6.2	5.3	(0.9)	0.0	(0.9)
Other	4.5	3.5	(1.0)	(0.8)	(0.2)
<b>Total</b>	<b>43.6</b>	<b>36.7</b>	<b>(6.9)</b>	<b>(6.9)</b>	<b>0.0</b>

**DIRECTORATE COMMENTARY**

**Social Care Health and Housing**

14. The year end outturn is an underspend of £2.81m (gross) of which £1.9m is proposed to be deferred to 2013/14. The balance is an underspend of £0.9m.
15. For the Disabled Facility Grants (DFG), the outturn of £2.67 million (gross) is below budget by £0.749m and is due to a lower than expected rate of referrals in the second half of the financial year, a higher than expected number of Council tenant adaptation cases (which are funded from HRA, not the General Fund DFG programme), and some delays caused by contractors not being able to respond quickly to increased workload.

16. In the year 2012/13, 284 DFG cases were completed which resulted in 426 major adaptations as detailed below:

17.

Type of adaptation	No completed
Level access shower/wet room	192
Straight stair lift	52
Curved stair lift	33
Toilet alterations	14
Access ramps	28
Dropped kerb and hard standing	0
Wheelchair/step lift	1
Through floor lift	5
Major extension	14
Kitchen alterations	2
Access alterations (doors etc)	34
Heating improvements	2
Garage conversions/minor additions	7
Safety repairs/improvements	5
Other	37
<b>Total</b>	<b>426</b>

### **Children's Services**

18. Children's Services revised annual capital expenditure budget is £28m, this includes £7.1m of slippage from 2011/12. The income budget is £27.1m which leaves a net expenditure capital budget of £0.9m.
19. The full year outturn position for 2012/13 is below budget by £3.283m. This is mainly due to significant proposed works that are funded through the Schools Capital Maintenance Grant (£2.198m) and Basic Need Grant (£1.05m) extending into 2013/14. There is no expenditure deadline to the spending of the grant receipts.
20. All but two projects (Schools Access £0.35m and Temporary Accommodation £0.55m) are funded wholly by grant receipts that have no spending deadline.

### **Sustainable Communities**

21. Sustainable Communities capital programme in 2012/13 is made up of 59 schemes which include the large groupings of projects that are the result of developer funds to deliver planning requirements, including highways schemes, associated with new developments.
22. The directorate has spent £29.868m and received external income of £10.68m, leaving net spend below budget in 2012/13 of £1.041m. The majority of this is delayed due to external factors beyond the control of the Council. This includes leisure projects, compensation payments on Highways schemes and work on Sundon / Bluewater landfill site.



23. Leisure projects

Detailed specification is underway for work at Tiddenfoot and construction work is due to start in March. Further design work is required at Saxon Leisure Centre to ensure the spa business plan is robust.

24. Compensation payments

Legal negotiations with landowners have yet to be concluded. These relate to compensation claims surrounding the Ridgmont bypass.

25. Sundon / Bluewater Landfill sites

The importation of restoration soils was delayed due to the lack of availability of soil to the contractor at the start of the contract which has pushed back landscaping and related infrastructure works.

Also the gas and leachate infrastructure programmes have been delayed by the Environment Agency in order to allow for additional investigatory/preparatory work to be undertaken.

26. The table below shows the Directorate's outturn spend by scheme categories. The scheme categories are broadly related to the type of asset being created or enhanced.

27. **Sustainable Communities Capital budget by Category (£'000)**

Scheme Categories	Net Expenditure Budget	Net Expenditure Actual	Net Expenditure Variance
Community Safety & Public Protection Infrastructure	47	10	(37)
Leisure & Culture Infrastructure	2,491	1,645	(846)
Regeneration & Affordable Housing	3,980	3,679	(301)
Transport Infrastructure	13,224	13,627	403
Waste Infrastructure	487	227	(260)
<b>Total</b>	<b>20,229</b>	<b>19,188</b>	<b>(1,041)</b>
<b>Percentage of budget</b>		<b>94.9%</b>	<b>5.1%</b>

28. Major schemes completed in 2012/13 include:

29. Transport Schemes - Key Highlights

- Total road treatment of resurfacing and surface dressing in 2012/13 was 62 kilometres.

- A total of 695 columns including lanterns were replaced and a further 2,234 lanterns replaced.
- 17 Local Area Transport Plan schemes, including Hitchin Street, were delivered in 2012/13 and a further 15 designed and ready for construction during 2013/14.
- 3 bridges were completely replaced and 6 were strengthened or partially replaced in 2012/13. Designs for 8 structures were completed for work programmed to start in 2013/14.
- 16 Drainage schemes were completed in 2012/13 and a further 4 schemes were designed for work that will be completed in 2013/14.
- 23 new bridges have been erected on rights of way including:
  - Replacement of existing bridges with steel bridges at Eggington, Haynes, Arlesey, Hulcote & Salford, Astwick, & Leighton Buzzard (3 bridges).
  - Upgrading of 20 sleeper footbridges in various locations to meet health and safety requirements.

### 30. Luton & Dunstable Guided Busway

Construction of the £90m Luton Dunstable Busway is nearing completion ready for opening later in 2013. The core route links the towns of Houghton Regis, Dunstable and Luton including two railway stations and Luton London Airport. The scheme enables buses to utilise its dedicated Busway (multi access/exit points along its length) to bypass local congestion providing passengers with a quick reliable service to key areas such as education establishments, employment areas, retail and leisure.

Works for the Busway included upgrading of approximately 90 on-street local bus stops in Dunstable and Houghton Regis along with a similar number in Luton to provide real time passenger information and level boarding, funding to date has been through the Department for Transport (DfT) grant apart from just under £30k which Central Bedfordshire Council has spent on design checks and approvals in 2012/13.

Central Bedfordshire Council this year constructed the bus lane element of the Court Drive works in Dunstable. This included a range of features to change the town centre environment including reduced road speeds, new crossing points, improved lighting and environmental planting. The scheme completes the bus lanes round Dunstable town centre by expanding on the Church Street bus lane completed a few years ago.

31. A5-M1 Link Road

The A5-M1 Link Road is being developed by the Highways Agency with an overall £5m contribution from CBC spread over a number of years. A contribution of £437k was made in 2012/13 to fund the public inquiry and enable detailed design works to be brought forward. This scheme will provide a dual carriageway between the A5 north of Dunstable and Houghton Regis to a new junction on the M1 motorway (M1/J11a).

32. Woodside Link

Woodside Link is a high priority road for CBC and 2012/13 funding progressed the design to planning application stage in spring 2013. Construction is expected to start in 2014/15 with a 12 to 18 month contract. Woodside Link will provide traffic relief to Dunstable and Houghton Regis and is a key growth enabler for the development north of Houghton Regis. The link road will run between a new M1 junction 11a and the existing junction of Poynters Road, Park Road North, Porz Avenue.

33. Regeneration Schemes

The land purchase at Flitwick was completed in April 2012.

Dunstable Town Centre regeneration – purchase of five of the eight properties in Dorchester Close has been completed with two planned to be completed by September 2013.

Hitchin Street improvements in Biggleswade completed.

One property at Duncombe Drive, Leighton Buzzard South of High Street, was acquired with negotiations progressing on the second.

Houghton Regis Town Centre road and public realm improvements completed.

34. Leisure and Culture Schemes

Self service technology has been installed in all libraries. The first year of capital re-modelling works has been completed, this has included creating more public space and refurbishment work at Ampthill Library and introducing read and relax areas across 10 Libraries in response to customer feedback from the Big Library Debate.

Work has also continued on enhancing the rights of way network, on facilities to improve accessibility and public enjoyment on sites and to make sites financially more sustainable. Some of the schemes covered are:

- National Cycle Route 51 surface improvements.
- Contributions towards the Rushmere Visitor Centre improvements (refurbishment of café to generate additional income) & accessibility trail.

- Surfacing of key footpaths in Leighton Buzzard to afford pedestrian (including wheelchairs and pushchairs) and cycle access.
- Feasibility studies for 4 key road crossings in the Linslade area to enable connectivity improvements.
- Outline design for the Swale bridge (Pratts Quarry, Leighton Buzzard).
- Houghton Hall Park specialist services to enable the Stage 1 HLF bid to be prepared.

### **Corporate Services**

35. The approved revised capital programme for Resources is £9.163m. This is following the detailed review carried out in year. The budgets for projects within Assets now total £7.245m and within Information Assets (IA) project budgets are £1.900m.
36. In Assets there was an outturn underspend of £5.119m against budget with £3.796m proposed to be deferred to 2013/14. This leaves an underspend in the year of £1.323m. The majority of this underspend was as a result of the inclusion in 2012/13 of budgets for the acquisition of cattle market and Parkridge land (£1.0m), which were actually completed in 2011/12.
37. In Information Assets the year end outturn was an underspend of £0.591m. Proposed deferred spend into 2013/14 is £0.732m with overspends of £0.141m.
38. The approved revised capital programme for People & Organisation is £3.128m. The two major schemes in People and Organisation are SAP Optimisation (£1.28m) and Customer First (£1.803m).
39. Customer First outturn underspend was £0.581m which is proposed to be deferred to 2013/14.
40. SAP Optimisation outturn underspend was £0.373m which is also proposed to be deferred to 2013/14.
41. The other capital project in People & Organisation was £45k for Performance/Complaints Management System. There was no spend in 12/13 on this project. There is a proposed slippage of £30k to cover costs expected in early 2013/14 and the remaining £15k was declared as an underspend on the project.

### **CONCLUSION**

42. 2012/13 outturn spend of £66.1m is in line with the February forecast and also the 2011/12 outturn spend of £64.9m.
43. Although the revised budget 2012/13 was underspent by £15.7m (gross), the Council still undertook significant investment making a real, positive impact on peoples lives and improving Central Bedfordshire as a great place to live.

**Appendices:**

Appendix A1 – Summary outturn by directorate

Appendix A2 – Top 20 schemes

Appendix A3 – Proposed Deferred Spend to 2013/14

**Background Papers:** (open to public inspection)

None

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Appendix A1  
Council Capital  
Summary

Title and Description of the Scheme	2012/13 Capital Programme Budget				2012/13 Actuals				Full Year Variance				Proposed Deferred Capital to 2013/14 and future years				(Under) / Over Spend			
	Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure		Gross Expenditure	External Funding	Net Expenditure	
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
<b>Social Care, Health and Housing</b>	7,050	(3,966)	3,084	4,240	(2,084)	2,156	(2,810)	1,882	(928)											
<b>Children's Services</b>	28,005	(27,078)	927	24,722	(23,882)	840	(3,283)	3,196	(87)											
<b>Sustainable Communities</b>	47	0	47	10	0	10	(37)	0	(37)											
Community Safety & Public Protection Infrastructure	3,310	(819)	2,491	1,784	(139)	1,645	(1,526)	680	(846)											
Leisure & Culture Infrastructure	4,424	(444)	3,980	3,771	(82)	3,679	(653)	352	(301)											
Regeneration & Affordable Housing	0	0	0	0	0	0	0	0	0											
Section 106 Schemes	24,263	(11,039)	13,224	23,976	(10,349)	13,627	(287)	690	403											
Transport Infrastructure	587	(100)	487	327	(100)	227	(260)	0	(260)											
Waste Infrastructure	32,631	(12,402)	20,229	29,868	(10,680)	19,188	(2,763)	1,722	(1,041)											
<b>Total Sustainable Communities</b>	9,295	(132)	9,163	3,487	(61)	3,436	(5,808)	81	(5,727)											
<b>Resources</b>	3,128	0	3,128	2,129	0	2,129	(999)	0	(999)											
<b>People &amp; Organisation</b>	80,109	(43,578)	36,531	64,446	(36,697)	27,749	(15,663)	6,881	(8,782)											
Total excluding HRA	6,142	0	6,142	6,650	0	6,650	508	0	508											
<b>Housing Revenue Account</b>	86,251	(43,578)	42,673	71,096	(36,697)	34,399	(15,155)	6,881	(8,274)											
<b>Total Capital Programme</b>																				

Appendix A2 Top 20 Schemes

Directorate	Scheme Title	Post Capital Review 2012/13 Budget (Approved 29th November)			Final 2012-13 Actuals			Variance			Slippage to 2013/14			(Under)/ Over Spend		
		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	All Saints Academy	£7,284	(£7,284)	£0	£6,775	(£6,775)	£0	(£509)	£509	£0	£509	(£509)	£0	£0	£0	£0
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	£6,551	(£6,551)	£0	£4,353	(£4,353)	£0	(£2,198)	£2,198	£0	(£2,198)	£2,198	£0	£0	£0	£0
CS	University Technology College	£6,401	(£6,401)	£0	£6,621	(£6,621)	(£200)	£220	(£220)	£0	£0	£220	(£220)	£0	£0	(£220)
CS	New School Places	£5,004	(£5,004)	£0	£3,954	(£3,954)	£0	(£1,050)	£1,050	£0	(£1,050)	£1,050	£0	£0	£0	£0
Sussex Comm	Highways Structural Maintenance Additional Expenditure	£4,323	£0	£4,323	£3,657	(£3,920)	(£263)	(£666)	£666	(£3,920)	(£4,586)	£110	(£556)	(£3,920)	(£4,476)	(£4,476)
Sussex Comm	Highways Structural Maintenance Block (R.) Bfm	£3,920	(£3,920)	£0	£4,476	(£4,476)	£556	£556	(£556)	£3,920	£4,476	£0	£556	£3,920	£4,476	£4,476
SCH & H	Disabled Facilities Grants Scheme	£3,420	(£3,420)	£0	£2,671	(£2,671)	£1,880	(£749)	£749	(£193)	(£942)	(£972)	£0	(£749)	(£193)	(£942)
Sussex Comm	Section 278 Schemes	£3,000	(£3,000)	£0	£3,972	(£2,794)	£1,178	£972	£206	£1,178	£1,178	(£972)	£0	£0	£0	£0
Sussex Comm	Highways Integrated Schemes (R)	£2,880	(£2,238)	£622	£1,431	(£1,431)	£0	(£1,420)	£807	(£622)	(£622)	£0	£622	(£607)	£807	£0
SCH & H	NHS Campus Closure	£2,837	(£2,837)	£0	£1,214	(£1,214)	£0	(£1,623)	£1,623	£0	£0	(£1,623)	£0	£0	£0	£0
Resources	CBC Corporate Property Rolling Programme (R)	£2,059	£0	£2,059	£840	(£1,219)	£840	(£1,219)	£0	(£1,219)	(£1,219)	£1,219	£0	£0	£0	£0
Sussex Comm	Filwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	£1,850	£0	£1,850	£1,769	(£81)	£1,769	(£81)	£81	(£81)	(£81)	£81	£0	£0	£0	£0
People & Organisation	Customer First (previously Channel Shift)	£1,803	£0	£1,803	£1,222	(£581)	£1,222	(£581)	£581	£0	(£581)	£581	£0	£0	£0	£0
Sussex Comm	Highways Fixed Cost Services (Lump Sums) @	£1,790	£0	£1,790	£2,077	(£287)	£2,077	£287	£0	£287	£287	£0	£0	£0	£0	£287
Sussex Comm	Dunstable Town Centre Regeneration Phase 2	£1,669	£0	£1,669	£1,676	(£7)	£1,676	(£7)	£7	£0	(£7)	£7	£0	£0	£0	£0
People & Organisation	SAP Optimisation - Undertaken by Birchan Group	£1,280	£0	£1,280	£907	(£373)	£907	(£373)	£373	£0	(£373)	£373	£0	£0	£0	£0
HRA	Kitchens and Bathrooms	£1,100	£0	£1,100	£1,600	(£500)	£1,600	(£500)	£500	£0	(£500)	£500	£0	£0	£0	£500
HRA	Central Heating Installation	£1,050	£0	£1,050	£1,199	(£149)	£1,199	(£149)	£149	£0	(£149)	£149	£0	£0	£0	£149
Resources	South of Hill Street Leighton Buzzard- Acquisition of Cattle Market and Parkridge Land.	£1,000	£0	£1,000	£0	(£1,000)	£0	(£1,000)	£0	(£1,000)	(£1,000)	£0	(£1,000)	£0	(£1,000)	(£1,000)
Sussex Comm	Woodside Connection, Strategic Infrastructure Projects	£959	(£1,019)	£890	£877	(£42)	£705	(£82)	£82	(£63)	(£145)	£92	£0	(£126)	(£126)	(£126)
CS	£25,240	(£25,240)	£0	£21,703	(£21,703)	£3,537	(£3,537)	£3,537	£0	(£3,537)	£3,537	£0	£0	£0	£0	£0
HRA	£2,150	£0	£2,150	£2,709	(£559)	£2,150	(£559)	£559	£0	(£559)	£559	£0	£0	£0	£0	£0
Resources	£3,059	£0	£3,059	£840	(£2,219)	£840	(£2,219)	£2,219	£0	(£2,219)	£2,219	£0	£0	£0	£0	£0
People & Organisation	£3,083	£0	£3,083	£2,129	(£954)	£2,129	(£954)	£954	£0	(£954)	£954	£0	£0	£0	£0	£0
SCH & H	£3,429	(£3,429)	£0	£3,885	(£456)	£3,885	(£456)	£456	£0	(£456)	£456	£0	£0	£0	£0	£0
Resources	£20,371	(£20,371)	£0	£19,935	(£436)	£19,935	(£436)	£436	£0	(£436)	£436	£0	£0	£0	£0	£0
<b>CS</b>	<b>£60,160</b>	<b>(£37,932)</b>	<b>£22,228</b>	<b>£51,291</b>	<b>(£32,015)</b>	<b>£19,276</b>	<b>(£8,869)</b>	<b>£5,917</b>	<b>(£7,469)</b>	<b>£5,649</b>	<b>(£1,820)</b>	<b>£268</b>	<b>(£1,400)</b>	<b>£268</b>	<b>(£1,132)</b>	<b>(£1,132)</b>



Appendix A3 Proposed Deferred Spend to 2013/14

Directorate	Scheme Title	Proposed deferred Spend to 2013/14		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
CS	LPSA & LAA Grant payout	£166	-£166	£0
CS	Schools Access Initiative	£4	£0	£4
CS	Schools Capital Maintenance (Formerly New Deal for Schools Modernisation)	£2,198	-£2,198	£0
CS	Short Breaks	£31	-£31	£0
CS	Alternative Secondary Provision	£60	-£60	£0
CS	Roecroft Lower Relocation	£108	-£108	£0
CS	Teaching / Learning Practical Food Skills at KS3 at Gilbert Inglefield and Parkfields Middle Schools	£46	-£46	£0
CS	All Saints Academy	£509	-£509	£0
CS	New School Places	£1,050	-£1,050	£0
CS	Children's Centres-EYES	£4	-£4	£0
CS	Children's Centres-GSSG	£63	-£63	£0
CS	Childrens Services Balances	£23	-£23	£0
People & Organisation	Customer First ( previously Channel Shift)	£581	£0	£581
People & Organisation	SAP Optimisation - Undertaken by Birchman Group	£373	£0	£373
People & Organisation	Performance / Complaints Management System	£30	£0	£30
Resources	CBC Corporate Property Rolling Programme( R )	£1,219		£1,219
Resources	Clophill St Mary's Maintenance	£63		£63
Resources	Amphill Court House - (Originally shown in the Corporate Property Block)	£145		£145
Resources	Priory House - (Originally shown in the Corporate Property Block)	£96		£96
Resources	Libraries - (Originally shown in the Corporate Property Block)	£239		£239
Resources	Watling House Slippage from 2011-12 for replacement of boilers	£287		£287
Resources	Silsoe Horticultural Centre	£54		£54
Resources	Arlsey - (Originally shown in the Corporate Property Block)	£10		£10
Resources	Co-Location DWP former Community Hubs- Total Place/ Points of Presence	£15	£0	£15
Resources	Tiddenfoot Leisure Centre (Originally shown in the Corporate Property Block) - paths and car parking	£160		£160
Resources	Enterprise Content Management (KEY ECM) Implementation	£57	£0	£57
Resources	CBC Corporate Property Rolling Programme Contingency	£228		£228
Resources	Carbon Reduction Improvements	£410		£410
Resources	Beeches Car Park Redevelopment	£50		£50
Resources	Consolidation of Applications	£200	£0	£200
Resources	Medium Term Accomodation Plan ICT Infrastructure	£166	£0	£166
Resources	Capital Re-modelling to Facilitate Moves (MTAP) from Technology house.	£160		£160
Resources	LDF related costs for land in Arlsey, North of Houghton Regis, North of Luton and Stratton Park Biggleswade.	£108		£108
Resources	Public Services Network (PSN)	£50	£0	£50
Resources	Asbestos / Health & Safety	£452		£452
Resources	Ivel Medical Centre (Biggleswade)	£100		£100
Resources	Data Centre Migration	£250	£0	£250

Appendix A3 Proposed Deferred Spend to 2013/14

Directorate	Scheme Title	Proposed deferred Spend to 2013/14		
		Gross Expenditure	External Funding	Net Expenditure
		£'000	£'000	£'000
SCH & H	NHS Campus Closure	£1,623	-£1,623	£0
SCH & H	Adult Social Care ICT Projects	£300	-£300	£0
SCH & H	Timberlands and Chiltern View Gypsy and Traveller Sites	£3	-£155	-£152
Suss Comm	Sundon / Bluewater Landfill Sites	£328	-£72	£256
Suss Comm	Highways Structural Maintenance Additional Expenditure	£110		£110
Suss Comm	Section 278 Schemes	-£972	-£206	-£1,178
Suss Comm	Highways Integrated Schemes (R)	£622	£0	£622
Suss Comm	Woodside Connection Strategic Infrastructure Projects	£82	-£63	£19
Suss Comm	Highways Bridge Assessment and Maintenance (R)	-£59		-£59
Suss Comm	Highways Street Lighting (Efficiency)	-£512	£81	-£431
Suss Comm	Highways Holistic Infrastructure Projects	-£23		-£23
Suss Comm	Ridgmont Bypass - Residual Costs	£598		£598
Suss Comm	Dunstable A5/M1 Link Road Strategic Infrastructure	£53	-£53	£0
Suss Comm	Highways Flooding & Drainage (R)	£12		£12
Suss Comm	Outdoor Access and Greenspace Improvement Projects	£147	-£16	£131
Suss Comm	Leisure Centre Stock Condition/Asset Management Plan	£112		£112
Suss Comm	Luton Dunstable Busway - Downside	-£516	£443	-£73
Suss Comm	Integrated Transport Unit ICT System	£109		£109
Suss Comm	Biggleswade TC Masterplan	£55	-£75	-£20
Suss Comm	Highways Improving Walking Routes to Schools	£7		£7
Suss Comm	Luton Dunstable Busway	£3		£3
Suss Comm	Flitwick Land Purchase Further land assembly for the Town Centre Regeneration Scheme.	£81		£81
Suss Comm	Dunstable Town Centre Regeneration Phase 2	-£7		-£7
Suss Comm	Cranfield Technology Park Acceleration	£298	-£300	-£2
Suss Comm	Leighton Buzzard South Redevelopment	£92		£92
Suss Comm	Land Drainage Work ( Non Highways)	£60		£60
Suss Comm	Historic Building Grant Aid Scheme	£51		£51
Suss Comm	Stratton Business Park Phase 4	£26		£26
Suss Comm	Leisure Facilities Saxon Pool & Sports Centre Extension	£445		£445
Suss Comm	Leisure Strategy Implementation Invest to Save Project	£373		£373
Suss Comm	Libraries RFID Implementation	-£43		-£43
Suss Comm	Stotfold Community Leisure and Football Development Centre Phase 1	£314	-£214	£100
Suss Comm	Rights of Way Network and Countryside and Heritage Sites - Structural Renewal and Improvement Works Option 1	£90	£11	£101
Suss Comm	Dunstable Community Football Development Centre	£37		£37
Suss Comm	Leisure Strategy Implementation	£143		£143
Suss Comm	Libraries Remodelling	-£5		-£5
Suss Comm	Leisure Strategy	£23	£6	£29
Suss Comm	Car Park Improvements & Ticket Machines	£65		£65
Suss Comm	Astral Park Leighton Buzzard	£67	-£75	-£8
Suss Comm	Flitwick Survey	£30		£30
Suss Comm	Cemetaries Grant	-£18		-£18
Suss Comm	Local Broadband Infrastructure	-£27		-£27
Suss Comm	Integrated Environmental Management System (Slippage only)	£37		£37
	<b>CS</b>	<b>-£4,262</b>	<b>£4,258</b>	<b>-£4</b>
	<b>HRA</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
	<b>Resources</b>	<b>-£4,519</b>	<b>£0</b>	<b>-£4,519</b>
	<b>People &amp; Organisation</b>	<b>-£984</b>	<b>£0</b>	<b>-£984</b>
	<b>SCH &amp; H</b>	<b>-£1,926</b>	<b>£2,078</b>	<b>£152</b>
	<b>Suss Comm Total</b>	<b>-£2,288</b>	<b>£533</b>	<b>-£1,755</b>
	<b>CBC 2012/13 Capital Programme Proposed Deferred Spend to 2013/14</b>	<b>-£13,979</b>	<b>£6,869</b>	<b>-£7,110</b>

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** **March 2012/13 Provisional Outturn Housing Revenue Account Revenue and Capital Report**  
**Report of:** **Cllr Carole Hegley, Executive Member for Social Care, Health and Housing and Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources**  
**Summary:** The report provides information on the 2012/13 Housing Revenue Account (HRA) provisional outturn revenue and capital position as at March 2013. The position is subject to audit.

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**Advising Officer:** Julie Ogle, Director of Social Care, Health and Housing  
**Contact Officer:** Nick Murley, Assistant Director Business & Performance  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/exemption from call-in (if appropriate)** Not applicable

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

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

##### **Financial:**

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

##### **Legal:**

2. None.

##### **Risk Management:**

3. None.

**Staffing (including Trades Unions):**

4. Any staffing reductions will be carried out in accordance with the Council's Managing Change Policy and in consultation with the Trades Unions.

**Equalities/Human Rights:**

5. Equality Impact Assessments were undertaken prior to the allocation of the 2012/13 budgets and each Directorate was advised of significant equality implications relating to their budget proposals.

**Public Health:**

6. None.

**Community Safety:**

7. None.

**Sustainability:**

8. None.

**Procurement:**

9. None.

**Overview and Scrutiny:**

10. The March 2012/13 provisional outturn Housing Revenue Account (HRA) revenue and capital report will be considered by the Corporate Resources Overview and Scrutiny Committee on 30 July 2013.

**RECOMMENDATION:**

**Executive is asked to approve:-**

- (1) the Revenue outturn which is a balanced budget with a contribution to HRA Reserves of £11.269m, thus strengthening the Council's ability to invest and improve its stock of Council Houses;
- (2) approve the Capital outturn which is £0.098m higher than the revised position approved by Council in February;
- (3) note that Right to Buy sales increased significantly as a result of changes to discounts, resulting in a year end balance of unapplied capital receipts of £0.657m; and
- (4) note that, at the year end, the HRA has £15.374m of reserves available, of which £2.0m is identified as a minimum level of HRA Balances.

**PURPOSE OF REPORT:**

11. The report presents the 2012/13 provisional outturn for the HRA financial position. It sets out spend for the year against the original revenue and capital budgets, and against the revised position presented to February Council as part of the HRA budget report. The report also provides explanations for any variations, and enables the Executive to consider the overall financial position of the HRA.

**EXECUTIVE SUMMARY:**

12. The 2013/14 HRA budget report and Landlord Service Business Plan was approved by Full Council on 21 February 2013 and presented a revised position for the 2012/13 budget. Whilst the commentary below focuses on the changes to that revised position, it is worth noting that there is a positive variance against the 2012/13 original budget of £8.519m. This was due to savings within operational budgets, increased rental income, decision to finance the capital programme from the negative Capital Finance Requirement (CFR), reductions in interest charges and also to hold off repaying debt until later in the business plan. The table under paragraph 10 sets out these variances.
13. The provisional outturn suggests a transfer to reserves of £11.269m, an adverse variance of £0.479m against the revised forecast position.
14. This variance is accounted for by: adverse variances in Corporate recharges (£0.112m), the final interest calculation on Self Financing debt and interest received from the General Fund (GF) (£0.327m), and debt related costs (£0.056m). There were variances within both Housing Management and Housing Maintenance but these effectively have netted off.
15. Due to the changes in Right to Buy discounts, the Council achieved a higher level of capital receipts (£0.955m against a budget of £0.200m), which has enabled a year end balance of unapplied capital receipts of £0.657m (£0 in budget).
16. The provisional outturn for the Capital programme is £6.650m (original budget £6.142m), a minor adverse variance against the revised budget of £6.552m.
17. The reduction in the predicted revenue surplus has been offset by the additional balance of unapplied capital receipts, leaving a broadly neutral overall impact on the Landlord Services Business Plan.
18. The provisional outturn indicates that the HRA's reserves will be made up of £3.437m in the Major Repairs Reserve, £8.653m in the Sheltered Housing Re-Provision Reserve, £1.284m in the Strategic Reserve, and £2.0m in HRA Balances, making a total of £15.374m.

## HRA REVENUE ACCOUNT

19. The original HRA annual expenditure budget was £22.67m and income budget was £25.42m, which allowed a contribution of £2.75m to the Sheltered Housing Re-Provision Reserve (SHRR) to present a net budget of zero. A subjective breakdown of budget, revised position and provisional outturn is shown below.

20.

	2012/13 Original Budget	2012/13 Revised Position (February Council)	2012/13 Provisional Outturn	Variance Provisional Outturn to Original Budget	Variance Provisional Outturn to Revised Budget Position
	£m	£m	£m	£m	£m
<b>Total Income</b>	<b>(25.420)</b>	<b>(26.260)</b>	<b>(26.028)</b>	<b>(0.608)</b>	<b>0.232</b>
Housing Management	4.255	4.305	3.980	(0.275)	(0.325)
Asset Management	0.864	0.918	0.918	0.054	0
Corporate Resources	1.272	1.298	1.410	0.138	0.112
Maintenance	4.681	4.390	4.699	0.018	0.309
Debt related costs	0.169	0.119	0.175	0.006	0.056
RCCO*	5.942	0	0	(5.942)	0
Efficiency Programme	(0.400)	(0.400)	(0.400)	0	0
Interest repayment	4.739	3.882	3.977	(0.762)	0.095
Principal repayment	1.148	0	0	(1.148)	0
<b>TOTAL Expenditure</b>	<b>22.670</b>	<b>14.512</b>	<b>14.759</b>	<b>(7.911)</b>	<b>0.247</b>
Surplus	(2.750)	(11.748)	(11.269)	(8.519)	0.479
Contribution to / (from) reserves	2.750	11.748	11.269	8.519	(0.479)
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Revenue Contribution to Capital Outlay

21.

As described above in the Executive Summary, the three key variances relate to higher corporate recharges, interest paid and received, and the final debt related costs.

22. A recharge for the use of corporate resources is made from the GF to the HRA. The calculation is made at the year end so that the true service cost can be applied to the recharge calculation. The proportion chargeable to the HRA has increased, which has resulted in an adverse variance from the revised budget of £0.112m.
23. The final interest paid on Self Financing Debt resulted in an adverse variance of £0.095m.
24. Interest receivable on HRA cash balances was £0.125m less than projected in the revised position, as a result of very low market rates of interest. Other minor income variances account for a further £0.107m.
25. As a result of one off financing costs relating to the self financing debt settlement there is an adverse variance in debt related costs of £0.056m.
26. A further adverse variance has occurred against the maintenance budget (£0.309m), where the main contractor costs relating to repairs and maintenance were higher than anticipated.
27. This variance has been offset by reduced costs in housing management (£0.325m). This resulted from a positive variance in insurance related costs (£0.053m), utility expenses (£0.079m), furniture and equipment at the Homeless Hostels (£0.022m), lower tenancy sustainment costs (£0.108m), and other minor variances.

#### **HRA EFFICIENCY PROGRAMME**

28. As part of the 2012/13 budget build the HRA revenue budget was reduced by £0.400m as part of the Council's efficiency programme.
29. Since 2010 the Housing service has been using Housemark to provide a benchmarking service. The analysis provided has assisted 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.
30. The HRA efficiency programme has been fully achieved in 2012/13.

#### **HRA ARREARS**

31. Total current and former tenant arrears were £0.907m at the year end (£0.886m in 2011/12). Current arrears are £0.544m or 1.99% of the annual rent debit of £27.300m (£0.571m or 2.28% 2011/12). The figure of 1.99% is a 0.06% positive variance against a target of 2.05%.
32. Performance on former tenant arrears is 1.33% of the annual rent debit, against a target of 1.00%, leaving a balance of £0.363m (1.26% with a balance of £0.315m in 2011/12). A total of £0.128m of tenant arrears were written off in 2012/13.



33. There are currently £0.146m of arrears, which relates to rents at shops owned by the HRA, service charges and ground rent relating to leaseholders who purchased flats via the Right to Buy scheme, and property damage relating to existing and former tenants.

### **HRA CAPITAL PROGRAMME**

34. The provisional outturn for the HRA's Capital programme indicates expenditure of £6.65m against a revised budget of £6.552m, and an original budget of £6.142m.
35. The position for the year end reflects the demand for disabled adaptations for Council tenants. In the year 123 Disabled Facility Adaptations have been completed in Council properties. As a result the outturn for Aid and Adaptations is £0.790m against an original budget of £0.450m.
36. During the year savings were identified against the stock remodelling and drainage and water supply programmes, resulting in reduced expenditure of £0.489m. This released further funding for the kitchens and bathrooms programme resulting in additional installations. This has led to an outturn of £1.6m against an original budget of £1.1m.
37. An overspend of £0.116m occurred in the roof replacement programme, as the roofs identified for replacement in this year's programme involved a higher than average replacement cost.
38. As agreed by Council the programme will be financed predominantly by the use of the HRA's negative CFR (£6.352m) and capital receipts of £0.298m.

### **HRA CAPITAL RECEIPTS**

39. New Right to Buy (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.
40. During the financial year 2012/13, 19 properties have been sold compared to 7 in 2011/12, resulting in retained capital receipts of £0.955m.
41. £0.150m of this income relates to receipts modelled in the self-financing calculations, and will contribute to the financing of the HRA Capital programme. This leaves £0.805m of receipts received as a result of the higher level of sales achieved following the changes to RtB discounts.
42. The sum of £0.805m includes £0.025m of transaction cost. £0.490m is a compensation for the debt attributable to the extra properties sold, and reflects the loss to the HRA of disposing of these properties. Whilst this amount is calculated as a proportion of self-financing debt there is no requirement to make debt repayment from it.

43. The remainder of £0.29m represents the proportion that is reserved for investment in new build. The Council has entered into an agreement with the Secretary of State to invest these receipts in new build.
44. The retained receipt can represent no more than 30% of the cost of the replacement properties, so the Council is committed to spend at least £0.967m on new build by 31 March 2016.
45. The HRA's Budget proposals for the period of the Medium Term Financial Plan (MTFP) propose significant investment in new build (in excess of £12.0m by 31 March 2015).
46. Of the total retained receipts (£0.955m), £0.298m is earmarked to fund part of the 2012/13 capital programme. The residual amount will create an unapplied capital receipt balance of £0.657m. These funds will further enhance the resources available for the HRA's capital programme.
47. 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 in the medium to longer term.
48. If additional sales continue to represent a small percentage of the Council's stock, there is a significant benefit as retained receipts will provide the Council with additional funds for reinvestment. The balance of unapplied capital receipts in 2012/13 (£0.657m) is in addition to resources outlined in the Business Plan presented to Full Council in February 2013.

## **RESERVES**

49. The total reserves available as at April 2012 were £4.105m, comprised of £3.905m in HRA Balances and £0.2m contingency in the Major Repairs Reserve (MRR).
50. Given the changes brought about by the Self Financing regime, an updated risk assessment has been carried out and it has been agreed to reduce HRA Balances to a still prudent level of £2.0m, as a more suitable contingency. This removes the need to maintain a contingency within the MRR.
51. The provisional outturn indicates that £8.653m will now be transferred to the Sheltered Housing Re-provision Reserve comprised of £6.748m from the surplus on the HRA, together with £1.905m transferred from HRA Balances.
52. Technical adjustments are required between the MRR and Capital Adjustment Accounts. As a result of this, a year end transfer of £3.237m to the MRR has occurred leaving a balance of £3.437m.

53. The balance in the MRR can be used to finance capital expenditure or debt repayment, so can be considered to be equivalent to the purpose of the Strategic Reserve.
54. Full Council approved the creation of a Strategic Reserve to support the priorities for regeneration of the Council's portfolio, as set out in the Housing Asset Management Strategy (HAMS). The provisional outturn enables a transfer to the strategic reserve of £1.284m.
55. The combined total of these two reserves will be £4.721m, compared to the projection in the revised position of £5.0m.
56. In total this equates to a contribution to reserves for the year of £11.269m, leaving a total balance of reserves of £15.374m.
57. Although the contribution to reserves is £0.479m lower than projected in the revised position, the Landlord Services Business Plan benefits from a balance of unapplied capital receipts of £0.657m that was not anticipated in the revised position.

### **Appendices**

Appendix A – Net Revenue Position Full Analysis

Appendix B – Debtors

Appendix C – Capital programme

Appendix D - Reserves

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Appendix A – Net Revenue Position Full Analysis

Year End 2012/13	Year				
Director	Approved Budget	Provisional Outturn	Variance	Transfers to/(from) reserves	Variance after use of earmarked reserves.
	£m	£m	£m	£m	£m
Assistant Director Housing Service	(7.500)	(18.459)	(10.959)	11.269	0.310
Housing Management (HRA)	1.531	1.555	0.024	0	0.024
Asset Management (HRA)	5.565	5.385	(0.180)	0	(0.180)
Prevention, Options & Inclusion	0.404	0.250	(0.154)	0	(0.154)
<b>Total</b>	<b>0</b>	<b>(11.269)</b>	<b>(11.269)</b>	<b>11.269</b>	<b>0</b>

Appendix B – HRA Debtors

<b>Debt Analysis - Tenant Arrears</b>						
<b>Year End 2012/13</b>						
Description of debt	0-4 weeks	4-8 weeks	8-13 weeks	13-52 weeks	Over 1 yr	TOTAL
	£M	£M	£M	£M	£M	£M
Current Tenant	0.135	0.144	0.111	0.149	0.005	0.544
Former Tenant						0.363
						<b>0.907</b>

<b>Debt Analysis - Other Arrears</b>							
Description of debt	From 15 to 30 days	From 31 to 60 days	From 61 to 90 days	From 91 to 365 days	Over 1 yr but not over 2 yrs	Over 2 yrs	TOTAL
	£M	£M	£M	£M	£M	£M	£M
Shops	0.006	0.000	0.001	0.006	0.004	0.020	0.037
Leaseholders	(0.001)	0.000	0.009	0.004	0.017	0.014	0.043
Void recoveries	0.002	0.012	0.000	0.031	0.007	0.003	0.055
Misc recoveries	0.002	0.000	0.000	0.009	0.000	0.000	0.011
	<b>0.009</b>	<b>0.012</b>	<b>0.010</b>	<b>0.050</b>	<b>0.028</b>	<b>0.037</b>	<b>0.146</b>

Appendix C – HRA Capital Programme

Scheme Title	Existing 2012/13 Capital Budget	2012/13 Revised Position (February Council)	2012/13 Provisional Outturn	Variance	Slippage to 2013/14
	Net Expenditure	Net Expenditure		Net Expenditure	Net Expenditure
	£m	£m	£m	£m	£m
General Enhancements (formerly Minor Works)	0.250	0.365	0.366	0.001	0
Garage Refurbishment	0.050	0.050	0.028	(0.022)	0
Paths & Fences siteworks	0.060	0.060	0.022	(0.038)	0
Estate Improvements	0.250	0.225	0.240	0.015	0
Energy Conservation	0.250	0.160	0.127	(0.033)	0
Roof Replacement	0.240	0.340	0.356	0.016	0
Central Heating Installation	1.050	1.050	1.198	0.148	0
Rewiring	0.340	0.340	0.328	(0.012)	0
Kitchens and Bathrooms	1.100	1.365	1.600	0.235	0
Central Heating communal	0.176	0.100	0.098	(0.002)	0
Secure door entry	0.350	0.350	0.269	(0.081)	0
Structural repairs	0.150	0.196	0.159	(0.037)	0
Aids and adaptations	0.450	0.870	0.790	(0.080)	0
Capitalised Salaries	0.343	0.343	0.382	0.039	0
Asbestos management	0.058	0.128	0.090	(0.038)	0
Stock Remodelling	0.450	0.145	0.122	(0.023)	0
Drainage & Water Supply	0.175	0.015	0.014	(0.001)	0
Plasticisation	0.400	0.450	0.461	0.011	0
<b>HRA</b>	<b>6.142</b>	<b>6.552</b>	<b>6.650</b>	<b>0.098</b>	<b>0</b>

Appendix D – Reserves

**Reserves**

**Year End 2012/13**

Description	Opening Balance 2012/13	Spend against reserves	Release of reserves	Proposed transfer to Reserves	Proposed Closing Balance 2012/13
	£m	£m	£m	£m	£m
HRA	3.905		(1.905)		2.000
Sheltered Housing Reprovision	-			8.653	8.653
Strategic Reserve	-			1.284	1.284
Major Repairs (HRA)	0.200			3.237	3.437
	<b>4.105</b>	<b>-</b>	<b>(1.905)</b>	<b>13.174</b>	<b>15.374</b>

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Children and Young People's Plan 2013 - 2015  
**Report of:** Cllr Mark Versallion, Executive Member for Children's Services  
**Summary:** The report sets out the key outcomes for children and young people that partners are proposing to work together to achieve through the Children's Trust Board and as set out in the Children and Young People's Plan. Executive is asked to endorse the Plan.

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**Advising Officer:** Edwina Grant, Deputy Chief Executive and Director of Children's Services  
**Contact Officer:** Karen Oellermann, Head of Partnerships, Performance and Workforce Development  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Executive  
**Key Decision** Yes

#### **CORPORATE IMPLICATIONS**

##### **Council Priorities:**

The revised Children and Young People's Plan 2013–15 is proposing the following four priorities:

- Improved educational attainment
- Protecting vulnerable children
- Early help and improving life chances
- Being healthy and positive.

These support the delivery of the following Council priorities:

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

##### **Financial:**

1. Working with partners to deliver services in a more integrated way, with a focus on prevention and early intervention, is a key driver of the Plan which also aims to deliver efficiencies. All priorities set out in the plan will be delivered within partners' agreed financial resources.

**Legal:**

2. The Children and Young People's Plan is a key mechanism to enable the Council and partners to demonstrate how they are meeting the 'duty to co-operate' under section 10 of the Children Act 2004.

The Apprenticeships, Skills, Children and Learning Act 2009 amended the Children Act 2004 by adding new sections. These sections came into force on or before 1 April 2010 and included The Children's Trust Board (Children and Young People's Plan) (England) Regulations 2010 SI 2010/0591. This regulation required Children's Trust Boards to prepare, consult upon, publish and review a Children and Young People's Plan.

Following the election of the Coalition Government a new regulation laid before Parliament on 2 September 2010 (SI 2010/2129) for commencement on 31 October revoked the following:

- The duty for Children's Trust Boards in England to prepare and publish a Children and Young People's Plan.

There remains nonetheless a requirement in the Children Act 2004 that all local authorities with a children's services responsibility should make arrangements to promote cooperation between the authority and relevant partners with a view to improving the wellbeing of children and young people in the area. The Act establishes the Local Authority as the lead and accountable partner in such arrangements. Each children's services authority in England must make arrangements to promote co-operation between:

- the authority
- each of the authority's relevant partners
- such other persons or bodies as the authority considers appropriate, being persons or bodies of any nature who exercise functions or are engaged in activities in relation to children in the authority's area.

The arrangements are to be made with a view to improving the wellbeing of children in the authority's area relating to:

- physical and mental and emotional wellbeing
- protection from harm and neglect
- education, training and recreation
- the contribution made by them to society
- social and economic well-being.

Within The Apprenticeships, Skills, Children and Learning Act 2009 which added new sections to the Children Act 2004, there remains a requirement to establish a Children's Trust Board.

**Risk Management:**

3. Risk management is embedded through the processes of delivery planning and quarterly performance monitoring.

**Staffing (including Trades Unions):**

4. There are no staffing implications directly linked to these proposals, however maintaining a skilled children's workforce is key to delivering good outcomes for children and young people.

**Equalities/Human Rights:**

5. An Equalities Impact Assessment was carried out to inform the previous Children and Young People's Plan and this has been reviewed and updated. A summary of ongoing equalities issues from this review are highlighted below and are based on local data, and in line with good practice where this is not available national data has been drawn on:
- Local professionals working with Gypsy / Traveller families have highlighted 'readiness for school' ('school readiness') as a key area of need, suggesting support for parents to prepare their children for starting school.
  - Local data shows that there are inequality gaps in achievement in 2012 for the following groups across Key Stage 1, Key Stage 2, and Key Stage 4: White and Black Caribbean, Traveller of Irish Heritage and Gypsy / Roma, White Irish, those eligible for Free School Meals and those with Special Education Needs.
  - Locally, there is an achievement gap in respect of 5 A\*-C GCSEs between White British boys eligible for Free School Meals and White British Boys who are not.
  - Locally Black and Minority Ethnic participation within parenting support programmes is low.
  - In the majority of domestic abuse incidents reported to the police women are the victims and nationally it has been reported that 66% of victims in their dataset had children living in or visiting the home where domestic abuse was taking place.
  - Central Bedfordshire has 12.8% of its children living in poverty and this can result in inequalities in outcomes for young people in relation to health and wellbeing.
  - Local data suggests inequalities among the 20% most deprived compared with the 80% least deprived for: babies living with a smoker; breastfeeding rates; child obesity at age 11; injuries to children and young people; teenage conceptions and educational attainment at Key Stage 4 5 A\*-C including English and maths (20112 results).

The vision in Central Bedfordshire is for every child to enjoy their childhood and have the best possible start in life, so importantly this plan includes measures to assess progress towards reducing inequalities and therefore how well we improve outcomes for all children.

**Public Health:**

6. Children's health is a priority in the new Children and Young People's Plan and this contributes to delivering key outcomes relevant to public health, including ensuring that children and young people get the best start in life and developing lifelong healthy lifestyles.

**Community Safety:**

7. 'Protecting vulnerable children' is a priority proposed in the new Children and Young People's Plan which contributes to delivering safer communities. Aims, outcomes and measures have been prepared on this key theme.

**Sustainability:**

8. Not applicable.

**Procurement:**

9. Not applicable.

**Overview and Scrutiny:**

10. This matter was considered by Overview and Scrutiny on 23 April 2013. Feedback from Committee members included:

- that the vision contained in the draft should refer to 'every child to do well in education' and not just to those in school; and
- that the plan should refer to specific dates for the period that it relates to.

The committee noted the progress made on the review of the Children and Young People's Plan and requested that the comments be considered as part of the review of the Plan. Comments have been addressed in the final Plan.

**RECOMMENDATION:**

**The Executive is asked to:**

- **to endorse the Central Bedfordshire Children and Young People's Plan.**

*Reason for Recommendation:* To ensure that Central Bedfordshire Council meets its statutory duty as set out in the Children Act 2004 to make arrangements to promote co-operation with partners to improve the wellbeing of children in the authority's area.

**Executive Summary**

This report presents the revised Children and Young People's Plan (June 2013 - March 2015) for Central Bedfordshire. Partners have indicated their support for the ongoing development of partnership working within the framework of the Children's Trust and for a Children and Young People's Plan. The plan has been developed following consultation with children, young people and stakeholders.

## Background

11. Central Bedfordshire Children's Trust was set up in April 2009. The first Children and Young People's plan was agreed in September 2009. This was superseded by the Children and Young People's Plan 2011–14 which was produced in response to significant international, national and local change and the need to find ways of delivering services to young people and their families with less resources.
12. At its meeting of 11 September 2012, the Children's Trust Board agreed to review the 2011–14 Plan with a clearer focus on outcomes for children and young people.

## Review of the Children and Young People's Plan 2011-14

13. The review has been rigorous and has encompassed the following:
  - (a) Reviewed key documents to inform the new plan. These included the Joint Strategic Needs Assessment, new inspection frameworks, inspection findings and national reviews of key policy areas.
  - (b) Trust Board Delivery Groups reviewed priorities and objectives and considered how these could be reframed in a simplified framework (December 2012).
  - (c) Trust Board Delivery Group leads fed back the outcomes of these sessions to the stakeholders in delivery groups and ask for feedback (January 2013).
  - (d) Youth Parliament survey findings fed into the review and a focus group with young people was held (January 2013).
  - (e) Headteachers were consulted on proposed outcomes at Headteacher meetings (January 2013).
  - (f) Governors consulted on proposed outcomes through Governor Essentials newsletter (January 2013).
  - (g) Draft outcomes framework considered by the Trust Board (February 2013).
  - (h) Feedback from Children's Trust Board to Trust Board Delivery Groups (March 2013).
  - (i) Consultation with Overview and Scrutiny Committee (April 2013).
  - (k) Plan and outcomes framework agreed by the Children's Trust Board (May 2013).
14. Attached at Appendix A is the Children and Young People's Plan 2013-2015 and Appendix B contains detailed information about the measures of success that have been chosen, including current performance where available.

## **Conclusion and Next Steps**

15. Central Bedfordshire Council and partner organisations will continue to work together to deliver on the outcomes set out in the Children and Young People's Plan.

### **Appendices:**

Appendix A – Children and Young People's Plan June 2013- March 2015

Appendix B – Additional information about measures of success

### **Background Papers:**

- Executive Report, 15 September 2009: The Children and Young People's Plan (2009- 2011).
- Executive Report 15 March 2011, Central Bedfordshire Children and Young People's Plan (2011-2014)
- Children's Trust Board report 25 February 2013, Item 8, 'Review of the Children and Young People's Plan (2011-2013)
- Children's Trust Board report 23 May 2013, Children and Young People's Plan 2013 -2015
- Equality impact assessment.



**Central Bedfordshire  
Children's Trust**

# Children and Young People's Plan

June 2013 – March 2015



## **Welcome to the Children and Young People's Plan for Central Bedfordshire**

**(June 2013 – March 2015)**

Our vision for children and young people growing up in Central Bedfordshire is:

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

This plan sets out our shared vision for children, young people and their families and shows how we plan to achieve it. We know that most children and young people in Central Bedfordshire enjoy their childhood and go on to be confident and successful young adults – we want to make sure that we maintain this and improve the outcomes for those vulnerable children and young people who are not doing as well.

This Plan sets out those issues we want to work on together with our partners and which we think are critical to achieving our vision. There are more detailed strategies and plans which support the priorities in this plan. There is further information available at [www.centralbedfordshirechildrenstrust.org.uk](http://www.centralbedfordshirechildrenstrust.org.uk)

Our thanks to all those that have helped in the development of the plan. In particular the young people who told us what they think is important. Their ideas and priorities have helped to shape this plan. We look forward to working with children, young people and their families.

**Cllr Mark Versallion**

**Chairman - Central Bedfordshire Children and Young People's Trust**

**June 2013**

*Bedfordshire Clinical Commissioning Group  
Bedfordshire Fire and Rescue  
Bedfordshire Police  
Bedfordshire Probation  
Bedfordshire Youth Offending Service  
Catholic Diocese of Northampton  
Central Bedfordshire College  
Central Bedfordshire Council  
Central Bedfordshire Local Safeguarding Board  
Diocese of St Albans  
Lower, middle, upper and special schools  
Voluntary Organisations for children, young people and families (VOCyptf)  
Youth Parliament*



# Improved educational attainment

## Outcomes

**Improved achievement and progress**

**The right skills to be work ready**

**Excellent behaviour**

**Well led and managed schools**

**Outstanding teaching and learning**

**Cross Cutting: Early help for all who need it**  
**Put children at the centre of everything we do**  
**Multi-agency learning and shadowing opportunities to promote shared understanding of work**

## The way we will do this

- Partners will work together to:**
- achieve top key stage results and GCSE (or equivalent) results including English and Maths
  - give every child a good start in communication, language and literacy skills
  - provide early high quality independent career advice and work experience opportunities so that young people understand what their career options and choices are
  - give young people the right opportunities to continue in education or training until they are 18, including apprenticeships, so that employers feel young people have the skills they need for work
  - improve the achievement of vulnerable and disadvantaged children – especially those receiving Free School Meals and those who are looked after – so they do not underachieve
  - help those aged 14-16 at risk of NEET and those aged 16-19 who have become NEET to get the training and employment they need
  - commission school to school improvement to raise standards, build capacity and develop world class governance
  - spend £103m building new schools with inspirational learning environments and spaces for community use
  - make sure the education workforce is robust in identifying and responding to safeguarding issues and that successful leadership development and support is provided where it is needed

Measuring our success	Targets
• % of children achieving a good level of development at the Early Years Foundation Stage	65% <small>(SN Ave 2012)</small>
• % achieving 5 or more A*-C grades at GCSE or equivalent including English and Maths	In top 25% of local authorities
• % disadvantaged pupils achieving 5 or more A* - C grades at GCSE or equivalent including English and Maths (those eligible for free school meals at any time in the last 6 years or children looked after continuously for more than 6 months)	At or above the national average
• % of young people who are not in education, employment or training (NEET)	In top 25% of local authorities
• % of schools and colleges judged by Ofsted to be Outstanding/Good	Improving trajectory – every school a good school

<b>Children and families' voices</b> <ul style="list-style-type: none"> <li>• Young inspectors survey</li> </ul>	Baseline year
--	---------------

## Protecting vulnerable children

### Outcomes

Children are happier and safer as a result of help received

Children in care have safe and stable homes

Young people are diverted from offending and anti-social behaviour

**Cross Cutting: Early help for all who need it**  
**Put children at the centre of everything we do**  
**Multi-agency learning and shadowing opportunities to promote shared understanding of work**

### The way we will do this

#### Partners will work together to:

- put children at the centre of everything we do
- make sure children get the right help at the right time and that key early help and safeguarding services are working well together
- make sure that social workers have the skills and knowledge to achieve the best possible outcomes for children in line with social work reforms
- focus on tackling the issues of domestic abuse, child sexual exploitation and children who go missing
- provide safe and stable homes for children and young people when parents are unable to look after them and where appropriate help children to be adopted as quickly as possible
- reduce youth offending and help young people to get back on track
- co-ordinate, monitor and challenge safeguarding work through the Safeguarding Children Board
- develop the children's workforce and ensure it is confident in, and alert to, identifying and responding to safeguarding issues
- learn from the outcomes of serious case reviews and change our practice as necessary
- target our resources on effective outcomes at the earliest possible stage of the child's process through the child protection system

Measuring our success	Targets
• Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted	2013/14: 533 days 2014/15: 479 days
• % of assessments completed according to timescales (currently 10 working days)	85%
• % of child protection cases which should have been reviewed during the year that were reviewed	100%
• % of referrals of children in need that led to assessments	75%
• % of cases where children became subject to a child protection plan for a second or subsequent time where domestic violence was a factor	Year on year reduction from 64%
• Reduction in the number of first time entrants to the youth justice system aged 10-17	-5%
• % of young people receiving a conviction in court who are sentenced to custody	5%
• Re-offending rates amongst young people	To be confirmed
• Percentage of young offenders in employment, education or training	80%
• Difference between the rate (per 10,000 population) of emergency hospital admissions caused by injuries in children from the 20% most deprived and the 80% least deprived areas	Year on year reduction from baseline in 2010/11: 28

#### Children and families' voices

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Children's and families views about the difference that key professionals have made, how well they have been treated, and how this has been fed into the development of the service</li> </ul> | Surveys and audits and case studies of children's journeys |
|---|--|

## Early help and improving life chances

### Outcomes

**High quality early years and child care**

**Positive, confident parents and carers**

**Young carers identified and supported**

**High aspirations for young people and their families**

**Children and young people with disabilities are supported to achieve their aspirations**

**More families in work and fewer children living in poverty**

**Troubled families are supported**

**Cross Cutting: Early help for all who need it**  
**Put children at the centre of everything we do**  
**Multi-agency learning and shadowing opportunities to promote shared understanding of work**

### The way we will do this

- Partners will work together to:**
- make sure that from September 2014, 40% of disadvantaged 2 year olds have a free child place in early education
  - ensure that there are a sufficient number of early years childcare providers to offer the 15 hour free entitlement for 3 and 4 year olds to meet the needs of working parents
  - assist Gypsy and Traveller parents with their children's' school readiness through outreach work in Children's Centres
  - support children and young people with Special Educational Needs and disabilities with a range of local opportunities and make sure they have the help they need as they move into adulthood
  - identify and prevent inappropriate and excessive use of young people as carers
  - know our vulnerable local communities and families and work through Children's centres to reach them and deliver services that have a positive impact
  - deliver parenting support programmes to improve parents' skills, confidence and family relationships
  - work with the 305 families identified as part of the Troubled Families programme and tackle their antisocial behaviour, absence from school and worklessness
  - deliver the 'Aspire' programme to raise the self esteem and aspirations of young people at risk of disengaging from education
  - provide more joined up support for children in need through the improved use of the Common Assessment Framework
  - reduce the numbers of children living in low income households by continuing to implement Central Bedfordshire's 'From Poverty to Prosperity' strategy
  - improve the use of the Common Assessment Framework through training and address the key training priorities arising out of our focus on the child's voice and journey

Measuring our success	Targets
The number of disadvantaged 2 year olds placed in early education / childcare	449 by March 2014
% of identified young carers supported	New measure
% of children with identified disabilities supported	New measure
Proportion of Children who live in relative low income	10% by 2020
The number of people in employment (Aged 16 to 64)	5% above national average
% of under 5 year olds from most deprived areas registered with Children's Centres	65%
Troubled Families Programme is achieving annual payment by results targets	60% of families worked with
% of early years and childcare settings judged by Ofsted to be Outstanding and Good	Improving trajectory – every setting a good setting
% of participants reporting improved aspirations and self esteem	New measure
<b>Children and families' voices</b>	75%
% of parents reporting improved parenting skills	New measure
Young carers feel supported (annual survey)	New measure
Children with disabilities views about the support they have received	New measure

## Being healthy and positive

### Outcomes

Children have the best start in life

Improved mental health for children and their parents

Better health outcomes for looked after children

Fewer young people engaging in risky behaviours

Children and families developing lifelong healthy lifestyles

**Cross Cutting: Early help for all who need it**  
**Put children at the centre of everything we do**  
**Multi-agency learning and shadowing opportunities to promote shared understanding of work**

### The way we will do this

#### Partners will work together to:

- ensure a healthy start to life by: improving early access to antenatal care; promoting and supporting breastfeeding; reducing smoking and obesity in pregnancy and assessing children's development at age 2
- review and enhance the services to ensure effective support for mothers experiencing ante-natal and post natal depression
- reduce children and young people's smoking, alcohol and substance misuse by increasing knowledge of the harmful effects and ensuring accessible, effective interventions are in place
- reduce teenage pregnancy by continuing to increase access to sexual health services and high quality sex and relationships education
- deliver prompt and timely support for children and families with emerging mental health problems
- enhance local specialist services for children and young people with eating disorders
- make sure that health services meet the needs of looked after children and care leavers
- reduce childhood obesity through targeted, family-based intervention programmes and supporting schools to provide high quality physical activity, healthy eating guidance and implement school travel plans
- increase the capacity of the 5-19 service to deliver the full Healthy Child Programme
- ensure adequate numbers of Health Visitors are recruited and retained and that awareness of 'emotional wellbeing' is raised through learning opportunities across the workforce

Measuring our success	Targets
% Mothers smoking at the time of delivery	15%
% Mothers initiating breastfeeding	80%
% Mothers still breastfeeding at 6-8 weeks	48%
Year R (Ages 4- 5) /Year 6 (Ages 10-11) to achieve a % year-on-year reduction in obesity prevalence	7.3% / 15.6% (For Acad Year 2012/13)
Reduction in the number of conceptions per 1,000 teenage girls (aged 15-17 years)	2013 – 30.5 against 2009 baseline (reported Jan 2015)
% children and young people reporting a reduction in alcohol and drugs usage 3 months following the end of an intervention	New measure
Improved mental health early intervention services measured by the Strengths & Difficulties (SDQ) scores for children and young receiving a direct intervention by the CHUMS Service	To be confirmed
% Looked After Children (LAC) who have been looked after continuously for at least 12 months and who have had an annual Health Assessment during the previous 12 months	100%
% LAC up to date on immunisations/vaccinations	100%
Children and young people who are Looked After (LAC) have better mental health, as measured by the Strengths and Difficulties Questionnaire (SDQ) score	13
<b>Children and families' voices</b> Looked after children say that the health services they receive are meeting their needs Balding Survey – health and wellbeing	New measures





## Central Bedfordshire Children's Trust

### Contact us...

by telephone: 0300 300 5265

by email: [Karen.oellermann@centralbedfordshire.gov.uk](mailto:Karen.oellermann@centralbedfordshire.gov.uk)

on the web: [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk) or  
[www.centralbedfordshirechildrenstrust.org.uk](http://www.centralbedfordshirechildrenstrust.org.uk)

Write to Central Bedfordshire Council, Watling House, Dunstable, LU6 1IF

Appendix B

**Additional information in relation to the measures of success**

<b>Improved educational attainment</b>			
<b>Measuring our success</b>	<b>Target</b>	<b>Current position</b>	<b>Comments</b>
1. % of children achieving a good level of development at the Early Years Foundation Stage	65%	63%	65% represents the statistical neighbour average 2012. Changes to the Early Years Foundation Stage Framework are expected to impact on the indicator definition.
2. % achieving 5 or more A*-C grades at GCSE or equivalent including English and Maths	Top 25% of local authorities	57.6%	Currently Central Bedfordshire's national rank is 91/151. According to current results, in order to be in the top quartile we would need to be achieving 61.9% and ranked 38/151.
3. % disadvantaged pupils achieving 5 or more A* - C grades at GCSE or equivalent including English and Maths	At or above the national average		This relates to those eligible for free school meals at any time in the last 6 years or children looked after continuously for more than 6 months.
4. % of young people who are not in education, employment or training (NEET)	Top 25% of local authorities	4.6%	Currently Central Bedfordshire is 40 <sup>th</sup> out of 152 Authorities in relation to performance on NEET (i.e. in the second quartile). To be in the top quartile Central Bedfordshire needs to be in the top 38 performing authorities.
5. % of schools and colleges judged by Ofsted to be Outstanding/Good	Improving trajectory- every school a good school	80%	The proportion of schools being classified as good or outstanding has remained stable over the last three years.
6. Children and families' voice - Young inspectors survey	New measure	N/A	Measure to be developed.
<b>Protecting vulnerable children</b>			
<b>Measuring our success</b>	<b>Target</b>	<b>Current position</b>	<b>Comments</b>
7. Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted	533 days (2013/14)  479 days (2014/15)	600	There is a national target to achieve 426 days by 2015/16. Performance is assessed on a three year rolling cohort so the current position of 600 days reflects cases dealt with between 2010 – 2013.

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			533 day target is for period 2011-14. 479 day target is for period 2012-15.
8. % of assessments completed according to timescales (currently 10 working days)	85%	84.7%	Following the publication of Working Together Statutory Guidance there will be a single assessment process rather than separate initial and core assessments. The way that the timeliness of assessments is monitored will therefore change and this indicator will need to be reviewed for 2013/14. 'Working Together' requires a single assessment process to be completed in 45 days.
9. % of child protection cases which should have been reviewed during the year that were reviewed	100%	100%	Reviews are a key element in delivering Child Protection Plans and effective reviews should ensure the provision of good quality interventions to keep children safe and protected. This target should remain at 100%.
10. % of referrals of children in need that led to initial assessments	75%	80.3%	Following the publication of Working Together Statutory Guidance there will be a single assessment process rather than separate initial and core assessments. The count of assessments will therefore change and this indicator will need to be reviewed for 2013/14.
11. % of cases where children became subject to a child protection plan for a second or subsequent time where domestic violence was a factor	Year on year reduction	64%	This is a new local measure and there are no national comparators. The decision to monitor this indicator has arisen from the increased percentage of children who became the subject of a child protection plan who had previously been the subject of a child protection plan and Board discussions in relation to domestic abuse and support for children and families. It is not appropriate to set a target for this type of contextual measure however it is appropriate to monitor this and expect that it reduces.



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12. Reduction in the number of first time entrants to the youth justice system aged 10-17	-5%	-31.3%	This target reflects good performance and is set by the Youth Justice Board.
13. % of young people receiving a conviction in court who are sentenced to custody	5%	3.03%	This target reflects good performance and is set by the Youth Justice Board.
14. Re-offending rates amongst young people	To be confirmed	32% (2010/11)	There have been changes to the way this measure has been collected. Due to new methodology, we can only start to review progress and compare with other local authorities from 2010/11 once 2011/12 data is available. This will enable target setting.
15. Percentage of young offenders in employment, education or training (ETE)	80%	64%	The Youth Justice Board target is that 80% of young people known to the YOS should be in ETE. This is based on very rigid Youth Justice Board criteria that do not allow us to include young people in other forms of ETE or less hours than the standard 16/25 hours. Current local figures based on a broader definition stand at 88%.
16. Difference between the rate (per 10,000 population) of emergency hospital admissions caused by injuries in children from the 20% most deprived and the 80% least deprived areas	Annual Decrease	28 (2010/11)	The difference between the rate of the 20% most deprived and the 80% least deprived was 28 in 2010/11. The target is based on an annual decrease in the difference between these rates against this baseline.
17. Children and families' voice - Children's and families views about the difference that key professionals have made, how well they have been treated, and how this has been fed into the development of the service	New measure	N/A	Measure to be developed.

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Early help and improving life chances			
Measuring our success	Target	Current position	Comments
18. Number of disadvantaged 2 year olds placed in early education / childcare that meet government's criteria	449 by March 2014	N/A	This is a new measure and meeting government targets will be challenging: Government target is for 449 to be placed by September 2013 and 1,000 placed by September 2014
19. % of identified young carers supported and % of children with identified disabilities supported	New measures	N/A	Measures to be developed.
20. Proportion of children who live in relative low income	10% by 2020	12.8%	The national long term target is to reduce Child Poverty to less than 10% by 2020.
21. The number of people in employment (Aged 16 to 64)	5% above national average	125,900 6% above  June 12 – reported Q3 2012/13	Part of the official labour market statistics provided by the Office of National Statistics and is the most reliable data available.  In line with the current target (2012/13) in Council's Medium Term Plan indicator set.
22. % of under 5 year olds from most deprived areas registered with Children's Centres	65%	N/A	New measure and the target. This target is part of the Ofsted framework of inspection and is what would be expected for a Children's Centre to be judged as good.
23. Troubled Families Programme is achieving annual payment by results targets	60% of families worked with	N/A	This is a local target which measures our success in working with the 305 families identified. Launched by the Department for Communities and Local Government (DCLG), the Troubled Families programme aims to improve life for an estimated 120,000 families nationwide who are identified as having the greatest need.
24. % of early years and childcare settings judged by Ofsted to be Outstanding and Good	Improving trajectory – every setting a good setting	75%	Current performance is as at 31/3/2013.
25. % of participants reporting improved aspirations and self esteem	New measure	N/A	A target will be set once a baseline has been established.

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26. <b>Children and families' voices</b> - % of parents reporting improved parenting skills (through the parenting skills courses and programmes)	75%	N/A	Measure to be developed.
27. Young carers feel supported (annual survey)	New measure	N/A	A target will be set once a baseline has been established.
28. Children with disabilities views about the support they have received	New measure	N/A	A target will be set once a baseline has been established.
<b>Being healthy and positive</b>			
<b>Measuring our success</b>	<b>Target</b>	<b>Current position</b>	<b>Comments</b>
29. % Mothers smoking at the time of delivery (SATOD)  * Bedford Hospital	15%	End of Q3 (2012/13):  BH*- 11.2% L&D - 22.8%	Contracts for 2013/14 require the L&D Hospital to make stepped improvements each quarter and to have reduced the prevalence of SATOD to 15% by Q4.
30. % Mothers initiating breastfeeding	80%	End of Q3 (2012/13):  BH – 82.9% L&D – 68.5%	Contracts for 2013/14 require the L&D Hospital to make stepped improvements in Q1 & Q2 to achieve 80% initiation of breastfeeding in Q3 & Q4.
31. % Mothers still breastfeeding at 6-8 weeks	48%	End of Q3 (2012/13):  46% Bedfordshire	Disaggregated data not yet available for 2012/13.
32. Year R (Ages 4- 5) /Year 6 (Ages 10-11) to achieve a % year-on-year reduction in obesity prevalence	7.3% 15.6%	7.4% 15.8%	Current position reflects data collected for Academic Year 2011/12 and published December 2012.
33. Reduction in the number of conceptions per 1,000 teenage girls (aged 15-17 years)	30.5	27.2 (2011 ONS Data)	Using trend data, a reduction rate target for 2013 has been agreed within Central Bedfordshire: - to reduce the rate from 32.5 (2009) per 1,000 females aged 15-17, to 30.8 by 2013. (ONS Data for the 2013 rate will be available in 2015). This would equate to a 5.13% reduction

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34. % children and young people reporting a reduction in alcohol and drugs usage 3 months following the end of an intervention	New measure Annual increase in %	N/A	The baseline for this measure will be established in 2013/14.
35. Improved mental health early intervention services measured by the Strengths & Difficulties (SDQ) scores for children and young receiving a direct intervention by the CHUMS Service	To be confirmed	Q2 2012/13 58% completed  80% improvement	Measure to be developed.
36. % Looked After Children (LAC) who have been looked after continuously for at least 12 months and who have had an annual Health Assessment during the previous 12 months	100%	77.1%	Currently within the Children's Trust Board indicator set – with a target of 100% for 2012/13.
37. % LAC up to date on immunisations/vaccinations	100%	90.5%	Currently within the Children's Trust Board indicator set – with a target of 100% for 2012/13.
38. Children and young people who are Looked After (LAC) have better mental health, as measured by the Strengths and Difficulties Questionnaire (SDQ) score	13	15.7	Improvement in average SDQ scores for Looked After Children is currently within the Children's Trust Board indicator set. The target reflects the current target which is challenging. The 'total difficulty' score range from 0-40. A score of 13 or below is considered normal, 14-16 is considered borderline and 17 and above is a cause for concern.
39. Children and families' voices - Looked after children say that the health services they receive are meeting their needs 40. Balding Survey – health and wellbeing	New measures	N/A	A target will be set once a baseline has been established.  The Schools Health Related Behaviour Survey (Balding) will be conducted during the Academic Year 2013/14. Numbers of schools and age-groups to be confirmed.

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Community Engagement Strategy – 2013 - 2016  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

**Summary:** The report proposes Executive approval for the final draft of the Community Engagement Strategy (CES) 2013-2016 to be forwarded for adoption by Council in September 2013.

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**Advising Officer:** Edwina Grant, Deputy Chief Executive and Director of Children's Services

**Contact Officer:** Peter Fraser, Head of Partnerships and Community Engagement

**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 strategy has implications for all of the Council's strategic priorities.

### **Financial:**

1. There are no specific financial implications associated with the development of the strategy. Funding has been secured from the Central Bedfordshire Together Partnership Board (CBT - the local strategic partnership) for a staff member to coordinate delivery and implementation of the strategy.

### **Legal:**

2. Implementing this strategy will help the Council and its partners to deliver its community engagement obligations, including elements of the Localism Act, the Social Value Act and the Equality Duty.

**Risk Management:**

3. Risk management is a key part of the service delivery plan for the team and any risks will be managed through the directorate and corporate risk management process. The key risks associated with community engagement relate to reputational damage, by not engaging with relevant stakeholders. A raft of further duties relating to community engagement have been placed on the Council as a result of the Localism Act, the Social Value Act and the Equality Duty. The implementation of the strategy will ensure we mitigate against these risks.

**Staffing (including Trades Unions):**

4. There are no specific staffing implications associated with the strategy. The strategy comprises a small centralised corporate resource, one staff member of which is paid for by CBT.

**Equalities/Human Rights:**

5. The impact assessment highlighted the importance of adopting a variety of inclusive and appropriate engagement practises and that all groups must be treated with dignity and respect. These issues have been addressed during the development of the strategy.

**Public Health**

6. The strategy takes into account the impact of new legislation affecting community engagement regarding public health and wellbeing, such as Healthwatch.

**Community Safety:**

7. Community engagement is and will continue to be a key element to tackling crime and reducing the fear of crime.

**Sustainability:**

8. The Community Engagement Strategy (CES) will help to strengthen and empower communities to do more for themselves, thereby relieving the pressure on public services.

**Procurement:**

9. Not applicable.

**Overview and Scrutiny:**

10. The draft Strategy has been considered by the Corporate Resources Overview and Scrutiny Committee. The feedback has been used to amend the strategy document and the supporting policy statements.

**RECOMMENDATIONS:**

**The Executive is asked to:**

- 1. approve the final draft of the Community Engagement Strategy 2013-16;**
- 2. endorse the supporting policy statements; and**
- 3. recommend adoption of the strategy and its supporting policy statements by Council at its meeting in September 2013**

<i>Reason for Recommendations:</i>	<i>To deliver greater added value to our citizens by understanding their needs and issues, and give them greater involvement in the decision-making process and access to services.</i>
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**Executive Summary**

11. The new Community Engagement Strategy (CES) for 2013 - 2016 is a partnership strategy, which has been led by Central Bedfordshire Together (CBT).
12. It builds on the achievements of the 2010-2013 strategy ensuring engagement with local communities is at the heart of our strategies and processes. The principles of working in partnership with communities to help them do more for themselves is evermore relevant in the face of new legislation and diminishing public sector resources.
13. The aim of the CES is to deliver greater added value to our citizens by understanding their needs and issues, and give them greater involvement in the decision-making process and access to services.
14. The new strategy is a concise and succinct document that reflects the latest national policy and local aspirations for community engagement. It has been web enabled for ease of use and accessibility. The document has been divided into key sections with links to other websites for more information and access to policies and procedures.

**The New Community Engagement Strategy**

15. The process to develop the new strategy, which began during the summer 2012, has involved:
  - (a) One-to-one discussions with key stakeholders and partner organisations.
  - (b) Review of best practise.
  - (c) Review of the current strategy.
  - (d) Collation of feedback and preparation of an Issues and Options report.

- (e) Discussion with key stakeholder groups, Ward Councillors; voluntary and community sector organisations and town and parish councils.
- (f) Review by the Council's Corporate Resources Overview and Scrutiny Committee on 18 December 2012 and 30 April 2013.

### **Strategy Outcomes**

16. The strategy provides partner organisations, Councillors and colleagues with access to information, support, engagement techniques and opportunities to ensure effective service delivery and local impact as follows:
- (a) Involving our communities in the design and delivery of local services will help us to: improve the quality of service delivery; get it "right first time", be more responsive and accountable; and deliver better value for taxpayers' money.
  - (b) A joined-up strategic and coordinated partnership approach will save money, avoid duplication, and reduce engagement fatigue for our communities. It will also ensure partners have 'One View' about what our communities really want, which will enhance our joint strategic decision-making.
  - (c) Supporting Councillors in their leadership role for their community will help ensure the views of local residents are known and considered by their elected representatives when they make key decisions.
  - (d) Increasing opportunities to participate in local decisions helps increase trust in public bodies and interest in local democracy.
  - (e) Involving people in making decisions about how local money is spent gives communities a better understanding of the difficult prioritisations and trade-offs that have to be made, and a stronger sense of "ownership" over the eventual decision.
  - (f) Bringing communities and local decision-makers together to tackle shared concerns creates greater openness about decision-making and can help improve community cohesion.

### **Key Principles**

17. The strategy has five key principles:
- i Supporting local people to engage, inform and influence decisions to help shape their communities.
  - ii Enabling Ward Councillors to be leaders in and for their communities.
  - iii Enhancing the role of town and parish councils.
  - iv Enabling more services to be delivered locally.



- v Enabling employers to thrive and play an active role in their local community.

### **Policy Statements**

- 18. Central Bedfordshire Council has developed a number of supporting policy statements to ensure the principles of the strategy are applied consistently across the Council. These have been refreshed and are detailed in Appendix B. Executive is asked to approve the policy statements to ensure they remain fit for purpose.

### **Conclusion**

- 19. The 2010 – 2013 strategy provided a strong basis upon which to develop the new strategy covering the next three years (2013 – 2016). It continues to provide a valuable framework for co-ordinated community engagement by partners.
- 20. The Community Engagement Strategy is a partnership strategy and works to the governance frameworks of both Central Bedfordshire Together and the Council. Central Bedfordshire Council, as the Accountable Body for CBT, will need to formally approve the Strategy and sign off at Council on 12 September 2013.

### **Financial and Other Implications**

- 21. Any financial implications associated with its implementation will be managed within existing budgets.

### **Appendices:**

Appendix A – Community Engagement Strategy 2013 -2016 v1.0  
Appendix B – Central Bedfordshire Council policy statements

**Background Papers:** (open to public inspection) None

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Central  
Bedfordshire  
**Together**



# Central Bedfordshire Community Engagement Strategy

2013 - 2016

DRAFT

## 1. Introducing the Community Engagement Strategy for 2013 - 16

The 2013-16 Community Engagement Strategy for Central Bedfordshire has been developed by the Central Bedfordshire Together Partnership, which comprises senior representatives of: the Council; Police; Fire; Health; Education; Business; Town & Parish Councils; and the Voluntary and Community Sector.

The aim of the new succinct Community Engagement Strategy 2013 -16 (CES) is to ensure a strategic and joined up, co-ordinated partnership approach. The emphasis is on partners working together with communities to tackle local issues, share information and develop a better understanding through community insight. It will take forward the achievements of the previous strategy published in 2010, and ensure that engagement with local communities is at the heart of everything we do and helps to ensure great services for our residents. The principles of working in partnership to help people shape their communities are evermore relevant in the face of new legislation and tightening of public sector resources.

In this strategy we have included a new principle to ensure effective engagement with the business community which is a vital component to achieving Central Bedfordshire's vision, which is to be "globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all".

This vision is one of greater economic prosperity based on sustainable growth. We know that effective community engagement; listening and responding to what our residents, businesses and communities are telling us, will help us to achieve our vision.

Throughout the strategy we have added web links to enable quick and easy access to additional information, including (where appropriate) any forms and procedures.

## 2. What do we mean by community engagement?

Community engagement is about giving local people a voice and involving them in decisions that affect them, their communities and their neighbourhood. At the heart of community engagement is the development of relationships, open and clear communication and listening and building understanding of people and their communities.

It is the action we take to inform, consult, feedback, involve and empower communities through ongoing relationships and dialogue. For the Council and its partners community engagement means we:

**Inform:** by providing solid, user-friendly information on how to access services and on how local services are performing.

**Consult:** by seeking advice, information and opinions about our strategies, policies and services to inform decision-making and design better services.

**Feedback:** by letting communities know how their views have been taken into account – 'You said, we did'.

**Involve:** by working together to design and deliver our services, enabling people to be fully involved in the agenda-setting and decision-making process, and deciding together on future developments.

**Empower:** by enabling individuals and groups to make decisions and deliver some services themselves.

### 3. Why have a Community Engagement Strategy and what are the outcomes?

The strategy provides partner organisations, Councillors, stakeholders and service providers with access to information, support, engagement techniques and opportunities to ensure effective service delivery and local impact as follows:

- Involving our communities in the design and delivery of local services will help us to: improve the quality of service delivery; get it “right first time”; be more responsive and accountable and deliver better value for taxpayers’ money.
- A joined-up strategic and coordinated partnership approach will save money, avoid duplication and reduce engagement fatigue for our communities. It will also ensure partners have ‘One View’ about what our communities really want, which will enhance our joint strategic decision-making.
- Supporting Councillors in their leadership role for their community will help ensure the views of local residents are known and considered by their elected representatives when they make key decisions.
- Increasing opportunities for communities to participate in local decisions helps increase trust in public bodies and interest in local democracy.
- Involving people in making decisions about how local money is spent gives communities a better understanding of the difficult prioritisations and trade-offs that have to be made, and a stronger sense of “ownership” over the eventual decision.
- Bringing communities and local decision-makers together to tackle shared concerns creates greater openness about decision-making and helps to improve community cohesion.

### 4. Legislative Framework

The national drive to shift power away from central government to local government, communities and individuals is built into recent legislation resulting in more opportunities for communities to be more involved in how their neighbourhoods develop and who delivers services.

The legislation that has helped shape this strategy can be found in our [Evidence Base](#) document.

We also have a local aspiration to support individuals, groups and organisations to get more involved in helping to shape their communities.

### 5. Implementation

The Council has adopted a number of [Policy Statements](#) to ensure the strategy is implemented consistently across the authority. Partners are encouraged to adopt the ethos and principles of the strategy in their own policies and procedures.

## 6. The Five Key Principles for successful community engagement

The strategy is built on the following key principles:

### **Principle 1: Supporting local people to engage, inform and influence decisions to help shape their communities**

This principle recognises that people like to engage in many different ways. The strategy includes traditional techniques such as petitions, surveys and meetings as well as recognising the growing use of websites and social media as a means to engage. Greater emphasis will also be given to provide feedback to communities. Effective communities are active communities who are willing and able to get involved. This principle supports engagement with distinct groups to ensure all sections of our communities are included.

### **Principle 2: Enabling Ward Councillors to be leaders in and for their communities**

Councillors are a vital and often first point of contact in their communities. They help tackle local issues and initiate action to resolve local problems. Their role will be supported through continuing training opportunities, bespoke engagement activity at ward level, support from officers and receipt of timely information relevant to their communities.

### **Principle 3: Enhancing the role of town and parish councils**

The strategy sets out how we will work together to make a real difference to local communities.

### **Principle 4: Enabling more services to be delivered locally**

The drive to deliver services at the most appropriate level means voluntary and community groups and town and parish councils are playing a greater role in service delivery and shaping their communities.

### **Principle 5: Enabling employers to thrive and play an active role in their local community**

The Council and its partners interact with businesses at many different levels, through many service areas and activities. Employer engagement is the action we take to inform, consult, involve and empower our businesses through ongoing relationships and dialogue. It is also a powerful mechanism for gathering data and intelligence from businesses.

7. Delivering the Strategy

Principle 1: Supporting local people to engage, inform and influence decisions to help shape their communities	
<u><a href="#">Let's Talk Central</a></u>	<p>Social media is an increasingly powerful communication and engagement tool. It enables people to have a conversation across the internet in a variety of forms (text, photos, video and sound).</p> <p>Let's Talk Central has been established by the Council as an online discussion forum to engage with residents using Facebook, Twitter and YouTube. People can also register to receive email alerts. Social media can be used to:</p> <ul style="list-style-type: none"> <li>• monitor community discussions and pick up on issues;</li> <li>• discuss local issues and resolutions with the community;</li> <li>• publicise meetings and encourage attendance (virtual or real);</li> <li>• involve residents who cannot attend meetings in a 'live' debate;</li> <li>• feedback to others who could not attend the meeting; and</li> <li>• call for volunteers and organising activities.</li> </ul> <p>These methods also provide updates on progress and outcomes.</p>
<u><a href="#">Let's Talk Together</a></u>	<p>When there is a local issue that requires face to face engagement, this approach can be rolled out and tailored to meet the specific need. Relevant partners will work together with residents to achieve a shared outcome.</p> <p>For example, this approach can be used to gauge local support and recruit volunteers for things like StreetWatch, SpeedWatch and Neighbourhood Watch etc.</p>
<b>Planning - <u><a href="#">Statement of Community Involvement</a></u></b>	<p>The Council is committed to engaging individuals, interest groups and stakeholders in the planning process. All planning applications and planning documents are required by law to be consulted upon and the requirements are set out in the Statement of Community Involvement which was adopted by the Council in October 2012</p>
<u><a href="#">Highways</a></u>	<p>People can report Highway issues such as street light faults, potholes or non working traffic lights, through the Highways Helpdesk on 0300 300 8049, or by emailing <a href="mailto:highways@centralbedfordshire.gov.uk">highways@centralbedfordshire.gov.uk</a></p>
<u><a href="#">Consultation and Feedback</a></u>	<p>A list of live consultations is publicised through websites and communicated regularly to towns and parishes and Ward Members.</p> <p>The Council will adopt the principle of 'You Said – We Did'</p>

	to feedback to residents as to how the Council responded to their input.
<a href="#"><u>CBC Updates</u></a>	<p>Residents can register their interest in consultations on specific council services.</p> <p>By joining the email update service residents will be notified, by email, when the council is consulting on the services they have registered an interested in.</p> <p>The email will let residents know how they can participate in the consultation.</p>
<a href="#"><u>Petitions and E-Petitions</u></a>	Citizens can raise a petition or e-petition to generate activity in the community and influence decisions.
<a href="#"><u>Scrutiny</u></a>	The Council's Constitution enables residents to participate in and contribute to investigations by overview and scrutiny committees. The Overview and Scrutiny Toolkit encourages public participation.
<a href="#"><u>Right to Veto excessive Council tax rises</u></a>	<p>Anything set above the ceiling set by the Secretary of State and approved by the House of Commons will trigger a referendum of all registered electors in the area, where the Council will have to prove their case to the electorate.</p> <p>This is intended to make Councils more transparent and accountable to local people.</p>
<a href="#"><u>HealthWatch</u></a>	<p>Healthwatch acts as the consumer champion for local people regarding health and social care services.</p> <p>A key role in maximising local engagement and ensuring that the views and feedback from service users, patients and carers are an integral part of local commissioning across health and social care.</p>
<a href="#"><u>Projects to develop the engagement capacity of young people</u></a>	<p>Young people are encouraged to participate as they are often underrepresented in engagement activities.</p> <p>Participation from an early age is encouraged so as adults they continue to feel able to engage.</p>
<a href="#"><u>The Youth Parliament and Local Youth Forums</u></a>	<p>The Youth Parliament and Local Youth Forums influence decisions and services that impact on young people.</p> <p>These will be developed to enable young people to be even more active participants in designing services, whilst further opportunities will be explored to establish greater links between young people and the democratic decision-making processes.</p> <p>Young people have been recruited and trained to become Young Inspectors and Young Commissioners. In addition, young people will also carry out 'Audits' in line with the requirements of Positive for Youth (a cross Government</p>



	<p>policy for young people).</p> <p>Youth Parliament has carried out extensive surveys to establish the needs of young people.</p>
<p><a href="#"><u>Vulnerable and minority groups</u></a></p>	<p>Vulnerable and minority groups are underrepresented in participation in civic roles, engagement and consultation.</p> <p>Groups, such as older people, young people, women, black and minority ethnic groups, disabled people, lesbian, gay, bisexual and transgender people and rurally isolated residents in Central Bedfordshire may fear discrimination and/ or have specific requirements that prevent them from participating in traditional approaches.</p> <p>This strategy will establish a range of approaches, including targeted techniques, to specifically ensure appropriate mechanisms are in place to enable greater involvement of these groups, whilst the Equality Duty will require public bodies to publish information about who they have engaged with.</p>
<p><b>Specialist Forums and Citizen Governance</b></p>	<p>Wherever possible key partners will use established forums for consultation and engagement purposes such as Health Watch for health issues; Youth Parliament for involvement with young people and the Third sector Assembly to engage with voluntary and community sector organisations.</p>
<p><a href="#"><u>Neighbourhood Watch</u></a> <a href="#"><u>Streetwatch</u></a> <a href="#"><u>Speedwatch</u></a></p> <p><b>‘Pride In’ events</b></p>	<p>These are examples of how people can actively engage in encouraging the wellbeing of their communities.</p> <p>They help in tackling crime and anti social behaviour and speeding through villages and neighbourhoods.</p> <p>Pride In events—are an opportunity for residents to come together with a range of organisations to promote civic pride by tackling local issues such as anti social behaviour, litter, graffiti etc.</p>
<p><a href="#"><u>Volunteering Strategy</u></a></p>	<p>In recognition of the value of volunteering and the benefits volunteers bring to people’s quality of life the Volunteering Strategy is essential to ensure that people willing to volunteer do so in a nurturing and supportive environment.</p> <p>It also recognises the contribution volunteers make to the economic, environmental and social life of the area.</p> <p>The strategy gives direction to supporting the demand for and supply of volunteers in areas such as health, social care, the environment, sport, the arts, education and learning, provision of information and advice services, housing, youth work, community development, community transport and many others.</p>

<p><b><u><a href="#">Police and Crime Commissioner (PCC)</a></u></b></p>	<p>Police and Crime Commissioners (PCCs) were elected in November 2012. The PCC is to be the voice of the public and victims and must ensure policing needs are met. The PCC is responsible for:</p> <ul style="list-style-type: none"> <li>• how police and crime reduction funding is spent;</li> <li>• preparing the Police and Crime Plan for Bedfordshire, including priorities for policing; and</li> <li>• building confidence in the criminal justice system and restoring trust.</li> </ul> <p>The PCC will answer to the public on cutting crime in their police force area. They will also hold the chief constable to account for the performance of the police force.</p> <p>The Community Engagement priorities of the Bedfordshire Police and Crime Commissioner can be found <a href="#">here</a></p>
<p><b><u><a href="#">Police and Crime Panel</a></u></b></p>	<p>The Police and Crime Panel scrutinises the actions and decisions of the PCC and makes sure information is available for the public to enable them to hold the PCC to account, including whether the PCC has:</p> <ul style="list-style-type: none"> <li>• achieved the aims set out in their police and crime plan and annual report;</li> <li>• considered the priorities of community safety partners; and</li> <li>• consulted appropriately with the public and victims.</li> </ul> <p>Panel meetings are open to the public. Dates of the Panel meetings can be found <a href="#">here</a>.</p>
<p><b><u><a href="#">Armed Forces Community Covenant (AFCC)</a></u></b></p>	<p>The AFCC is a voluntary statement of mutual support between the civilian community and its local Armed Forces Community.</p> <p>The aims of the AFCC are to:</p> <ul style="list-style-type: none"> <li>• encourage local communities to support the Armed Forces Community in their area and vice versa;</li> <li>• nurture public understanding and awareness amongst the public of issues affecting the Armed Forces community;</li> <li>• recognise and remember the sacrifices faced by the Armed Forces Community;</li> <li>• encourage activities which help to integrate the Armed Forces community into local life; and</li> <li>• encourage the Armed Forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement.</li> </ul>

<b>Village hall and community facilities</b>	An audit of village halls and community facilities has been carried out. This will be used as the basis for developing a policy to support planning for future hall provision and investment.
<b><u>Troubled Families</u></b>	<p>The programme can benefit from active and co-ordinated community engagement, not only with the families themselves but with local residents and communities taking an active role in supporting neighbouring troubled families.</p> <p>For example, this could be through volunteering and community based activity, or through a community based network of support to help sustain the interventions and improvements felt by those families.</p> <p>We will work together to ensure positive outcomes for troubled families and their local communities</p>
<b><u>Advice Strategy</u></b>	Recent welfare reform means that there are a growing number of vulnerable people in our communities who will benefit from co-ordinated engagement to support their specific needs.

<b>Principle 2: Enabling Ward Councillors to be leaders in and for their communities</b>	
<b><u>Ward-based intelligence, information and customer insight</u></b>	<p>Ward profiles are provided annually to all Councillors. In addition, Councillors are provided with regular updates about what is happening in each ward.</p> <p>Council officers and key statutory partners will ensure that Councillors are informed of issues, initiatives, changes and success stories relating to their ward or specific key responsibilities.</p>
<b><u>Support for Members</u></b>	<p>The Member Development Strategy includes a variety of training, both general and service specific, to help Members carry out their role.</p> <p>In addition a dedicated telephone number is in place (Tel: 0300 300 8500) for Councillors to use when following up constituent matters.</p> <p>The Community Engagement function provides support to Members with timely and relevant information and bespoke briefings, as directed.</p>
<b><u>Provide a key contact from Central Bedfordshire Council for each town and parish council</u></b>	<p>The local Ward Councillor(s) will be the key contact from the Council for communication with individual town and parish councils.</p> <p>In addition, appropriate key officer representation will be provided in response to requests for Council attendance at town and parish council meetings.</p>
<b><u>Involvement in</u></b>	Councillors act as 'connectors' between communities, the

<p><a href="#"><u>partnerships and links with voluntary and community sector organisations</u></a></p>	<p>Council and partners/partnerships, including voluntary and community sector organisations.</p> <p>There is a clear distinction between the representative role of elected Councillors and their own role as voluntary and community sector representatives, which is supportive of local democracy and adds value to the work of local Councillors.</p>
<p><a href="#"><u>Support for scrutiny, Councillor Call for Action and response to petitions</u></a></p>	<p>The Council is committed to a robust, collaborative, outward facing model of scrutiny for each of its committees – contributing to both policy development and performance management.</p> <p>Overview &amp; Scrutiny provides Councillors with further opportunities to engage with the community and involve more people in influencing Council decisions.</p> <p>The Councillor Call for Action (CCfA) gives all Councillors the power to refer issues of local concern regarding local government services or crime and disorder matters to Overview and Scrutiny for consideration.</p> <p>Councillors also have a role to play in responding to petitions, including e-petitions, that relate to services they are responsible for and services where they share delivery responsibility.</p> <p>If Overview and Scrutiny decide there has been inadequate response to a petition, then the matter can be referred to the Council for a public debate. If 1,250 of the local population sign a petition, then it must be debated in Council.</p>
<p><a href="#"><u>Co-location of services</u></a></p>	<p>Where the opportunity arises, partners will look to co locate their services to make it easier for communities to engage and ensure value for money through multi use of buildings.</p>

<p><b>Principle 3: Enhancing the role of town and parish councils</b></p>	
<p><a href="#"><u>Neighbourhood Planning</u></a></p>	<p>The Localism Act introduced a system of neighbourhood planning as a new way for communities to decide the future of places where they live and work.</p> <p>A Neighbourhood Plan is produced by the town or parish council on behalf of the community. It needs to be flexible to address different needs and expectations. Communities will be able to:</p> <ul style="list-style-type: none"> <li>• choose where they want new homes, shops and offices to be built;</li> <li>• have their say on what those new buildings should look like; and</li> <li>• grant planning permission for new buildings they want to see go ahead.</li> </ul>

	<p>The Council is supporting several parish councils to prepare a Neighbourhood Plan and providing advice to others.</p>
<p><b><u>Town &amp; Parish Plans</u></b></p>	<p>Community-led planning leads to service areas having a greater understanding of individual localities.</p> <p>It provides evidence for Councillors and partners of local conditions, priorities, issues and aspirations and provides an opportunity for closer participation at a very local level.</p> <p>The process can also bring together different communities in the locality, thereby improving cohesion.</p> <p>Where a town or parish council wants to develop a plan this will be encouraged.</p>
<p><b><u>Joint / Partnership Committees</u></b></p>	<p>There is no one size fits all approach to the management of towns and town centres. This will be determined by the relevant town council.</p> <p>Thereafter, the option for a Joint Committee and part of Central Bedfordshire Council's constitution will be subject to joint discussion and agreement by both parties.</p> <p>The benefits of being included in the constitution are:</p> <ul style="list-style-type: none"> <li>• a common understanding of the key issues;</li> <li>• shared ownership and decision-making;</li> <li>• joint discussion and action to find solutions to local issues; and</li> <li>• strong links with the Council's Executive to influence policy and strategy.</li> </ul>
<p><b><u>Supporting clusters</u></b></p>	<p>Town and parish councils are encouraged to work together on finding local solutions to common issues.</p> <p>The Council will support and facilitate joint working between towns and parishes.</p>
<p><b><u>Town and Parish Council Conferences</u></b></p>	<p>The Council has committed to holding Town and Parish Council Conferences.</p> <p>Where relevant, separate events will be held for town councils and parish councils to reflect the different relationships that are emerging with the larger parishes.</p> <p>This will enable two way dialogue and agreement on any joint plans.</p>
<p><b><u>Enabling T&amp;PCs to do more for themselves and their communities</u></b></p>	<p>The Council and its partners will work closely with town and parish councils and local communities to devolve services to those who want them and where the service will be enhanced by doing so.</p> <p>The Council has published <a href="#">'A Framework for the Delivery</a></p>

	<p><a href="#">of Services by Town and Parish Councils'</a> that sets out the process and criteria to devolve services to town and parish councils.</p> <p>Towns and parishes that wish to have a greater role in service delivery will be supported in the process.</p>
<a href="#">Training, briefings and support for T&amp;PC's</a>	Where possible the Council will work with partners and town and parish councils on joint training activities.
<a href="#">Standards</a>	The Councils Customer Charter sets out the standards that the Council aim to follow in order to provide the highest possible standard of customer service.
<a href="#">Section 106 agreements</a>	Where the impact of a new development on a local community is significant and the developer is required to make a contribution to community facilities the Council will engage town and parish councils in the preparation of the S106 agreement.
<a href="#">Community Infrastructure Levy</a>	<p>Towns and parishes will have a right to 15% of the Community Infrastructure Levy (CIL) earned from development in their areas, subject to a ceiling cap. Those with an approved Neighbourhood Plan however will have the right to an uncapped 25% of relevant CIL.</p> <p>The Council has prepared and consulted on a preliminary draft CIL charge but the final adopted charge will be subject to a public examination.</p> <p>Local authorities will have to report on how much has been raised through CIL and what they have spent the levy on each year.</p>
<a href="#">Consultations</a>	Wherever possible, the Council will allow 12 weeks for formal written consultations with town and parish councils. Where this is not possible, we will explain why a shorter timeframe is necessary.

**Principle 4: Enabling more services to be delivered locally**

<a href="#">Community Right to Challenge</a>	<p>New powers for communities contained in the Localism Act mean that voluntary and community groups, social enterprises, town and parish councils and Council employees can submit an expression of interest to run a service provided by the Council, whether it is currently delivered through a third party contract or not.</p> <p>If the expression of interest is accepted, the Council must carry out a procurement exercise.</p> <p>A list of the Council's contracts and their end dates is</p>
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	<p>published on the Council's <a href="#">website</a>.</p> <p>Expressions of interest will only be accepted between 12 and 9 months before the contract end date for contracts below the EU threshold of £179,934 and 15 to 12 months before the contract end date for larger contracts.</p>
<a href="#">Community Right to Bid</a>	<p>The Community Right to Bid gives communities powers to save local assets threatened with closure, by allowing them to bid for the ownership and management of community assets.</p> <p>This will work through the creation of a list of assets of community value. When Council owned assets on this list come up for disposal on the open market, communities will be given the opportunity to bid, raise the capital and buy the asset.</p> <p>There is no right of “first refusal”, merely a period of time for interested groups to organise and prepare a competitive bid.</p>
<a href="#">Community Right to Build</a>	<p>Community Right to Build allows local communities to undertake small-scale, site-specific, <a href="#">community-led developments</a>.</p> <p>The new powers give communities the freedom to build new homes, shops, businesses or facilities where they want them, without going through the normal planning application process.</p> <p>To get the go-ahead, the proposals must:</p> <ul style="list-style-type: none"> <li>• have the agreement of more than 50% of local people that vote through a community referendum; and</li> <li>• meet some minimum requirements (for example, they should generally be in line with national planning policies and strategic elements of the local plan).</li> </ul>
<a href="#">Three-year agreements with Voluntary and community sector organisations</a>	<p>Where three-year agreements can be entered into they enable voluntary and community sector organisations to plan ahead, recruit, retain and train staff and provide business continuity.</p> <p>In addition, voluntary and community sector organisations are able to draw down central and regional funds directly and contribute in their own right to the partnership and the actions of this strategy.</p>
<a href="#">Third Sector Assembly</a>	<p>The Third Sector Assembly plays a vital role in empowering the voluntary and community sector to have a strong voice and an active involvement in influencing strategic planning and service delivery decisions that shape the communities in which they operate.</p>
<a href="#">E-zine</a>	<p>The quarterly ezine ‘together’ is distributed to over 1,000</p>

	<p>stakeholders to share information, celebrate good news and promote community activity. <a href="http://www.centraltogether.org.uk">www.centraltogether.org.uk</a></p>
<b><u>Sustainable Communities Act</u></b>	<p>This Act allows Local Authorities to put forward proposals from local communities that require action from central government.</p> <p>It begins from the principle that local people know best what needs to be done to promote the sustainability of their area, but that sometimes they need central government to act to enable them to do so.</p> <p>Any proposals must be endorsed by a Panel of Local Representatives made up of residents from the local community and representative groups.</p>

<p><b>Principle 5: Enabling employers to thrive and play an active role in their local community</b></p>	
<b><u>Open for Business</u></b>	<p>Open for Business is a corporate programme to achieve a joined up approach to engaging with businesses, offering them a single point of main contact.</p> <p>The programme aims to develop a consistent understanding for all 'business facing' Council employees to the issues faced by business owners and how we can make it easier for businesses to create jobs and invest in the area.</p>
<b><u>Business engagement / networking events</u></b>	<p>These are organised to respond to queries about business issues and provide workshops and business clinics across the area.</p> <p>Owner managers can develop their own skills and those of their staff at these events, as well as receive impartial advice regarding business issues and referral to local, regional and national business support initiatives.</p>
<b><u>One to one meetings with strategic employers</u></b>	<p>On regular basis key personnel from the Council will visit the most strategically important employers in the area, to discuss their issues and offer a single point of contact for licensing, planning, development and all other types of enquiries that could help their business develop.</p>
<b><u>Let's Talk Business Newsfeed Service</u></b>	<p>A regular e-mail newsfeed offering;</p> <ul style="list-style-type: none"> <li>• financing and funding opportunities;</li> <li>• contracts and tenders from the Council and its partners;</li> <li>• updates on key infrastructure or new developments that may affect local businesses;</li> <li>• advice and information for businesses;</li> </ul>



	<ul style="list-style-type: none"> <li>• networking events;</li> <li>• awards and competitions; and</li> <li>• local business news.</li> </ul>
<a href="#"><u>Timebank – business to business</u></a>	Access to a database of local businesses offering other businesses a free 1-1 session on topics including marketing, legislation and finance.
<a href="#"><u>Relocation support into or within the Central Bedfordshire area</u></a>	Help for businesses to find appropriate premises and planning permission for re-location, together with advice and support on recruitment, local amenities and support networks.
<a href="#"><u>Business start-up</u></a>	Support, advice and workshops to help individuals considering self employment look at the pros and cons, and to help them develop a business plan that will significantly increase their chances of success.
<a href="#"><u>Town Teams</u></a>	<p>Town Teams engage local retailers to develop activity to enhance the vitality of their town centres.</p> <p>Dunstable and Leighton-Linslade both have active town teams engaging with the Council on ways to enhance and improve their town centres.</p>
<a href="#"><u>Business networks</u></a>	Business Networks such as the <a href="#"><u>Federation of Small Businesses</u></a> and <a href="#"><u>Business in the Community</u></a> support and encourage businesses to get together regularly for sharing good practise tackling issues and doing more in their local communities.

The strategy will be refreshed annually including web links. Your feedback is essential, so if there is anything missing that should be added or if you would like to comment on the strategy, please let us know by contacting [Sarah.Hughes@centralbedfordshire.gov.uk](mailto:Sarah.Hughes@centralbedfordshire.gov.uk)

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## Appendix B: Community Engagement Policies

**Principle 1: Supporting local people to engage, inform and influence decisions to help shape their communities.**

### Policy Statements

#### Consultation:

- All consultations undertaken by the Council, or on our behalf, should be registered on the consultation database. Officers should inform the Communications Team and seek appropriate advice.
- Officers should refer to the consultation toolkit and ensure compliance with the Bedfordshire and Luton Compact, Small Business Engagement Accord and the Government's Code of Practice on Consultation.
- Wherever possible, consultations on formal written consultation documents should allow a period of 12 weeks for written responses.
- Consultation should only take place where there is a statutory requirement to do so and/or where the outcome of the consultation will influence or inform the decision.
- In accordance with the requirements of the Equality Duty, accurate details of any engagement activity, including who has been engaged, how, and the outcome must be recorded and published.
- Officers should use a variety of mechanisms for community engagement to ensure all sections of the community can participate.
- The Council is committed to engaging individuals, interest groups and stakeholders in the planning process. All planning applications and planning documents are required by law to be consulted upon and the requirements are set out in the Statement of Community Involvement which was adopted by the Council in October 2012.

#### Scrutiny:

- The Council will aim to have at least two investigations per year which involve significant public participation

#### Forums:

- When a new engagement forum is created this should be entered onto the stakeholder database to enable any Council services and partners to consult and engage with all sections of the community.

**Let's Talk Together:**

- Officers will support individual or clusters of town and parish councils with their local community engagement activity to promote consultation and involvement in tackling local issues.

**Principle 2: Enabling Ward Members to be leaders in and for their communities**

**Policy Statements**

**Profiles:**

- Ward and Town profiles will be provided annually to all Members.

**Inform:**

- Officers must inform the Executive Member and relevant Ward Members of any area based issues that they are working on, including any consultation or engagement activities taking place, in their wards / towns or likely to impact upon them.
- Officers should seek the advice and involvement of the Executive Member and the Ward Members in the affected wards / towns at the outset.
- Ward members will be informed if an officer is attending a Parish / Town Council meeting in their ward / town.

**Support:**

- Members will be provided with a short strategic update document in advance of their attendance at town and parish council meetings.

**Principle 3: Enhancing the role of town and parish councils**

**Policy Statements**

**Communication and response:**

- Officers should inform town and parish council clerks and chairs of any consultation or engagement activity taking place in or likely to impact on their parishes, and where appropriate seek their advice and involvement.
- Officers should use the contact details for clerks and chairs in Outlook when using email. Officers should be aware that not all clerks and chairs have an

email address, so written communication should also be provided using the contact details on the stakeholder database.

- Ward Members will be the named key contact on behalf of the Council for communication with town and parish councils.
- Where a request from a town or parish council is made to an officer a response will be provided within 5 working days, in accordance with the Council's Customer Charter.

### **Neighbourhood Plans:**

- Planning officers will support town and parish councils do develop their Neighbourhood Plan with technical advice.. Once the plan is written, the Council will check it against planning policy and procedures, publish it for comments over a six week period and then submit it for an independent check.. Central Bedfordshire Council will then arrange for a referendum in the local area and if agreed by the majority, the Council will adopt it.

### **Conferences:**

- The Council will hold two Town and Parish Council Conferences each year and where relevant separate events will be held for town councils and parish councils

### **Devolving Services:**

- Officers must inform the Head of Partnerships and Community Engagement of any requests or plans relating to the devolvement of a service, along with the relevant Member(s).
- Any requests to devolve a service to a town or parish council must be supported by a strong business case that demonstrates improved value for money.
- Where a budget is to be transferred with a devolved service this will be distributed by allocating the pro rata costs for delivering the same service on a broader area-wide basis (after taking into account any planned budget cuts or service remodelling).
- Where appropriate, the transfer of services should follow a commissioning or tendering procurement process.
- Where consideration is being given to stop or significantly reduce a service the relevant town and parish councils it impacts upon should be informed at the outset.
- Any work to explore alternative options in terms of transferring responsibilities for a service away from the Council will be agreed by the relevant Executive Member and Director (or their nominee) with final decisions being taken in accordance with the Council's Constitution.

## Principle 4: Enabling more services to be delivered locally

### Policy Statements

#### Third Sector Assembly:

- The Council will use Third Sector Assembly to consult and involve voluntary and community organisations in the planning, shaping and design of services.

#### Localism:

- The Council has developed processes to deliver the Community Right to Challenge and Community Right to Bid. These can be accessed via the strategy document.

## Principle 5: Enabling employers to thrive and play an active role in their local community

### Policy Statements

#### Business Engagement

- The Council will adopt a “can do” approach when engaging with local businesses. Every effort should be made to understand and respond to their needs and issues and help create the right conditions for business growth and success in Central Bedfordshire.

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**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Award of the Central Heating Installation Contract 2013-2016  
**Report of:** Cllr Carole Hegley, Executive Member for Social Care, Health and Housing  
**Summary:** The report proposes to award the Contract for the Central Heating Installation Service 2013 -2016.

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**Advising Officer:** Julie Ogley, Director of Social Care, Health and Housing  
**Contact Officer:** Basil Quinn & Peter Joslin – Housing Asset Managers  
**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:** All wards in the South of Central Bedfordshire  
**Function of:** Executive  
**Key Decision** Yes  
**Reason for urgency/ exemption from call-in (if appropriate)** N/A

<b>CORPORATE IMPLICATIONS</b>
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<b>Council Priorities:</b>
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The actions support the Council priorities:

- Enhancing the local community
- Promoting health and wellbeing and protect the vulnerable
- Value for money

**Financial:**

1. The budget for Central Heating Installations is £1.1 m per annum for the duration of the 3 year contract. These sums are included in the Landlord Services Business Plan, which reflects the average spend on installations in recent years. Whilst this budget provision is available within the Landlord Service Business Plan, there is no obligation within the contract to spend a minimum sum with the chosen contractor, so the Council has the flexibility to adapt its strategy to meet its current priorities without financial loss. The contract evaluation is based upon an equal 50% price and 50% quality assessment to help ensure value for money from the contract.

**Legal:**

2. Standard contract documentation (Foremaster Version 6), with composite rates for completion of either a full central heating installation, boiler replacement only or renewable energy system, i.e. solar power for hot water and heat pump for main heating source.

**Risk Management:**

3. If the contract is not awarded there are risks that the central heating installation programme for 2013 and onwards will not be delivered. Homes will not be made warmer through improved heating and insulation in accordance with the Council's Housing Asset Management Strategy.

**Staffing (including Trades Unions):**

4. There is no impact on Council staff. This service is subject to a TUPE transfer of the existing staff from the current contractor providing the service to any new contractor.

**Equalities/Human Rights:**

5. Equality and diversity are key issues for all directorates within Central Bedfordshire Council. As part of the tender evaluation contractors demonstrated their compliance with the Corporate Equalities Policy and incorporate this commitment within their method statements. As part of ongoing contract monitoring arrangements the Council will check that statutory service delivery and employment requirements relating to equality are being met.
6. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**The Equality Impact Assessment (EIA) highlighted the following:**

7. The contract provides for flexibility in the layout of central heating installations, which is particularly important to facilitate accessibility for older people and those with disabilities. In planning works, items such as the height and ease of use of controls, location of radiators etc are taken into account.



8. For the tendering of this contract the timescales for completion of works have been set at 3 working days for central heating system and 5 working days for a combined heat pump and solar power system, to reduce disruption. Close contract monitoring will be required to ensure that these targets are being met and that work to achieve such targets is not impacting adversely on vulnerable tenants. The contract includes a requirement that some form of heating and hot water is to be available at the end of a working day or in the unlikely event this is not possible, that alternative facilities are provided.
9. The EIA also highlighted that although the service continually collects tenant diversity information and customer satisfaction data, there appears to be a lack of data and analysis as to the impact of planned maintenance work on specific groups. The service does not collect diversity data for those customers receiving planned maintenance work and the criteria for programming central heating works relate to the age, condition and life expectancy of the existing system, not the vulnerability of the tenant. However, when work to a property is being planned and carried out, the needs of the tenant are taken into consideration.
10. Contractual duties place an emphasis on equality and diversity, including specific requirements to ensure contractors have taken steps to achieve equality in their employment and service practice.

**Public Health:**

11. The installation of a central heating system and increased loft insulation is designed to improve the housing stock and contribute towards improving and maintaining health and wellbeing for Council housing tenants. A more efficient boiler and increased insulation should lead to a reduction in fuel poverty, as well as improved winter warmth, which will contribute towards reducing excess winter deaths.

**Community Safety:**

12. Not applicable.

**Sustainability:**

13. Recycling targets will be agreed at contract award with the contractor. In line with the Council's Housing Asset Management Strategy, contractors will be expected to demonstrate the same level of commitment to environmental sustainability as the Council. Contractors will be expected to ensure any waste from programmes is minimised.

**Procurement:**

14. The contract has been tendered in accordance with the Council's Corporate Procurement Rules.

**Overview and Scrutiny:**

15. This matter has not been considered by Overview and Scrutiny.

**RECOMMENDATION:**

**The Executive is asked to:**

- 1. award the Contract for Housing Central Heating Installation Contract to contractor A.**

<i>Reason for Recommendation:</i>	<i>So that the Council's Housing Services Central Heating Installation programme is maintained and delivered in 2013 - 2016.</i>
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**Executive Summary**

16. This report outlines the outcome of the tendering of the Housing Central Heating Installation Contract. This contract was procured using standard contract documentation (Foremaster Version 6).
17. The contract will provide improved value for money (approximately 5 % saving on the current budget and installation costs, equivalent to an additional 19 full installations that can be completed this year) and also deliver good quality customer care for our residents.
18. The new contract allows for the installation of renewable forms of power. This will be used where it is most viable, for example, in areas currently off gas, targeting residents using other expensive forms of energy, for instance, electrical storage heaters, solid fuel will be complemented with a package of other energy reducing measures. More fuel efficient heating systems, in conjunction with renewables, make a positive contribution in reducing energy bills and carbon emissions. The contract will be linked to improved insulation initiatives and education into better use of energy for Council housing tenants, as indicated in the Housing Asset Management Strategy.

**Background**

19. The existing contract for central heating installations ends in August 2013 and the Council is required to enter into new contract arrangements that will commence from September 2013.
20. This contract supports the priorities of the Housing Asset Management Strategy (HAMS) to ensure the housing stock is kept in good repair and meets tenants' current and future expectations. It specifically supports Priority 6 – Improve the energy efficiency of the housing stock, helping to reduce carbon emissions and reduce the cost of heating homes.

**21. The Contract**

- i) This is a three year contract and subject to performance and annual review.
- ii) An established Tender Documentation, called M3NHMF Schedule of rates 6.0 (Measured Term Contract), with bespoke composite codes forms the basis of the Contract.
- iii) Using this type of contract, the contractor is paid for a boiler replacement, and or full central heating installation, based on size of property. i.e. 1 bed, 2 bed etc. For renewable energy installations i.e. solar panels, this will be based on m2 area, for heat pumps this will be on the size of unit to be installed. The contractor is responsible for all design.
- iv) Agreed variation orders are then raised for any adjustment to the original works using pre-priced rates, before the contractor is paid any additional or reduced sums.

22. Although the National Housing Federation (NHF) Schedule of Rates doesn't specifically cater for continuous improvement and efficiency gains, provision has been made in the document, making it a contractual requirement for the parties to review these aspects on an ongoing basis.

**Tender Evaluation**

23. A contract advert was placed on the 26 June 2012 in an appropriate trade magazine, Plumbing and Heating News, and on the CBC website.

24. 32 pre qualification questionnaires were received on the 31 August 2012 and 11 contractors were shortlisted.

25. 5 contractors declined to tender, 6 tenders were received by the closing date and therefore evaluated.

26. The Standard Award Criteria Evaluation Model is a points system based upon 50% of the points being awarded for financial submissions and 50% of the points being awarded for quality method statement submissions/site visit. The criteria for assessment of quality covered the following specific areas: Environment; Equalities, Health & Safety, Insurances & Data Handling, Method of Delivery of the service, Resources to be allocated, Business Continuity, Quality control and Performance Management (KPI's), Customer Care and Social Values.

27. A joint evaluation panel made up of officers and tenants was established to evaluate all tender bids. The information provided in the quality method statements was reviewed and scored and 3 contractors were invited to the final site visit stage. This was to ensure that information provided in Method Statements was substantiated. The outcome of this was a contractor who meets all the quality and financial criteria and demonstrates the most economically advantageous tender.

**Appendices:**

Appendix A – Exempt report Award of the Housing Central Heating Installation Contracts 2013 - 2016

**Background Papers:** (open to public inspection) None

**Meeting:** Executive  
**Date:** 25 June 2013  
**Subject:** Quarter 4 Performance Report  
**Report of:** Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Resources

**Summary:** To report on Quarter 4 2012/13 and where possible outturn performance for Central Bedfordshire Council's Medium Term Plan indicator set.

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Advising Officer: Richard Carr, Chief Executive  
Contact Officer: Elaine Malarky, Head of Programme & Performance Management  
Public/Exempt: Public  
Wards Affected: All  
Function of: Executive  
Key Decision: No  
Reason for urgency/ exemption from call-in (if appropriate): N/A

<b>CORPORATE IMPLICATIONS</b>	
<b>Council Priorities:</b>	The quarterly Medium Term Plan performance report underpins the delivery of all Council priorities.
<b>Financial:</b>	1. None directly but the indicator set does monitor the percentage increase in Council Tax.
<b>Legal:</b>	2. None.
<b>Risk Management:</b>	3. Any areas of ongoing underperformance would be a risk to both service delivery and the reputation of the Council.
<b>Staffing (including Trades Unions):</b>	4. None

<b>Equalities/Human Rights:</b>
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5. This report highlights performance against a range of indicators which measure how the Council is delivering against its Medium Term Plan priorities. It identifies specific areas of underperformance which can be highlighted for further analysis. Whilst many of the indicators deal with information important in assessing equality, it is reported at the headline level in this report.
6. To meet the Council's stated intention of tackling inequalities and delivering services so that people whose circumstances make them vulnerable are not disadvantaged, performance data for indicators in this set is supported by more detailed performance data analysis at the service level and this is used to support the completion of equality impact assessments. These impact assessments provide information on the underlying patterns and trends for different sections of the community and identify areas where further action is required to improve outcomes for vulnerable groups.

**Public Health**

7. The indicator set includes an indicator monitoring the percentage of 40 to 74 year olds offered a health check.

**Community Safety:**

8. The levels of Serious Acquisitive Crime and anti-social behaviour are included in the indicator set.

**Sustainability:**

9. Included in the indicator set are abroad range of indicators relating to sustainability including those covering employment, access to broadband, library usage, active recreation and waste.

**Procurement:**

10. Not applicable

**Overview and Scrutiny:**

11. This report will be presented to the Overview and Scrutiny committees during their July 2013 cycle of meetings.

**RECOMMENDATION:**

**The Executive is asked to:**

1. **Acknowledge the continuing overall strong performance in Quarter 4 for the indicators being used to help support monitoring of progress against the Medium Term Plan priorities and to recommend officers to further investigate and resolve underperforming indicators as appropriate.**

<i>Reason for Recommendation:</i>	<i>To ensure a rigorous approach to performance management across Central Bedfordshire Council.</i>
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## Executive Summary

12. This report focuses on the indicators that support the monitoring of progress against the priorities in the Medium Term Plan. The Overview section of this report provides an update on performance for these indicators and is supported in Appendix A by more detail on each individual indicator.

## Introduction

13. As this report covers the close of Quarter 4, the report is able to cover outturn data for some indicators and as in previous reports it also includes latest data for those indicators with significant data lag.

## Overview

14. The performance indicators being reported this quarter continue to show good performance across the priorities that they cover with fourteen of the nineteen indicators scored this quarter being reported scored as Green. In the small number of cases where there is under-performance external factors continue to play a part. This is particularly true in terms of the employment rate (A2 MTP) and the percentage of young people who are not in education, employment or training (B2 MTP) where the economic climate continues to affect performance. Equally the fall in the percentage of waste sent for reuse, recycling and composting fell in Quarter 3 (latest data) as a direct result of the bad weather and reduced green waste collected from the kerbside or deposited at Household Waste Recycling Centres (E1 MTP).
15. The Medium Term Plan indicator set comprises of twenty eight indicators. These indicators are grouped in Appendix A into the priorities that they monitor. As some directorates support more than one priority and priorities are shared across directorates, the directorate commentary section of this report details which indicators align to each directorate.
16. Page 2 of Appendix A provides an overview of performance for each of the indicators in the Medium Term Plan indicator set. Due to some indicators only being reported annually, and others for which there is data lag, the overview sheet also indicates which of the indicators are being reported this quarter and the time period that is being reported. Of those indicators being reported this quarter it has been possible to RAG score 19. (Appendix A).

Rag Status	Quarter 4	19 indicators
Green	Fourteen (73.7%)	<ul style="list-style-type: none"> <li>○ 5 with improved performance.</li> <li>○ 9 showing no change / new indicator</li> </ul>
Amber	Three (15.8%)	<ul style="list-style-type: none"> <li>○ 1 with improved performance.</li> <li>○ 2 with declining performance</li> </ul>
Red	Two (10.5%)	<ul style="list-style-type: none"> <li>○ 1 with improved performance.</li> <li>○ 1 with declining performance.</li> </ul>

17. Consistent with previous Quarters there continue to be a high proportion of indicators scored as Green in Quarter 4, this evidences that the Council continues to perform well across a wide range of services and Medium Term Plan priorities. It is also encouraging as some of these indicators are reporting outturn performance this quarter. The indicators scored as Green are:
  1. % of residential development applications of 10 or more units with CABE excellent design status. (A3 MTP)
  2. Number of Serious Acquisitive Crimes. (A4 MTP)
  3. Number of educational and training opportunities for young people made available in the Autumn. (B3 MTP)
  4. Published Ofsted school and college classifications. (B4 MTP)
  5. Protecting Vulnerable Adults. (C1 MTP)
  6. Number of additional 'Extra Care' flats provided. (C2 MTP)
  7. Percentage of decent homes (Council stock). (C3 MTP)
  8. Number of Village Care schemes in operation. (C4 MTP)
  9. Percentage of council commissioned dementia care classed as 'good' or 'excellent'. (C5 MTP)
  10. Percentage of 40 to 74 year olds offered a health check. (C7 MTP)
  11. Percentage of referrals of children in need that led to initial assessments. (C8 MTP)
  12. Percentage of child protection cases which should have been reviewed during the year that were reviewed. (C10 MTP)
  13. Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted. (C11 MTP)
  14. Percentage increase in Council Tax. (F1 MTP)
18. Within these Green indicators it is worth pointing out the following:
19. The percentage of approved applications for residential developments of ten or more units having CABE excellent design status has been maintained at 100% throughout 2012/13 and involves 17 separate residential developments. (A3 MTP)
20. Despite a rise in the rate of Serious Acquisitive Crime in Quarter 4 2012/13 there was a significant fall in the overall rate for the year, which at 9.9 crimes per 1,000 population more than achieved the target of 13.3 crimes, and was the second successive decrease in the crime rate. (A4 MTP)
21. The overall proportion of schools being classified as good or outstanding has remained stable over the last three years. Published inspection outcomes at the close of Quarter 4 show that 80% of school and colleges are either 'Good' or 'Outstanding'. (B4 MTP)
22. The percentage Council housing stock meeting the Decent Homes Standard continued to meet its target, reaching 100% in Quarter 4. (C3 MTP)
23. The percentage of 40 to 74 year olds offered a health check exceeded the target (107%) with 25,769 people offered a check against a target of 24,058. (C7 MTP)



24. Provisional outturn data for the percentage of referrals of children in need that led to initial assessments at 80.3% not only achieved the target of 75% but also tells us that we are continuing to focus correctly on the children who need our services. (C8 MTP)
25. The percentage of child protection cases which should have been reviewed during the year that were reviewed remains at 100% helping to ensure good quality interventions are in place to keep children safe and protected. (C10 MTP)
26. The indicators scored as Amber and showing improving performance is:
  - The Children's Services indicator monitoring the percentage of initial assessments undertaken within ten working days of referral. Here the provisional outturn is just 0.3% below target at 84.7%. The data is currently being validated as part of the year end process and it is possible that the target may actually have been achieved. (C9 MTP)
27. The other two indicators scored as Amber are both showing declining performance:
  - The first of these relates to the number of young people not in education, employment or training (NEET). The number of young people who are NEET in Central Bedfordshire is increasing as in the adult population. The latest data which looks at the average for November, December and January each year, shows that the percentage NEET increased from 3.9% in 2011 to 4.6% in 2012. This places Central Bedfordshire just outside the top quartile so it has been scored as Amber. However Central Bedfordshire is performing better than both the national average (5.8%) and the regional average (5.6%). (B2 MTP)
  - Provisional data for Quarter 3 for the percentage of household waste sent for reuse, recycling or composting shows a dip in performance to 49.1% compared to 54.8 in Quarter 2, hence the Amber scoring. The dip in performance is a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing growth. Improvements to HWRCs and existing collection, treatment and disposal contracts will see performance improve. (E1 MTP)
28. Of the two indicators scored as Red, one is showing improving performance, and the other declining performance. Looking first at the one showing improving performance:
  - This relates to the percentage of Social Care clients receiving self directed support, which has continued to increase to 72.8% (provisional data). Whilst the challenging target of 100% has not been achieved, it is pleasing to report that the revised national target of 70% has been exceeded. The target for 2013/14 will continue to challenge the service but will take into consideration the number of customers who receive services that would not be delivered through a personal budget (e.g. equipment). (C6 MTP)

29. The indicator scored as Red and showing declining performance is:
- The latest data on the number of people in employment aged 16 to 64 shows a fall from June 2012 (125,900) to 122,700 in September 2012. Whilst this means that Central Bedfordshire's employment rate is 3.6% higher than the national average, we have fallen behind our target of being 5% higher than the national average. The Council is working hard to ensure that we get back on target by engaging with existing employers, attracting new business and investors into the area, as well as operating work clubs. Progress in this area of work will be enhanced by the creation of the new Regeneration and Business Support Directorate. (A2 MTP)
30. The following sections of this report look at the performance of individual directorates. A table is provided above each directorate summary detailing the relevant indicators, broken down by Medium Term Plan MTP priority.

## DIRECTORATE SUMMARIES

### Social Care, Health & Housing

31.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 1 MTP</b>	Protecting Vulnerable Adults	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>C 2 MTP</b>	Number of additional 'Extra Care' flats provided	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>C 3 MTP</b>	Percentage of decent homes (Council stock)	Quarterly	Outturn 2012/13	↑	<b>G</b>
<b>C 4 MTP</b>	Number of Village Care schemes in operation	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>C 5 MTP</b>	Percentage of council commissioned dementia care classed as 'good' or 'excellent'.	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>C 6 MTP</b>	Clients receiving self directed support	Quarterly	Outturn 2012/13	↑ Provisional	<b>R</b> Provisional

32. The Directorate's performance for the Medium Term Plan priority of "Promote health and wellbeing and protecting the vulnerable" has proved to be strong throughout the year, with only one target not being achieved.
33. Whilst the challenging target of 100% of customers receiving self-directed support (C1 MTP) has not been achieved, it is pleasing to report that the revised national target of 70% has been exceeded. The number of customers has continued to increase throughout the year with 3,175 customers now receiving a personal budget, an increase of 871 during 2012/13. 1,069 of these customers are in receipt of direct payments, to enable them to manage their own support needs.

- 34. The target for 2013/14 will continue to challenge the service, but will also take into consideration the number of customers who receive services that would not be delivered through a personal budget (e.g. equipment).
- 35. The Decent Homes standard for Council owned housing has been achieved again. (C3 MTP).
- 36. Progress has been maintained in the other targets including the positive external audit report on safeguarding recording, continuing progress on the delivery of the extra-care units in Dunstable and Leighton Buzzard and the successful launch and implementation of the dementia accreditation and incentive scheme.

**Public Health**

37.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 7 MTP</b>	Percentage of 40 to 74 year olds offered a health check	Quarterly	Outturn 2012/13	↑	<b>G</b>

- 38. It is encouraging to see that despite 2012/13 being a year of considerable change for Public Health, performance against its basket of corporate indicators has been strong. Included in this basket is the Medium Term Plan indicator measuring the number of health checks offered to those aged 40 to 74 years of age.
- 39. The number of health checks offered in 2012/13 at 25,769 exceeded the Medium Term Plan target of 24,058 and is 4,300 higher than the number offered in 2011/12. This has involved the Public Health Team working closely with GP practices that had previously missed their health check targets, supported by an increase in the number of checks offered in community settings such as the Dunstable Travel Hub and workplaces. This increased activity however has not translated into a rise in the number of health checks delivered, which at 10,487 remains consistent with 2011/12. National evidence suggests that the economic climate could be playing a part as people become more focused on immediate financial concerns rather than longer term health issues. It is also possible that having run the health check scheme now for three years that there is a growing number of repeat offers to those not taking up the offer in previous years and that many of these people may be more challenging to encourage to take up the offer. The Public Health Team are working closely with the Communications Team to further raise the profile of the importance of taking up the offer of a health check.

## Children's Services

40.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Improved educational attainment</b>					
<b>B 1 MTP</b>	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths	Annually in Quarter 3			
<b>B 2 MTP</b>	Percentage of young people who are not in education, employment or training. (NEET)	Annually in Quarter 4	3 month average	↓	<b>A</b>
<b>B 3 MTP</b>	Number of education and training opportunities for young people made available in the Autumn.	Annually in Quarter 4	Sept - Dec 2012	N/A	<b>G</b>
<b>B 4 MTP</b>	Published Ofsted school and college classifications	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>Promote health and wellbeing and protect the vulnerable</b>					
<b>C 8 MTP</b>	The percentage of referrals of children in need that led to initial assessments	Quarterly	Quarter 4 2012/13	↑	<b>G</b>
<b>C 9 MTP</b>	Percentage of initial assessments within ten working days of referral	Quarterly	Quarter 4 2012/13	↑	<b>A</b>
<b>C10 MTP</b>	Percentage of child protection cases which should have been reviewed during the year that were reviewed.	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>C11 MTP</b>	Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted.	Quarterly	Quarter 4 2012/13	↑	<b>G</b>

41. The number of young people who are Not in Education, Employment or Training (NEET) in Central Bedfordshire is increasing, as is worklessness in the adult population. Currently Central Bedfordshire is 40<sup>th</sup> out of 152 Authorities in relation to performance on NEET, i.e. in the second quartile. To be in the top quartile Central Bedfordshire needs to be in the top 38 performing authorities. Key actions to enhance the tracking of young people and support to them are being further developed and implemented.
42. There are sufficient education and training places available in Central Bedfordshire for young people in the year 12-14 cohort (i.e. those aged 16-19). 5169 education and training opportunities were made available during the autumn.
43. Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter 4 published inspection outcomes show that 80% of schools and colleges are either 'Good' or 'Outstanding'.

44. Sandy Upper School was inspected on 13<sup>th</sup> February 2013 and judged to require special measures. A Statement of Action has been completed to address the 4 key priorities of 'Improving Leadership and Management', 'Improving Teaching', 'Improving student achievement, particularly in English and Maths' and 'Improving Governance'. The Council's support for the school was recognised by the inspectors as was the fact that plans for the school to become an Academy were on-going. This support has been enhanced to ensure the school successfully addresses the issues raised. The school is rigorously addressing the identified issues.
45. Performance in relation to children's safeguarding indicators is good. Three of the four safeguarding indicators have met Quarter 4 and end of year targets.
46. The fourth safeguarding indicator is very close to target. Provisional end of year results show that the percentage of initial assessments completed in 10 days is just 0.3% below target as a result of the dip in performance in Quarter 2. Monthly monitoring within Children's Services has demonstrated performance above target since August, when the causes underlying the Quarter 2 reduction in performance were identified and addressed. The information in this report is provisional and generated before all data has been verified. It is possible that the final outturn will be slightly higher or lower and the target might be achieved.

### Sustainable Communities

47.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
<b>A 2 MTP</b>	Central Bedfordshire's Employment rate.	Quarterly	Latest data Sept 2012	↓	<b>R</b>
<b>A 3 MTP</b>	% of approved residential development applications of 10 or more units having CABE excellent design status	Quarterly	Quarter 4 2012/13	↔	<b>G</b>
<b>A 4 MTP</b>	Number of Serious Acquisitive Crimes.	Quarterly	Quarter 4 2012/13	↑	<b>G</b>
<b>A 5 MTP</b>	Number of recorded Anti-social Behaviour incidents.	Quarterly	Quarter 4 2012/13	Monitor only	Monitor only
<b>Better infrastructure</b>					
<b>D 1 MTP</b>	Percentage resident satisfaction with road and pavement repairs	Quarter 1 & Quarter 2			
<b>D 2 MTP</b>	Percentage of Central Bedfordshire with access to superfast broadband	Annually in Quarter 4	Outturn 2012/13	Monitor only	Monitor only
<b>D 3 MTP</b>	Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annually in Quarter 4	Outturn 2012/13	Monitor only	Monitor only

48.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Great universal services</b>					
<b>E 1 MTP</b>	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Quarter 2 & 3 2012/13 provisional	↓	<b>A</b> Provisional
<b>E 2 MTP</b>	Percentage of adults in Central Bedfordshire taking part in sport or active recreation. (APS)	Quarter 1 & Quarter 3			
<b>E 3 MTP</b>	Satisfaction of adults with library services	Annually in Quarter 1			
<b>E 4 MTP</b>	Number of visits to libraries	Annually in Quarter 1			

49. Across the board, Sustainable Communities continues to deliver high performance across a wide range of indicators that supports the delivery of the Medium Term Plan.
50. The Economic Growth indicators continue to show the impact of the economic downturn but the service continues to perform well in its response to the challenges. The area continues to attract significant commercial investment interest in both existing and new enterprises. The Council has undertaken 30 high level visits this year to some of the top local businesses in our area to understand how best it can help them. Internally we have trained 116 business facing Council officers to gain a better awareness of business needs in providing corporate service to them.
51. Close working relationships have been forged with Center Parcs UK who will be opening the new Woburn Center Parcs Village in Summer 2014 supporting local procurement of goods and services and local recruitment plans. The construction of new business incubation facilities such as the Incuba Centre at Dunstable is now well underway and will open in September 2013. Over 100 new business start up have been supported by the Council and its partners and the new Business Timebank service continues to offer free business advice through a growing panel of professional business advisers across the area.
52. Skills are a key driver of economic growth and new web pages help individuals on the pathway to employment and our own services have been reviewed and focussed on employability and helping adults into work and young people to progress into work by working to ensure that education and training better matched employer needs through the delivery of the All Age Skills Strategy



53. The Adult Skills & Community Learning Service has implemented a new service delivery model to focus on these priorities. The Ofsted Learner View Survey (01 November to the 31 January 2013) reported that:- 96% of learners said the course/programme met their needs
  - 100% said that they received the support they need to help them progress
  - 97% agreed that their lessons/training sessions are well taught
  - 94% agreed that they were given feedback that helps them to improve
  - 95% that the course/programme was preparing them to progress to their next step
  - 100% would recommend this provider to a friend
54. The Bedfordshire European Social Fund (ESF - 2007-2013) funding programme is matched, managed and administered by Central Bedfordshire Council. The programme delivered in 2012/13 supported 1,180 adults into employment and training and 180 fourteen to nineteen year olds to stay in education and progress into employment or further training.
55. CBC's planning policy quality standards continue to ensure that all approved applications with 10 or more houses meet the CABE design standard and the number of affordable homes created has exceeded its target of 300 by 18.
56. Houghton Regis area, including developments like the A5-M1 link, the Woodside connection, the busway, development north of Houghton Regis and a new Rail Freight Interchange. Final adoption is expected in February 2014.
57. The Gypsy and Traveller Local Plan was considered at Executive to approve the total number of pitches and plots required to 2031, followed by Council on 18 April. A public consultation is taking place between May and June 2013, where residents can offer feedback. The Plan is scheduled to be adopted in July 2014.
58. Following the hearings into the Minerals and Waste Local Plan: Strategic Sites and Policies for Bedford, Central Bedfordshire, and Luton in January 2013, the Joint Authorities have prepared the Proposed Modifications for public consultation for a period of six weeks commencing on 2 April 2013.
59. 2012/13 has seen significant reductions in Serious Acquisitive Crime. The Integrated Offender Management Programme has shown encouraging results with the nominated cohort of offenders re-offending rates reduced. This, along with the significant overall reduction in recorded crime, shows the importance of the Community Safety Partnership working with prolific offenders.
60. The Community Safety Team continues to work with partners through a new Anti-Social Behaviour Risk Assessment Conference, to put the needs of victims of anti-social behaviour first. The conference, which has been running on a monthly basis since September, considers the cases of victims at high risk of anti-social behaviour and puts interventions in place to improve the situation.

61. CBC was awarded £4.9M of funding from the Department of Transport's Local Sustainable Transport Fund. Our 'Smarter Routes to Employment' scheme aims to relieve transport congestion and boost economic growth by promoting sustainable travel in the Dunstable, Houghton Regis and Leighton Buzzard areas. It will support the local economy by providing residents and businesses with a better choice of local journeys which will reduce car use, cut costs and improve health. The official launch took place in September at the Grove Theatre and highlighted activities supporting the delivery of the project, including:
  - 'Wheels to Work' a scheme from Bedfordshire Rural Communities Charity to loan bikes and scooters to young people to help them access education, training and employment.
  - The establishment of the Active Travel Hub in Dunstable town centre, providing the focus for information and promotion.
62. The presentation of the Prince Michael International Road Safety Awards took place in December, where officers from the Highways Service Delivery Team and Road Safety Team were presented with their Award. Working in partnership with Amey, the team's approach to improving road safety by focussing on particularly vulnerable groups has contributed towards a 33% reduction in casualties this year.
63. Work to enhance the Hitchin Street area in Biggleswade was completed. The improvements are aimed at making the shopping area more attractive and creating a space that can be safely shared by pedestrians, cyclists and motorists. The scheme is one of the key improvement projects outlined in the Biggleswade town centre strategy and Masterplan.
64. A Masterplan which will guide the development of a site in Flitwick was adopted at the December meeting of the Executive. The Masterplan proposes that the site at Steppingley Road and Froghall Road will provide up to 400 new homes, including affordable housing and housing to support an ageing population. It also includes employment land to increase job opportunities locally.
65. The first year of the two year Library Modernisation Programme was completed with Shefford library re-opening on 23 February. All the Council twelve libraries have now have self service (RFID) technology installed. In the next two years, £850k will be invested in updating buildings, self-service technology, developing the online library and piloting library access points in rural communities. Each library as part of the Library Strategy has a detailed route map suggesting the areas for continued development that guide investment decisions.
66. The Leisure Facility Strategy was considered at Executive in January 2013. It will provide clear direction for Council policy and capital investment which aims to ensure we create sustainable communities and provide high quality facilities for our residents to take part in regular physical activity. This includes the proposal for a new Leisure Centre in Flitwick.



67. The Council approved a £1.1m capital investment in Astral Park community pavilion on 18 March. Astral Park is currently a local site for junior football and this will help build a new community pavilion and parking. The total scheme, which is being led by Leighton Lincolne Town Council, is set to cost £1.3m, with the Town Council contributing £200k. The £1.1M will come from developed contributions and will be delivered on a phased basis.
68. The new residual waste treatment and disposal contract for the north commenced October 12 and is starting to show significant improvements in recycling rates and waste sent to landfill. The target in the MTP is to reach 60% recycling by 2020 which is being delivered through improvements to existing collection and HWRC contracts, the new interim residual treatment and disposal contracts and also the BEaR project which will provide 1 new and 3 improved Household Waste Recycling Centres, recovery of recyclables from residual waste, processing of organic waste and the roll out of food waste collection to the south of CBC.

**Corporate Services – Resources**

69.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Value for money</b>					
<b>F 1 MTP</b>	Percentage increase in Council Tax	Annually in Quarter 4	Outturn 2012/13	↔	<b>G</b>

70. Following no increase in Central Bedfordshire Council's element of the Council Tax bill for 2012/13, the Council has again agreed no increase in its element of the bill for 2013/14. The Council has worked hard to ensure there was no increase despite pressures in terms of rising energy costs and increased customer demand on services such as Social Care. Continued work to make services as efficient as possible through new ways of working such as 'Customer First' combined with the remodelling of some services has enabled this to be achieved. (F1 MTP)

**Corporate Services - People and Organisation**

71.

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
<b>A 1 MTP</b>	Percentage of residents who find Central Bedfordshire a nice place to live.	Quarter 1 & Quarter 2			

72. This indicator will next be reported in the Quarter 1 2013/14 performance report, when the results of the Resident's Tracker Survey undertaken in April 2013 will be available. (A 1 MTP).

**Appendices:** Appendix A (Exec) – High level summary table of the Quarter 4 Performance Indicators and supporting performance information.

**Background Papers:** (None)

**Location of papers:**

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**Appendix A - Quarterly Performance Report**

**Medium Term Plan Indicators**

**Quarter 4 2012/13**

Report comparison - Depends on the nature of the indicator		Performance Judgement			
		Direction of travel (DoT)	RAG score (Standard scoring rules unless the indicator specifies alternative scoring arrangements)		
<b>Seasonal</b>	Compared to the same time period in the previous year	↓	Performance is reducing	<b>R</b>	RED - target missed / off target - Performance at least 10% below the required level of improvement
<b>Quarter on quarter</b>	Compared to the previous quarter	↔	Performance remains unchanged	<b>A</b>	AMBER - target missed / off target - Performance less than 10% below the required level of improvement
<b>Annual</b>	Compared to one fixed point in the previous year	↑	Performance is improving	<b>G</b>	GREEN - Target achieved or performance on track to achieve target

Overview of performance

Ref	Indicator	Performance will be reported:	Performance information being reported this quarter		
			Time period	Performance	
<b>Enhance your local community</b>					
A 1 MTP	Percentage of residents who find Central Bedfordshire a nice place to live.	Quarter 1 & Quarter 2			
A 2 MTP	Central Bedfordshire's Employment rate (People in employment aged 16 to 64)	Quarterly	Latest data Sept 2012	↓	R
A 3 MTP	% of approved residential development applications of 10 or more units having CABE excellent design status	Quarterly	Outturn 2012/13	↔	G
A 4 MTP	Number of Serious Acquisitive Crimes.	Quarterly	Outturn 2012/13	↑	G
A 5 MTP	Number of recorded Anti-social Behaviour incidents.	Quarterly	Quarter 4 2012/13	Monitor only	Monitor only
<b>Improved educational attainment</b>					
B 1 MTP	Achievement of 5 or more A* - C grades at GCSE or equivalent including English and Maths	Annually in Quarter 3			
B 2 MTP	Percentage of young people who are not in education, employment or training. (NEET)	Annually in Quarter 4	3 month average	↓	A
B 3 MTP	Number of education and training opportunities for young people made available in the Autumn.	Annually in Quarter 4	Sept - Dec 2012	New	G
B 4 MTP	Published Ofsted school and college classifications	Quarterly	Quarter 4 2012/13	↔	G
<b>Promote health and wellbeing and protect the vulnerable</b>					
C 1 MTP	Protecting Vulnerable Adults	Quarterly	Quarter 4 2012/13	↔	G
C 2 MTP	Number of additional 'Extra Care' flats provided	Quarterly	Quarter 4 2012/13	↔	G
C 3 MTP	Percentage of decent homes (Council stock)	Quarterly	Outturn 2012/13	↑	G
C 4 MTP	Number of Village Care schemes in operation	Quarterly	Quarter 4 2012/13	↔	G
C 5 MTP	Percentage of council commissioned dementia care classed as 'good' or 'excellent'.	Quarterly	Quarter 4 2012/13	↔	G
C 6 MTP	Clients receiving self directed support	Quarterly	Outturn 2012/13	↑ Provisional	R Provisional
C 7 MTP	Percentage of 40 to 74 year olds offered a health check	Quarterly	Outturn 2012/13	↑	G
C 8 MTP	The percentage of referrals of children in need that led to initial assessments	Quarterly	Outturn 2012/13	↑	G
C 9 MTP	Percentage of initial assessments within ten working days of referral (Children's Services)	Quarterly	Outturn 2012/13	↑ Provisional	A Provisional
C10 MTP	Percentage of child protection cases which should have been reviewed during the year that were reviewed	Quarterly	Outturn 2012/13	↔	G
C11 MTP	Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted.	Quarterly	Outturn 2012/13	↑	G
<b>Better infrastructure</b>					
D 1 MTP	Percentage resident satisfaction with road and pavement repairs	Quarter 1 & Quarter 2			
D 2 MTP	Percentage of Central Bedfordshire with access to superfast broadband	Annually in Quarter 4	Outturn 2012/13	↑	Monitor only
D 3 MTP	Percentage of Central Bedfordshire with access to at least 2Mb broadband	Annually in Quarter 4	Outturn 2012/13	↑	Monitor only
<b>Great universal services</b>					
E 1 MTP	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Quarter 2 & 3 2012/13 Provisional	↓ Provisional	A Provisional
E 2 MTP	Percentage of adults in Central Bedfordshire taking part in sport or active recreation (Active People Survey)	Quarter 1 & Quarter 3			
E 3 MTP	Satisfaction of adults with library services	Annually Quarter 1			
E 4 MTP	Number of visits to libraries	Annually in Quarter 1			
<b>Value for money</b>					
F 1 MTP	Percentage increase in Council Tax	Annually in Quarter 4	Outturn 2012/13	↔	G

A2 MTP												The number of people in employment (Aged 16 to 64)		Latest comparator group average		Report comparison		Quarter on quarter		Performance Judgement	
Unit		2010/11		2011/12				2012/13				Qu 4		Qu 3		Qu 2		Qu 1		Target (Outturn)	
Good is		Outturn (APR 10 TO MAR 11)		Qu 1		Qu 2		Qu 3		Qu 4		Qu 1		Qu 2		Qu 3		Qu 4		SEP 12	
Number		125,000 (5.7% above)		126,300 (6.6% above)		125,000 (5.7% above)		125,100 (5.9% above)		126,700 (7.2% above)		128,000 (7.1% above)		126,400 (6.4% above)		125,900 (6.0% above)		122,700 (3.6% above)		122,700 (3.6% above)	
		No target set		126,300 (6.6% above)		125,000 (5.7% above)		125,100 (5.9% above)		126,700 (7.2% above)		128,000 (7.1% above)		126,400 (6.4% above)		125,900 (6.0% above)		122,700 (3.6% above)		122,700 (3.6% above)	
		5% above National Average		126,300 (6.6% above)		125,000 (5.7% above)		125,100 (5.9% above)		126,700 (7.2% above)		128,000 (7.1% above)		126,400 (6.4% above)		125,900 (6.0% above)		122,700 (3.6% above)		122,700 (3.6% above)	

**Comment:** This indicator is part of the official labour market statistics provided by the Office of National Statistics and is the most reliable data available. However, this indicator uses an average for the year to the close of the quarter and the data is only available at least six months in arrears. This indicator is used by the Environment and Economy Thematic Partnership and will only be delivered through joint working between the partners. Additionally, the Medium Term Plan highlights the target for Central Bedfordshire to maintain an employment rate 5% points above the national (England) level.

The number of people in employment has fallen by 3,200 people in Quarter 4. This equates to an employment rate of 74.3% which while a decrease from the previous quarter (76.4%) is still above national levels. However the rate is now the same as the regional level and slightly lower than SEMLEP level. The fall between quarters is due to continuing economic uncertainties and within Central Bedfordshire there has been an increase of those who are economically inactive and do not want a job. The Council is currently undertaking further research into barriers key groups may experience as part of our efforts to support residents into employment.

The Council is working hard to ensure that the number of people in employment remains 5% above the national average. This is being achieved through engaging with existing employers, attracting new businesses and investors into the area to increase local job opportunities and implementing the All Age Skills Strategy. The Council is also operating a number of work clubs to support local residents back into employment, these have supported over 1000 people to date.

A3 MTP												Percentage of approved applications for residential developments of ten or more units having CABE excellent design status															
Unit		Good is		Baseline 2011/12				Actual 2012/13				Latest comparator group average		Report comparison		Seasonal		Performance Judgement									
%		All data is cumulative for the financial year to the close of the quarter		Qu 1		Qu 2		Qu 3		Qu 4 / Outturn		Qu 1		Qu 2		Qu 3		Qu 4 / Outturn		N/A		↔		G			
Number of approved residential developments of ten or more units		100		1		5		1		1 / Outturn 8		6		4		3		4 / Outturn 17									
Number of approved residential developments of ten or more units having CABE excellent design status		100		1		5		1		1 / Outturn 8		6		4		3		4 / Outturn 17									
Percentage of approved applications with CABE excellent design status		Target		100		100		100		100		100		100		100		100									
		Actual		100		100		100		100		100		100		100		100									
		Performance remains at 100 percent in Quarter 4 of 2012/13.																									

This indicator assesses residential developments of ten units or more against the Commission for Architecture and the Built Environment (CABE), Building for Life Design Quality Criteria. It covers the functionality, design and sustainability of buildings. It uses twenty questions to evaluate the quality of new housing developments, with planning proposals assessed against the following headings: Environment and Community; character; streets, parking and pedestrianisation and design and construction. Each planning application which falls within the criteria is assessed as part of the determination process.

CABE in partnership with Home Builders Federation and Design for Homes have launched an updated version of Building for Life, called Building for Life 12. This reflects the Council's Adopted Local Design Guidance and our vision of what new housing developments should be: attractive, functional and sustainable places. It is based on the new National Planning Policy Framework and the Government's commitment to build more homes, better homes and involve local communities in planning

Assessments against Building for Life 12 criteria are being carried out on applications for residential developments of 10 or more units validated from 1 January 2013. There were none of these applications validated after 1 January 2013 that were determined during the period 1 January 2013 to 31 March 2013 – Quarter 4.

A 4 MTP																				
Number of serious acquisitive crimes																				
Unit	Good is	Low	2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	↑	G
			Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1						
Rate per 1,000 population			13.1	2.8	2.6	2.9	2.3	10.6	13.3	2.0	2.0	2.7	3.2	9.9						
<p><b>Comment:</b> Serious acquisitive crime (SAC) includes domestic burglary, robbery, theft of motor vehicle and theft from motor vehicle. Reducing SAC remains as a priority for Bedfordshire Police and longer term reduction plans are being developed with Community Safety Partnership (CSP) partners and town councils to make further progress.</p> <p>Quarter 4 has seen an increase of 157 recorded crimes when compared to the same time period last year. The number of robbery offences in Quarter 4 was lower than the same time period in the previous year. However, increases were seen in all other SAC offences, with the number of domestic burglaries increasing by 121 offences, theft of motor vehicles by 11 offences and theft from motor vehicles offences by 34. Increases in burglary have mainly been to the south of the area with increases in Houghton Regis and Leighton Buzzard.</p> <p>Between April 2012 – March 2013 there were 2465 recorded SAC offences, this is a decrease of 258 offences compared to the previous year and has exceeded the MTP target of reducing serious acquisitive crime by 10% by 2016 (2980 recorded SAC offences).</p>																				

A 5 MTP																				
Number of recorded Anti-social Behaviour incidents																				
Unit	Good is	Low	2010/11				2011/12				2012/13				Latest comparator group average	Report comparison	Seasonal	Performance Judgement	Monitor only	Monitor only
			Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Qu 1						
Target 2011/12 outturn -2.5%																				
Actual number of recorded incidents			12,132	3,031	2,898	2,499	2,292	10,720	2,530	2,833	1,843	1,796 Estimate	NA							
<p><b>Comment:</b> In July 2012 Bedfordshire Police started a triage process for all ASB incidents following their HMIC inspection where it was highlighted that a number of incidents were incorrectly recorded, for example, recording an incident of criminal damage as ASB. The triage process involves the police call handlers asking a number of questions to identify that the incident is ASB and to establish levels and frequency of ASB incidents being experienced. The process started in Luton and was then rolled out in later months to Bedford and Central.</p> <p>The police have indicated that this new triage process is likely to lead to up to 30% less recorded incidents of ASB due to the more robust nature of this process. This correlates with the significant decrease seen in ASB incidents in Quarter 3. This now means that 12 months data using the new robust method is required to establish an accurate baseline. Potentially this will also lead to corresponding increase in recorded incidents of crime, although it is not anticipated that this would impact significantly on serious acquisitive crime figures. From mid March 2013 no ASB incident data has been provided by Bedfordshire Police due to ICT issues with their new incident recording system. Bedfordshire Police IT are working on this issue and hope to have it resolved shortly. The Quarter 4 data has therefore been extrapolated to provide an estimated Quarter 4 figure.</p> <p>Partnership working on ASB continues to be proactive as does the links with the Troubled Families Programme. Key offenders continue to be targeted and victims supported through the Anti Social Behaviour Risk Assessment Conference (ASBRAC) process, and the Community Safety Partnership has provided additional mediation services to address lower level ASB issues where the parties are prepared to engage.</p>																				



Improved educational attainment

B 2 MTP		The percentage of young people who are not in education, employment or training. (NEET)								
Unit	Good is		2011	2012*	Latest comparator group average	5.8 2012 All England average	Report comparison	Seasonal	Performance Judgement	
%	Low		Using the average for November 11, December 11 and January 2012 Reported in Quarter 4 report 2011/12	Using the average for November 12, December 12 and January 2013 Reported in Quarter 4 report 2012/13						
Percentage who are NEET in Central Bedfordshire		16 to 18 population Number who are NEET**	8,407	8,471						
		Percentage	3.9	4.6						
		Best performing	0.9	0.3						
		Average	6.2	5.8						
		Worst performing	11.8	10.5						
		Target to be in the top 25% of authorities	Top quartile	2 <sup>nd</sup> Quartile						
<p><b>Comment:</b> The number of young people who are NEET in Central Bedfordshire is increasing as is the adult population. Currently Central Bedfordshire is 40<sup>th</sup> out of 152 Authorities in relation to performance on NEET – moving from top quartile to second quartile. To be in the top quartile Central Bedfordshire needs to be in the top 38 performing authorities. Key actions to enhance the tracking of young people are being developed and implemented.</p> <p>An amber rating has been given as Central Bedfordshire falls just outside of the top quartile but is performing better than both the National average (5.8%) and our regional average (5.6%).</p> <p>74% of our NEET cohort do not have A*-C in English and Maths. A further 12% have a GCSE A*-C in either English or Maths. Many of these young people are interested in securing employment however they require key functional skills, life skills and work experience to become job ready, enabling them to realistically secure sustainable employment. (See B3 MTP.)</p> <p>Within Central Bedfordshire there is a 10% reduction in young people going in to Higher Education compared to last year comparative figures from statistical neighbours are currently not available.</p> <p>Also monitored is the percentage of care leavers at age 19 who are engaged in education, employment or training which as at 31 March 2013 is 37.5%. Special provision is being commissioned for this group.</p>										

Figures for this indicator are calculated annually using the average value for the months of November, December and January combined.

\* Unvalidated data provided by DFE

\*\* Based on the adjusted NEET- which includes a proportion of the unknown young people

A



B 3 MTP												
Educational and training opportunities for young people												
Unit Number	Good is High	2011/12 Reported Qu4 2011/12	2012/13 Reported Qu4 2012/13	2013/14 Reported Qu4 2013/14	2014/15 Reported Qu4 2014/15	2015/16 Reported Qu4 2015/16	Latest comparator group average	Report comparison	Annual	Performance Judgement	New	
B3 MTP - Number of education and training opportunities made available during the Autumn		Target	-				B 3	N/A				G
		Actual	5169									
<p><b>Comment:</b> There are sufficient education and training places available in Central Bedfordshire for young people in the year 12-14 cohort (i.e. those aged 16-19). The reported figure of 5169 for Central Bedfordshire relates to school sixth form*, further education college* and training (Central Bedfordshire Council – Commissioning) opportunities.</p> <p>Numbers of Central Bedfordshire young people accessing education and training opportunities are included. It is important to note however that the numbers below include opportunities accessed outside of Central Bedfordshire:</p> <ul style="list-style-type: none"> <li>• In education - <b>5429</b></li> <li>• In employment with training – <b>544</b> (includes <b>371</b> apprenticeship opportunities)</li> <li>• In training - <b>180</b></li> </ul> <p>Source: 16-18/19 Learner Responsive Residency Data &amp; Management Information Reports*</p> <p>42% of Central Bedfordshire young people attend further education in neighbouring authorities – which we are able to track. However, we are unable to track those coming into Central Bedfordshire from other local authorities.</p> <p>There are challenges in ensuring the right opportunities are available - driven by economic assessment and what young people want to do (and can access). There are also challenges associated with Raising the Participation Age which include:</p> <ul style="list-style-type: none"> <li>• Developing traineeships as a stepping stone to apprenticeships for those young people who still require the functional skills and key qualifications.</li> <li>• Increasing the number of apprenticeship opportunities available for the year 12-14 cohort.</li> <li>• Identifying creative and alternative routes for young people to secure equivalent to GCSE qualifications in English and Maths.</li> <li>• Early identification of young people at risk of becoming NEET (Key Stage 2 or earlier) to ensure support can be provided and alternative routes considered as appropriate.</li> <li>• Making opportunities accessible and affordable.</li> </ul>												



Published Ofsted school and college classifications* (Published inspection outcomes during the quarter as shown by the figure in brackets)																													
Ofsted category	Unit	2009/10		2010/11		2011/12		2012/13				Latest comparator group average	N/A	Report comparison	Quarter on quarter	Performance Judgement	G												
		Outturn	Outturn	Outturn	Outturn	Qu 1	Qu 2	Qu 3	Qu 4																				
<b>Total</b>	Number	140 (33)	139 (37)	140 (33)		Schools: 137(8) College: 1(0)	Schools: 137(8) College: 1(0)	Schools: 137(8) College: 1(0)	139(11)	137(8) College: 1(0)	137(8) College: 1(0)																		
<b>Outstanding</b>	Number	29 (5)	34 (7)	37 (3)		38 (1)	37 (1)	38 (1)	38 (1)	38 (1)	38 (1)																		
<b>Good</b>	Number	77 (19)	71 (19)	67 (16)		66 (6)	72 (5)	73 (3)	66 (6)	72 (5)	73 (3)																		
<b>Satisfactory</b>	Number	33(8)	32 (9)	34 (13)		34(4)	27 (0)	21 (0)	34(4)	27 (0)	21 (0)																		
<b>Requires Improvement</b>	Number	-	-	-		-	2 (2)	5 (3)	-	2 (2)	5 (3)																		
<b>Inadequate</b>	Number	1 (1)	2 (2)	2 (1)		1(0)	0 (0)	1 (1 - Special Measures )	1(0)	0 (0)	1 (1 - Special Measures )																		
<p><b>Comment:</b> Overall the proportion of schools being classified as good or outstanding has remained stable over the last three years. In Quarter Four published inspection outcomes show that 80% of schools and colleges are either 'Good' or 'Outstanding'.</p> <p>Sandy Upper School was inspected on 13<sup>th</sup> February 2013 and judged to require special measures. A Statement of Action has been completed to address the 4 key priorities of 'Improving Leadership and Management', 'Improving Teaching', 'Improving student achievement, particularly in English and Maths' and 'Improving Governance'. The Council's support for the school was recognised by the inspectors and this support has been extended to ensure the school successfully addresses the issues raised. The school is rigorously addressing the identified issues.</p>																													
<div style="text-align: center;"> <p>Published Ofsted Inspections</p> <table border="1"> <caption>Published Ofsted Inspections Data</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Outstanding</td> <td>73</td> </tr> <tr> <td>Good</td> <td>66</td> </tr> <tr> <td>Satisfactory</td> <td>34</td> </tr> <tr> <td>Requires Improvement</td> <td>5</td> </tr> <tr> <td>Inadequate</td> <td>1</td> </tr> </tbody> </table> </div>																		Category	Count	Outstanding	73	Good	66	Satisfactory	34	Requires Improvement	5	Inadequate	1
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Promote health and wellbeing and protect the vulnerable

C 1 MTP Protecting Vulnerable Adults					
<b>Milestones:</b>	1. Independent audits of safeguarding case files - Annual	Latest comparator group average	Report comparison	Performance Judgement	<b>G</b>
	2. Annual Safeguarding Report - Annual				
	3. Develop & implement Safeguarding Case Support Tool – March 2013				
	4. Continue to develop and implement the 6 work stream within the safeguarding improvement register – March 2013				
<b>Comment:</b>	The independent audit of safeguarding case files was completed in January 2013. 22 cases were reviewed of which two were found to be poor and eleven were found to be good/excellent. The auditor stated "The outcome of the audit would suggest that the authority should (as in February 2012) feel relatively satisfied with the work that it is doing to safeguard adults at risk, although as ever there is some room for improvement." The safeguarding case support tool was due to be implemented by the end of March, however due to changes in the national return for safeguarding, the information collected within the case support tool has been mainstreamed into the Swift database (the Adult Social Care system) and is planned to go-live in May 2013. Monthly performance reports presented to Executive and Deputy Executive members for SCHH.				

C 2 MTP Number of additional 'Extra Care' flats provided					
<b>Milestones:</b>	1. Identify site, approve decision to invest – November 2012	Latest comparator group average	Report comparison	Performance Judgement	<b>G</b>
	2. Produce design and acquire site - tbc				
	3. Secure Planning Permission; agree s106 - tbc				
	4. Procure contractor - tbc				
	5. Commence Construction - tbc				
	6. Open New Provision – by December 2014				
<b>Comment:</b>	The HCA bid has been made and the outcome is currently being awaited. Two sites are on track for the delivery of Extra Care units in December 2014 (Dukeminster) and 2015 (Site 17a, Leighton Buzzard). Planning applications have been submitted. Progress to identify new sites is positive, with broad corporate engagement and actions being progressed. There are significant risks to the project and the area to improve is to develop/implement mitigating actions to address those risks.				

C 3 MTP Percentage of decent homes (Council stock)															
Unit	Good is	2011/12				2012/13				Latest comparator group average	99.1% HouseMark 2010/11	Report comparison	Seasonal	Performance Judgement	
		Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn						
	Low														
<b>Target</b>															
<b>Actual</b>		99.3	99.4	99.4	100	98.20	98.40	99.00	100.00						
						99.35	99.6	99.8	100						
<b>Comment:</b> It is pleasing to report that the target has been achieved.															

C 4 MTP Number of Village Care schemes in operation					
<b>Milestone:</b>	Latest comparator group average	Report comparison	Performance Judgement		<b>G</b>
1. Establish 'core offer' for the village care scheme - September 2012					
2. Audit the current village care schemes - March 2013					
3. Establish Baseline - March 2013					
4. Draw up action plans and address the gaps - March 2014					
<b>Comment:</b>	Good progress continues to be made with the expansion of the village care schemes, with coverage now up to 90%.				

C 5 MTP Percentage of Council commissioned dementia care classed as 'good' or 'excellent'					
<b>Milestones:</b>	Latest comparator group average	Report comparison	Performance Judgement		<b>G</b>
1. Dementia Quality Accreditation Scheme approved - January 2013					
2. Incentive scheme for all dementia related residential care home payments introduced – January 2013					
3. 60% of all dementia care classed as 'good' or 'excellent' – March 2014					
<b>Comment:</b>	The Dementia Quality Accreditation scheme was launched in January 2013 and the first provider was accredited in March 2013, with first incentive payment processed and made. Work continues on establishing the classification scheme for dementia care within Central Bedfordshire.				

C 6 MTP Clients receiving self directed support (ASCOF1c)																
<b>Unit</b>	<b>Good is</b>	2010/11	2011/12				2012/13				Latest comparator group average	44.1 CIPFA 2011/12	Report comparison	Quarter on Quarter	Performance Judgement	
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1						Qu 2
%	High	30.42	60.0	32.20	35.3	40.0	52.9	52.9	52.9	100	54.7	66.2	71.7	72.8	72.8	<b>R</b>
<b>Comment: Provisional Outturn</b>																
The number of customers receiving self-directed support has continued to increase to 3,175 customers since April 2013. Of which 1,052 customers are in receipt of direct payments. Self-directed support continues to be offered to all new customers and through the review process to existing customers.																
Whilst the challenging target of 100% has not been achieved, it is pleasing to report that the revised national target of 70% has been exceeded. The target for 2013/14 will continue to challenge the service but will also take into consideration the number of customers who receive services that would not be delivered through a personal budget (e.g. equipment).																

C 7 MTP NHS Health checks (percentage of people aged 40 to 74 years of age offered a health check).																		
Unit	Good is	%	2010/11		2011/12				2012/13				Latest comparator group average	Report comparison	Annual	Performance Judgement	↑	G
			Number	%	Outturn	Outturn	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Outturn							
Percentage offered a health check			<b>Target</b>	<b>Number</b>	12,999	20,822	6,014	6,014	6,014	6,014	6,016	24,058						
			<b>Actual</b>	<b>Number</b>	14,923	21,466	5,057	4,978	9,083	6,651	25,769							
				<b>%</b>	115%	103%	84%	83%	151%	111%	107%							
Number of Health checks delivered			<b>Target</b>	<b>Number</b>	6,500	10,411	3,007	3,007	3,007	3,008	12,029							
			<b>Actual</b>	<b>Number</b>	7,547	10,499	1,992	2,398	2,949	3,148	10,487							
				<b>%</b>	116%	101%	66%	80%	98%	105%	87%							

**Comment:** The number of Health checks offered has exceeded the target set and within the Medium Term Plan.

The proportion of people accepting this offer and actually having their Health check is below target. There may be a number of reasons for this and there is evidence nationally to suggest that the poor economic outlook can reduce people's consideration of longer term health risk for more immediate concerns, hence the importance they attach to the preventative aspect of a Health check. It may also be that many of the willing have now had a check and we are now inviting those who are more challenging to engage. The Public Health team have been working closely with those practices that have been unable to meet their targets and additional Health checks have been offered in community settings, for example, Health checks have been offered at the Dunstable Travel Hub since January 2013. There is evidence that this approach is successful, as the number of Health checks delivered has increased each quarter.

To ensure that people invited for Health checks take up the offer, Public Health is working with communications team within CBC to develop and deliver an advertising and social marketing campaign which will include Health checks amongst other preventative programmes. This will be a campaign running over the next two years and will be aligned with high profile national campaigns, using the 'nudge' theory whereby if residents hear about Health checks on a number of occasions they are more likely to respond to the invitation.

In addition to assessing alcohol intakes, Health checks will also include dementia awareness and signposting as from April 2013.

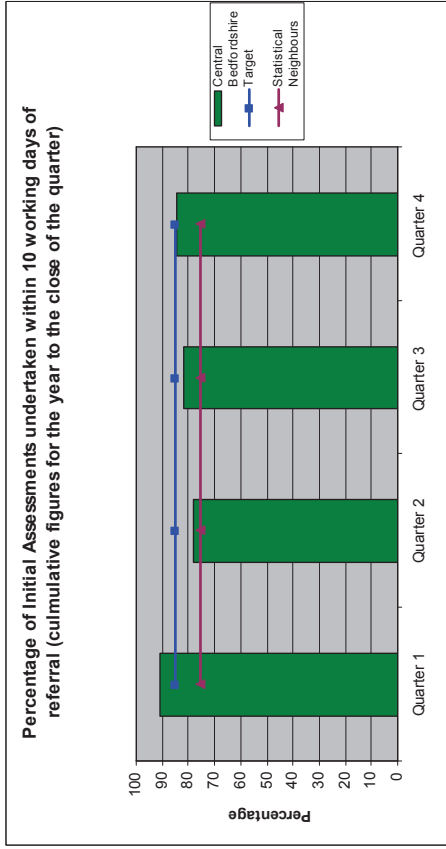
C8 MTP Percentage of referrals of children in need that led to initial assessments (Cumulative)																			
Unit	Good is	%	2010/11		2011/12				2012/13				Latest comparator group average	77.7% NFER (2011/12)	Report comparison	Quarter on quarter	Performance Judgement	↑	G
			Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1	Qu 2							
High			56.0	60	60.2	67.2	71.5	78.5	78.5	78.5	75	82.1	82.9	79.8	80.3	80.3			

**Comment:**

Performance for this measure has improved significantly over the last two years and the target of 75% was again achieved in Quarter 4. This also is the provisional full year outturn. With 80.3% of referrals leading to initial assessments this tells us that assessments are focussing correctly on the right children who need our services.

Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance there will be a single assessment process rather than separate initial and core assessments. The count of assessments will therefore change and this indicator will need to be reviewed for 2013/14.

Percentage of children's social care initial assessments undertaken within ten working days of referral (Cumulative)																						
C9 MTP	Good is	Unit	Latest comparator group average	71.4 NFER (2011/12)	Report Comparison	Quarter on quarter	Performance Judgement	↑	A	2012/13												
										Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn							
	High	%								85.0	82.7	81.3	84.1	86.4	86.6	85.0	90.7	78.1	81.8	84.7	84.7	
<b>Comment:</b>																						
<p>The provisional outturn for the percentage of initial assessments completed in 10 days is just 0.3% below target, with performance in Quarter 4 improving further compared to earlier in the year. Monthly monitoring within Children's Services has demonstrated performance above target since August, when the causes underlying the Quarter 2 reduction in performance were identified and addressed. As data is validated over the next few weeks as part of the end of year processes it is not yet certain if the final verified outturn will be above or below target.</p> <p>Following the publication of the Munro Review of Safeguarding and Working Together Statutory Guidance there will be a single assessment process rather than separate initial and core assessments. The way that the timeliness of assessments is monitored will therefore change and this indicator will need to be reviewed for 2013/14.</p>																						



Percentage of child protection cases which should have been reviewed during the year that were reviewed																						
C10 MTP	Good is	Unit	Latest comparator group average	97.6 NFER (2011/12)	Report comparison	Quarter on quarter	Performance Judgement	↕	G	2012/13												
										Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn							
	High	%								100	100	100	100	100	100	100	100	100	100	100	100	
<b>Comment:</b> Performance remains on target. Reviews are a key element in delivering Child Protection Plans and effective reviews should ensure the provision of good quality interventions to keep children safe and protected. This target should remain on 100% and graphical representation is not relevant.																						



Average time in days between a child entering care and moving in with its adoptive family, for children who have been adopted																	
C11 MTP	Unit	Good is	2011/12	2012/13				2013/14				Latest comparator group average	571 NFER (2011/12)	Report comparison	Quarter on quarter	Performance Judgement	G
				Qu 1	Qu 2	Qu 3	Qu 4 / Outturn	Qu 1	Qu 2	Qu 3	Qu 4 / Outturn						
	Days	Low	Outturn														
		Target	New	639	639	639	639	639	568	568	568	568					
		Actual	579	576	552	604	600										

**Comment:** Performance is within the target timescales, demonstrating that children are placed in their permanent home without undue delay which is particularly important in enabling very young children to form positive emotional attachments. Because this is a rolling 3 year average the end of year figure includes activity from the previous two years. The average for 2012/13 as a single year in isolation is 502 days.

Performance at the end of 2011/12 (579 days) included a low number of adoptions from 2009/10 that were completed in a short time frame and these are not included in 2012/13 figures. Performance in 2012/13 includes adoptions made in 2010/11 that took much longer to complete which results in the 3 year average increasing. It is expected that the 3 year average for the period ending in 2013/14 will show an improvement and meet the challenging target that has been set.

This is a new indicator recently introduced by the Department for Education (DfE) based on a rolling 3 year cohort. Targets are set nationally by the DfE.

**Better infrastructure - improved roads, broadband reach and transport**

Percentage of Central Bedfordshire with access to superfast broadband													
D 2 MTP	Unit	Good is	2011/12	2012/13	2013/14	2014/15	2015/16	Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Monitor only
	%	High											
		Percentage of Central Bedfordshire with access to superfast broadband – estimated private sector roll out by 2015	Target										
			Actual	73.8	75.5	90							

**Comment:** The Council has been working closely with existing broadband infrastructure providers to maximise their current rollout plans. As such BT has already upgraded exchanges in Biggleswade, Leighton Buzzard, Sandy, Dunsstable and Stotfold, and has recently announced the upgrade of the Woburn Sands, Whipsnade and Shefford exchanges. These recent announcements will have the impact of increasing the access.

The Council is working in partnership with Bedford Borough and Milton Keynes Councils to ensure a much faster rollout of the availability of broadband. The Partnership is shortly to enter the Broadband Delivery UK procurement process to select a private sector partner to deliver up to 90% superfast broadband coverage. This is expected to be completed by August 2013.

This indicator measures the number of residential and non-residential premises which are supported by the necessary infrastructure to enable them to access superfast broadband services. This is defined using the government's definition of 24 Megabits per second or faster. This is converted into a percentage against the total number of residential and non residential premises in Central Bedfordshire. It is not a measure of the broadband performance of individual broadband users, as some may be in an area that has access to superfast broadband but choose not to contract for this higher level of performance. Updated data is available annually. The figures used are estimates based on the predicted roll out plans of private service providers to 2015. For 2011/12 this was estimated to be 73.8% and for 2012/13 this was estimated to be 75.5%. As companies announce changes to plans the figures will be updated.

D 3 MTP Percentage of Central Bedfordshire with access to at least 2Mb broadband												
Unit	Good is	2011/12 Outturn	2012/13 (Reported in Qu4 report)	2013/14 (Reported in Qu4 report)	2014/15 (Reported in Qu4 report)	2015/16 (Reported in Qu4 report)	Latest comparator group average	N/A	Report comparison	Seasonal	Performance Judgement	Monitor only
%	High											
Percentage of Central Bedfordshire with access to at least 2Mb broadband – estimated private sector roll out by 2015	Target				100							
	Actual	89.5	97.8									
<p><b>Comment:</b> The Council is working in partnership with Bedford Borough and Milton Keynes Councils to ensure a much faster rollout of the availability of broadband. The Partnership is shortly to enter the Broadband Delivery UK procurement process to select a private sector partner to deliver up to 90% superfast broadband coverage. This is expected to be completed by August 2013.</p> <p>This indicator measures the number of residential and non-residential premises which are supported by the necessary infrastructure to enable them to access broadband services operating at 2 Megabits per second or faster. This is converted into a percentage against the total number of residential and non residential premises in Central Bedfordshire. It is not a measure of the broadband performance of individual broadband users. Updated data is available annually. The figures used are estimates based on the predicted roll out plans of private service providers to 2015. For 2011/12 this was estimated to be 89.5% and for 2012/13 was estimated to be 97.8%. As companies announce changes to plans the figures will be updated.</p>												

**Great universal services - Bins, leisure and libraries**

E 1 MTP Percentage of household waste sent for recycling																
Unit	Good is	2010/11			2011/12			2012/13			Latest comparator group average	47.8% PWC 2009/10	Report comparison	Seasonal	Performance Judgement	Monitor only
		Outturn	Target (Outturn)	Qu 1	Qu 2	Qu 3	Qu 4	Outturn	Target (Outturn)	Qu 1						
%	High	50.30	51.6	51	53.2	54.2	50.2	46.4	51.1	51	53.3	54.8	49.1			
<p><b>Comment:</b> Due to external verification of data through the Waste Data Flow system Quarter 2 and 3 figures are provisional. The reduced Quarter 3 performance is as a result of lower green waste from both kerbside and HWRC collections due to the bad weather reducing growth. This unfortunately outweighed the increased recycling gained from the north residual treatment contract. The target in the MTP is to reach 60% by 2020 which is being delivered through improvements to existing collection and HWRC contracts, the new interim residual treatment and disposal contracts and also the BEaR project which will provide 1 new and 3 improved Household Waste Recycling Centres, recovery of recyclables from residual waste, processing of organics from residual waste and the roll out of food waste collection to the south of CBC.</p> <p>By contrast the percentage of municipal waste going to landfill dropped from 42.3% (provisional) in Quarter 2 to 35.9% (provisional) in Quarter 3. This significant improvement in performance is the result of the new residual waste treatment and disposal contract for the north which commenced October 2012.</p>																

- E2 MTP Percentage of adults in Central Bedfordshire taking part in sport or active recreation is reported in Quarter 1 and Quarter 3.
- E3 MTP Satisfaction with library services will be reported in Quarter 1.
- E4 MTP Number of visits to libraries will be reported in Quarter 1.

Value for money - freezing Council Tax

F1 MTP		The percentage increase in Central Bedfordshire Council's element of the Council Tax bill							
Unit	Good is	2011/12 Decision for 2012/13	2012/13 Decision for 2013/14	Latest comparator group average	-	Report comparison	Annual	Performance Judgement	Outturn
%	Low	0%	0%						
		Target	0%						
		Actual	0%						

**Comment:** Following no increase in Central Bedfordshire Council's element of the Council Tax for 2012/13, the Council has again agreed no increase in its element of the Council Tax bill for 2013/14. The Council has worked hard to ensure there was no increase for 2013/14 despite pressures in terms of rising energy costs and increased customer demand on services such as Social Care. Continued work to make services as efficient as possible through new ways of working such as 'Customer First' combined with the remodelling of some services has enabled this to be achieved.



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